

## ANDREW P. KASHEVAROFF BUILDING JANITORIAL SERVICES BID SHEET

### BUILDING CHARACTERISTICS

- TEN (10) RESTROOMS.
- FIVE (5) PRIVATE ENCLOSED OFFICES.
- APPROXIMATELY 22,426 SQUARE FEET OF PUBLICALLY ACCESSIBLE AREAS ON FLOORS ONE AND TWO.
- APPROXIMATELY 18,553 SQUARE FEET OF EXHIBIT SPACE AREA.
- APPROXIMATELY 33,498 SQUARE FEET OF PARKING GARAGE

### Specifications:

The contractor will be required to perform the below listed services every seven (7) calendar days, which will be referred to as a cycle.

CONTRACT PERIOD: Services will be performed commencing on July 1, 2022 through June 30, 2023 (12 cycles) with four optional one-year renewals.

CONTRACT RENEWAL(S): Same renewal options will apply (see page 10 under “CONTRACT PERIOD”). Only the dates will be changed accordingly to reflect accurate workdays, depending on the year, for the months of April through October.

CONTRACTOR’S RESPONSIBILITIES: The contractor will use their own equipment during this contract and/or any extension thereof. The contractor will furnish all labor, any materials, and fertilizers necessary to perform the outlined services.

PAYMENT: Invoices can be submitted to the Alaska State Museums, 395 Whittier Street, Juneau, AK 99801, monthly or through the State of Alaska vendor [self-service portal Information for Vendors](#).

METHOD OF AWARD FOR LOT #1: Award will be made to the lowest responsive and responsible bidder based on the total cost. This lot may or may not be awarded. NOTE: This lot may be awarded separately from Lot #2 and Lot #3 depending on the outcome of the bid process. It is not a requirement that a vendor bid on Lot #2 or Lot #3 in order to bid on Lot #1 or vice versa.

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DAILY SERVICES: To be performed between 7:30:00 AM and 12:00 PM during the summer-Sunday through Saturday and between 8:00 AM and 12:00 PM during the Winter-Tuesday through Saturday. Payment will be made monthly after the work has been inspected and approved by a museum staff member.

- Empty and wipe clean all wastebaskets, including in office areas.
- Remove trash from the building to designated dumpster in rolling bins to prevent leaking or torn bags from dripping or spilling on the floors.
- Immediately close dumpster lid after refuse disposal to prevent birds and varmint from accessing trash.

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- Secure trash in plastic garbage bags and dispose of garbage bags in a designated container. After disposal, the contractor must close and secure the container lids and/or doors. This includes trash from outside the foyer area.
- Recyclable materials in recycle receptacles and bins shall be bagged in clear plastic liners and placed in the appropriate bins in the parking garage for recycle collection. Mixed refuse is considered refuse. Recycle pickup is NOT part of this ITB.
- Pick up garbage and litter spilled or lying around the facility
- Clean all mirrors and interior glass. Leave all interior glass in a clean and streak-free condition. This also includes the atrium area, mezzanine, bridge, and bathrooms. Note: Ammonia-based cleaners may not be used on plexiglass surfaces.
- Vacuum and then mop all terrazzo floors with liquid detergent and water, rinse tiled floors with clean water then mop tiled floors dry at least three times a week
- Regularly spot vacuum all visible dirt from carpeting, rugs, and walk-out mats in high traffic and public areas.
- Clean all drinking fountains and bathroom fixtures with a liquid disinfectant.
- Clean and sanitize all restroom toilets, urinals, divider panels, sinks, faucets, counters, doors, door handles, urinal mats, and trash receptacles with germicidal solution at recommended strength.
- Maintain all bathroom fixtures and drinking fountains in a clean, sanitary and germ-free condition.
- Clean bathroom toilets following standard practices.
- Replace restroom and sanitary napkin receptacle liners
- Mop bathroom floors, rinse with clean water if necessary, and mop up excess water so the floors dry quickly.
- During the period of heaviest visitation, May through September, the Contractor shall check the first floor atrium and museum public restrooms mid-day to restock supplies, pick up litter, and clean up wet floors and counter
- Fill all paper, toilet-seat cover, soap, and other dispensers with products of proper size and type.
- Maintain all paper, toilet-seat cover, baby changing table, soap and other dispensers in a clean and usable condition.
- Maintain all entry mats in a clean, dirt-free, and functional condition.

WEEKLY SERVICES: To be performed between 7:30:00 AM and 12:00 PM during the summer-Sunday through Saturday and between 8:00 AM and 12:00 PM during the Winter-Tuesday through Saturday. Payment will be made monthly after the work has been inspected and approved by a museum staff member.

