



REQUEST FOR QUOTATION

Department of Military and Veterans Affairs

Kodiak Readiness Center Janitorial Service

RFQ 230000007

Questions will be received until **11/21/2022 at 10:00 AM**
Alaska Standard Time (AKST).

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Date of Issue: **11/04/2022**

Bid Receiving Location:

DMVA/DAS Procurement

ATTN: RFQ 230000007

PO Box 5308

49000 Army Guard Rd.

Suite B105B

JBER, AK 99505-0308

VENDOR NOTICE (This is NOT a Purchase Order)

This is an informal quotation that will not be read at public opening. The information may be publicly reviewed after award. The terms and conditions should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and the RFQ number on the outside of the return envelope.

READINESS CENTER LOCATION:

KODIAK READINESS CENTER

125 Powell Ave.

Kodiak, Alaska

99615

Procurement Officer: Kyle Wuorinen

49000 Army Guard Rd., Suite B105B

JBER, Alaska 99505-0308

Phone: **907-428-7224**

MvaDasProcurement@alaska.gov

Purpose of Solicitation

Kodiak Readiness Center Janitorial Service

Requirement: The State of Alaska, Department of Military and Veterans Affairs, Alaska National Guard Facilities Management Office (FMO) is seeking competitive quotes for a possible multiyear contract with a qualified vendor to provide janitorial services as specified within this RFQ.

Period of Performance: The initial period of performance for a contract resulting from this RFQ will be 2-year(s) firm from the date of award with three 1-year renewal options, to be exercised at the sole discretion of the State under the same terms, conditions, and specifications as the original contract.

Solicitation Closing Date & Time: **11/30/2022 at 10:00 A.M.** Alaska Standard Time (AKST).

Questions. All questions concerning this RFQ or the contents herein must be submitted in writing and directed to the Department of Military and Veteran Affairs (DMVA) / Division of Administrative Services (DAS) procurement office via E-Mail to MvaDasProcurement@alaska.gov by **10:00 A.M.** Alaska Standard Time (AKST), **11/21/2022**

Point of Contact: Point of contact concerning this RFQ is **Kyle Wuorinen** and can be contacted at **(907) 428-7224**.

Continued on next page...

THIS SECTION MUST BE COMPLETED BY VENDOR

Delivery shall be made _____ calendar days after receipt of order.

Payment Terms: _____

Company Name	Address	City	State	ZIP Code	Phone Number
Alaska Business License No.	Vendor Tax I.D. No.	Do you qualify for the Alaska Bidders' Preference? [] Yes [] No			
		Do you qualify for the Alaska Veteran Preference? [] Yes [] No			
Signature _____		Date _____		Typed Name and Title _____	

INSTRUCTIONS TO BIDDERS

1. SUBMITTING QUOTES: Offerors must submit one copy of their offer, in writing, to the procurement officer **via email**, to MvaDasProcurement@alaska.gov. The email must contain the RFQ number in the subject line and be sent via PDF attachment.

The maximum size of a single email (including all text and attachments) that can be received by the state is 20mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Email transmission is not instantaneous. Similar to sending a hard copy bid, if you are emailing your bid, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of bids.

It is the offeror's responsibility to contact the issuing agency at (907) 428-7224 to confirm the bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

*****The Procurement Office uses the time and date shown on the received e-mail in the State's Inbox to determine date and time for receipt of quotes that have been submitted electronically*****

A reminder -- **late quotes will not be accepted** unless the delay is due to an error of the contracting agency.

2. DEADLINE FOR RECEIPT OF QUOTES: Quotes must be received by **11/30/2022 at 10:00 A.M. Alaska Standard Time (AKST)**. An offeror's failure to submit their quote in its entirety prior to the deadline will cause the bid to be disqualified. Late quotes or quotes received after the deadline will not be opened or accepted for evaluation and will be considered non-responsive.

3. VENDOR SELF SERVICE (VSS) REGISTRATION: If your firm does not have a Vendor ID, it is highly recommended you create a vendor account in the State's VSS system <https://doa.alaska.gov/dof/vendor.html> to speed the process if awarded a contract.

4. ALASKA BUSINESS LICENSE: To be considered for contract award, your firm must have an up-to-date Alaska Business License. <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>

5. FEDERAL REQUIREMENTS: This RFQ is being solicited using federal program funding. By signature on a bid, the offeror agrees to comply with the compliance requirements applicable to the Federal program including the audit requirements of OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations, if awarded a contract.

Furthermore, the U.S. Department of Labor requires all state agencies expending federal funds to have a certification filed in the proposal, by the offeror, stating that they have not been debarred or suspended from doing business with the federal government. **The Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction (attachment 4) must be completed and submitted with your quote.** A proposal from a debarred or suspended offeror shall be rejected.

6. PROJECT MANAGEMENT: Once the solicitation has been awarded, Facility Management Office's project manager will maintain and manage the project until completion. All work will first be authorized by the project manager to ensure guidelines and local ordinances are being followed. The project manager will determine when work will be expected to begin.

Instructions to Bidders

Terms and Conditions

- 1. REQUEST FOR QUOTATION (RFQ) REVIEW:** Offerors shall carefully review this RFQ for defects and questionable or objectionable material. Offerors' comments concerning defects and questionable or objectionable material in the RFQ must be made in writing and received by the purchasing authority before the date and time set for receipt of quotes. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective quote upon which award cannot be made, and the resultant exposure of offerors' prices. Offerors' original comments should be sent to the purchasing authority listed on the front of this RFQ.
- 2. QUOTATION FORMS:** Offerors shall use this and attached forms in submitting quotes. A photocopied quote may be submitted.
- 3. SUBMISSION:** Quotations shall be signed where applicable and received at the designated Purchasing Office no later than as indicated.
- 4. QUOTE REJECTION:** The State of Alaska reserves the right to reject any or all quotes, combinations of items, or lot(s), and to waive defects or minor informalities.
- 5. EXTENSION OF PRICES:** In case of error in the extension of prices in the quote, the unit prices will govern; in a lot bid, the lot prices will govern. Negligence by the vendor in preparing the quotation confers no right for the withdrawal of the quotation after it has been opened.
- 6. ALASKA PROCUREMENT CODE:** The Procurement Code (AS.36.30) and its Regulations (2 AAC Ch. 12), are made a part of this document as if fully set forth herein. Note: AS.36.30 and 2 AAC Ch. 12 are available at most public libraries and legislative information offices; and both are available for review at Alaska State Purchasing Offices.
- 7. PRICES:** The offeror shall state prices in the units of issue on this RFQ. Prices quoted for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices quoted for services must be quoted in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost. Prices quoted must be exclusive of federal, state, and local taxes. If the offeror believes that certain taxes are payable by the State, the offeror may list such taxes separately, directly below the bid price for the affected item. The State is exempt from Federal Excise Tax except for the following:
 - Coal - Internal Revenue Code of 1986 (IRC), Section 4121 - on the purchase of coal;
 - "Gas Guzzler" - IRC, Section 4064 - on the purchase of low m.p.g. automobiles, except that police and other emergency type vehicles are not subject to the tax;
 - Air Cargo - IRC, Section 4271 - on the purchase of property transportation services by air;
 - Air Passenger - IRC, Section 4261 - on the purchase of passenger transportation services by air carriers;
 - Leaking Underground Storage Tank Trust Fund Tax (LUST) - IRC, Section 4081 - on the purchase of Aviation gasoline, Diesel Fuel, Gasoline, and Kerosene.
- 8. PAYMENT FOR STATE PURCHASES:** Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a State agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement which establishes a lower interest rate or precludes the charging of interest.
- 9. PAYMENT DISCOUNT:** Discounts for prompt payment will not be considered in evaluating the price you quote. However, the State shall be entitled to take advantage of any payment discount(s) offered by the vendor provided payment is made within the discount period. Payment discount periods will be computed from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice.
- 10. VENDOR TAX ID NUMBER:** If goods or services procured through this RFQ are of a type that is required to be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the State of Alaska before payment will be made.
- 11. INDEMNIFICATION:** The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.
- 12. SEVERABILITY:** If any provision of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

13. TITLE: Title passes to the State for each item at FOB destination.

14. FILING A PROTEST: An offeror shall attempt to informally resolve a dispute with the procurement officer regarding a small procurement. If the attempt is unsuccessful, the vendor may protest the solicitation or the award of a small procurement contract under AS 36.30.320. The protest must be filed in writing with the commissioner of the purchasing agency or the commissioner's designee and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) the form of relief requested. The protester must file a copy of the protest with the procurement officer for the purchasing agency. Protests will be treated in accordance with AS 36.30.550 and 2 AAC 12.695.

15. COMPLIANCE: In the performance of a contract that results from this RFQ, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.

16. SUITABLE MATERIALS, ETC.: Unless otherwise specified, all materials, supplies or equipment offered by an offeror shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.

17. SPECIFICATIONS: Unless otherwise specified in the RFQ, product brand names or model numbers are examples of the type and quality of product required, and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

18. FIRM OFFER: For the purpose of award, offers made in accordance with this RFQ must be good and firm for a period of ninety (90) days from the date of quote opening.