- Vacuum carpeted floors.
- Clean spots from all carpeted floors with carpet shampoo.
- Dry dust all flat surfaces, inclusive of library stacks, public tables
- Clean all dirt and smudge marks from walls and fixtures.
- Mop linoleum floor staff areas.
- Maintain air vent grills in a dust and lint-free condition.
- Ensure dispensers for all paper, toilet-seat cover, soap and other required dispensers.
- For public elevator, twice a week vacuum dirt and debris from the elevator tracks and threshold, vacuum and mop the floor, clean, and polish the interior and exterior car walls and doors, and clean and sanitize the handrails and service panel.
- For staff elevator, once a week vacuum dirt and debris from the elevator tracks and threshold, vacuum and mop the floor, clean and polish the interior and exterior car walls and doors, and clean and sanitize the handrails and service panel.
- For the public stair wells, vacuum, damp mop, clean and sanitize handrails and surfaces
- For the staff stair well, vacuum, and damp mop

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- For the Grand stair (next to Eagle Tree), twice weekly vacuum, damp mop, clean and sanitize handrails and surfaces, and clean glazing along the edge of the stairs

**MONTHLY:**

- Thoroughly edge vacuum all carpeted areas including
- For the public stair wells, dusting and general wall spot clean
- For the staff stair well, clean and sanitize surfaces, dusting, and general wall spot clean
- For the staff and security office clean glazing.

**AD HOC SERVICES:**

- Supply, check, and replenish liquid hand soap, 2-ply facial quality toilet tissue, paper towels, feminine products, toilet seat covers, and baby changing table covers in all restrooms. Use the appropriate products designed for the dispensers provided.
- Keep building drains free of hair, soap scum, dirt. Pour water down floor drains to reduce drain odors.

**BIDDER'S NOTE:** THE STATE ESTIMATES IT WILL TAKE AT LEAST 56 HOURS PER MONTH IN THE SUMMER SEASON AND 40 HOURS PER MONTH IN THE WINTER SEASON TO PERFORM THE TASKS SET OUT IN ITEM A ABOVE.

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**ITEM A BID**

\$\_\_\_\_\_ Supply costs per month during summer season  
\$\_\_\_\_\_ Equipment costs per month during summer season  
\$\_\_\_\_\_ Supply costs per month during winter season  
\$\_\_\_\_\_ Equipment costs per month during winter season  
(include these cost in MONTHLY BID PRICE FOR ITEM A below).

Summer season	\$_____	X 6 MONTHS =	\$_____
Winter season	\$_____	X 6 MONTHS =	\$_____

MONTHLY BID PRICE FOR ITEM A

ANNUAL BID PRICE FOR ITEM A

**ITEM B BID**

**AS REQUIRED SERVICES:** To be performed daily between 8:00 AM and 9:00 AM, in the Summer-Sunday through Saturday, and 8:00 AM and 10:00 AM in the Winter-Monday through Friday. Payment will be made monthly after the work has been inspected and approved by a museum staff member.

- Replace plastic wastebasket liners in offices, break room, foyers, and exterior front entry. This is required at least once a week or whenever the plastic wastebasket liner is torn or soiled.

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The contractor will maintain daily contact with the museum staff contact person.

BIDDER'S NOTE: THE STATE ESTIMATES IT WILL TAKE AT LEAST 2 MAN-HOUR PER WEEK TO PERFORM THE TASKS SET OUT IN ITEM B ABOVE.

\$ \_\_\_\_\_ X 12 MONTHS = \$ \_\_\_\_\_

MONTHLY BID PRICE FOR ITEM B

ANNUAL BID PRICE FOR ITEM B

**ITEM C BID**

SCHEDULED SERVICES: These services are required twice each year on a date and time set by a museum staff member or the contracting officer. Payment will be made after the service is performed and the work has been inspected and approved by a museum staff member

- Shampoo all carpets, ensuring that all carpeting is completely dry prior to the beginning of the museum's normal business hours.

BIDDER'S NOTE: THE STATE ESTIMATES IT WILL TAKE AT LEAST 20 MAN-HOURS TO PERFORM THE TASKS SET OUT IN ITEM D ABOVE.

\$ \_\_\_\_\_ X 2 = \$ \_\_\_\_\_

BID PRICE FOR ITEM D

ANNUAL BID PRICE FOR ITEM D

**ITEM D BID**

SCHEDULED SERVICES: These services are required up to each year on a date and time set by a museum staff member or the contracting officer. Payment will be made after the service is performed and the work has been inspected and approved by a museum staff member.

- Strip, wash, and rinse all terrazzo floors, and then apply new wax in sufficient layers to protect floors and ensure a high sheen.

BIDDER'S NOTE: THE STATE ESTIMATES IT WILL TAKE AT LEAST 120 MAN-HOURS TO PERFORM THE TASKS SET OUT IN ITEM D ABOVE.

\$ \_\_\_\_\_ X 2 = \$ \_\_\_\_\_

BID PRICE FOR ITEM E

ANNUAL BID PRICE FOR ITEM E

### ITEM E BID

**SCHEDULED SERVICES:** These services are required approximately two times each year on a date and time set by a museum staff member or the contracting officer. Payment will be made each time the service is performed, and after the work has been inspected and approved by a museum staff member. A staff member is required to be on site to inspect for leakage.

- Wash the inside and outside of all interior glass (windows, doors, walls, with the exception of the skylights) and leave all exterior glass in a clean and streak-free condition.
- Vacuuming secure vault spaces should occur once a year or upon request.

**BIDDER'S NOTE:** THE STATE ESTIMATES IT WILL TAKE AT LEAST 8-16 MAN-HOURS, EACH TIME, TO PERFORM THE TASKS SET OUT IN ITEM E ABOVE.

\$ \_\_\_\_\_ X 2 = \$ \_\_\_\_\_

BID PRICE FOR ITEM E

ANNUAL BID PRICE FOR ITEM E

### ITEM F BID

**SCHEDULED SERVICES:** These services are to be performed daily between 8:00 AM and 9:00 AM, in the Summer-Sunday through Saturday, and 8:00 AM and 10:00 AM in the Winter- Monday through Friday. There may be other priority activities during these early morning hours and when that is the case, these duties should be done as soon as possible after the priority items are completed. These details can be discussed with the Program Manager after contract award is issued.

- Wipe entrance doors and adjacent windows to remove unsightly dust, dirt, cobwebs, and spots.
- Police Sidewalks and grounds to pick up and remove litter.
- Sweep exterior concrete entryways, ramps, steps, and loading dock to remove gravel, sand, and debris as needed.
- Power wash or scrub clean entry ramps, steps, risers, walkways, and loading dock as needed to remove slime, liquid spills, grime, and bird droppings monthly or as needed during the summer months.
- Empty cigarette urns, when and if provided, and replace sand as needed.
- In parking garage, power sweep, pick up leaf debris that compacts around the entry gate area, pick up litter.
- As needed, use an absorbent medium to clean up new spills from vehicle engines (oil, antifreeze, tar, and grease) on the parking garage floor

**BIDDER'S NOTE:** THE STATE ESTIMATES IT WILL TAKE AT LEAST 8 MAN-HOURS, EACH TIME, TO PERFORM THE TASKS SET OUT IN ITEM F ABOVE.

\$ \_\_\_\_\_ X 2 = \$ \_\_\_\_\_

BID PRICE FOR ITEM F

ANNUAL BID PRICE FOR ITEM F

**ANNUAL BID SCHEDULE:**

Enter your annual bid price for each of the ITEMS listed in this ITB. You must enter a bid price for each individual ITEM. If you fail to make an entry for each individual ITEM, it may cause your bid to be rejected as nonresponsive.

**OPTIONAL SERVICES:** The state reserves the right to purchase or not to purchase the services in ITEMS D through F, at its sole discretion. The services set out in those ITEMS may or may not be purchased. If these services are purchased, they may be purchased fewer than four times each year. The state will notify the contractor each time it requires these services to be performed. The contractor is not to provide these services unless specifically asked to do so by a museum staff member or the contracting officer.

ANNUAL BID PRICE FOR ITEM A	\$	
ANNUAL BID PRICE FOR ITEM B	\$	
ANNUAL BID PRICE FOR ITEM C	\$	
ANNUAL BID PRICE FOR ITEM D	\$	
ANNUAL BID PRICE FOR ITEM E	\$	
ANNUAL BID PRICE FOR ITEM F	\$	
<b>TOTAL ANNUAL BID FOR ALL ITEMS ON LOT #1</b>	<b>\$</b>	

ENTER THE COST PER HOUR FOR ADDITIONAL CLEANING SERVICES IN THE EVENT THEY ARE NEEDED. THE STATE DOES NOT GUARANTEE A MINIMUM USE FOR THESE ADDITIONAL SERVICES. THEY WILL BE ON AN AS-NEEDED BASIS ONLY.

\$\_\_\_\_\_ PER HOUR

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On lines A through Q enter the equipment that is required to perform ALL OF THE SERVICES in this ITB and identify the location of the equipment so that the state can inspect the equipment.

	EQUIPMENT	LOCATION
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____
F.	_____	_____
G.	_____	_____
H.	_____	_____
I.	_____	_____
J.	_____	_____
K.	_____	_____
L.	_____	_____
M.	_____	_____
N.	_____	_____
O.	_____	_____
P.	_____	_____
Q.	_____	_____

- Do you currently have all of the equipment listed above?  
YES ☐  
NO ☐
- If you do not currently own all of the equipment listed above, how do you intend to acquire it in order to perform the work described in this ITB?  
PURCHASE ☐  
RENT ☐  
OTHER ☐

If “other”, please explain:

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