19. QUOTE PREPARATION COSTS: The State is not liable for any costs incurred by the offeror in quote preparation.

20. CONSOLIDATION OF AWARDS: Due to high administrative costs associated with processing of purchase orders, a single low quote of \$50 or less may, at the discretion of the State, be awarded to the next low offeror receiving other awards for consolidation purposes. This paragraph is not subject to the protest terms enumerated in "FILING A PROTEST" above.

21. CONTRACT FUNDING: Offerors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

22. CONFLICT OF INTEREST: An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.

23. ASSIGNMENT(S): Assignment of rights, duties, or payments under a contract resulting from this RFQ is not permitted unless authorized in writing by the procurement officer of the contracting agency. Quotes that are conditioned upon the State's approval of an assignment will be rejected as nonresponsive.

24. SUBCONTRACTOR(S): Subcontractors will not be allowed.

25. FORCE MAJEURE (Impossibility to perform): The parties to a contract resulting from this RFQ are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

26. LATE QUOTES: Late quotes are quotes received after the time and date set for receipt of the quotes. Late quotes will not be accepted.

27. CONTRACT EXTENSION: Unless otherwise provided in this RFQ, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

28. DEFAULT: In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

29. DISPUTES: If a contractor has a claim arising in connection with a contract resulting from this RFQ that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

30. GOVERNING LAW; FORUM SELECTION: A contract resulting from this RFQ is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 29 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

31. CONSUMER ELECTRICAL PRODUCT: AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third-party certification program." Electrical consumer products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this quote the offeror certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.

32. CONTINUING OBLIGATION OF CONTRACTOR: Notwithstanding the expiration date of a contract resulting from this RFQ, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

33. ORDER DOCUMENTS: Except as specifically allowed under this RFQ, an ordering agency will not sign any vendor contract. The State is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the State under this RFQ. The State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this RFQ.

34. BILLING INSTRUCTIONS: Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.

35. OFFERORS WITH DISABILITIES: The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this procurement should contact the procurement officer named on the cover page of this RFQ as soon as possible, but no later than the date and time quotations are due to make any necessary arrangements.

36. COMPLIANCE WITH ADA: By signature of their quote the bidder certifies that they comply with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government. Services or activities furnished to the general public on behalf of the State must be fully accessible. This is intended to ensure that agencies are in accordance with 28 CFR Part 35 Section 35.130 and that services, programs or activities furnished to the public through a contract do not subject qualified individuals with a disability to discrimination based on the disability.

37. ALASKA BIDDER PREFERENCE: The award of a contract based on a Request for Quotation (RFQ) will be made to the lowest responsive and responsible bidder after an Alaska bidder preference of five percent (5%) has been applied. An "Alaska bidder" is a person who: (1) holds a current Alaska business license; (2) submits a bid for goods, services, or construction under the name as appearing on the person's current Alaska business license; (3) has maintained a place of business within the state staffed by the bidder or an employee of the bidder for a period of six months immediately preceding the date of the bid; (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and, (5) if a joint venture, is composed entirely of ventures that qualify under (1) - (4) of this subsection. AS 36.30.170, AS 36.30.321(a) and AS 36.30.990(2)

38. ALASKA VETERAN PREFERENCE: If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska veteran preference of five percent (5%). The preference will be given to a (1) sole proprietorship owned by an Alaska veteran; (2) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans; (3) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or (4) corporation that is wholly owned by individuals and a majority of the individuals are Alaska veterans and may not exceed \$5,000. The bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other governments, or the general public. AS 36.30.321(i)

39. USE OF LOCAL FOREST PRODUCTS:
Not applicable.

40. LOCAL AGRICULTURAL AND FISHERIES PRODUCTS PREFERENCE:
Not applicable.

41. ALASKA PRODUCT PREFERENCE:
Not Applicable.

42. EMPLOYMENT PROGRAM PREFERENCE: If a bidder qualifies for the Alaska bidder preference, under AS 36.30.321(a) and AS 36.30.990(2), and is offering goods or services through an employment program as defined under 36.30.990(12), they will be awarded an Employment Program Preference of fifteen percent (15%) in accordance with AS 36.30.321(b).

43. ALASKANS WITH DISABILITIES PREFERENCE: If a bidder qualifies for the Alaskan bidder's preference under AS 36.30.321(a) and AS 36.30.990(2), and is a qualifying entity as defined AS 36.30.321(d), the will be awarded an Alaskans with Disabilities Preference of ten percent (10%) in accordance with AS 36.30.321(d). A bidder may not receive both an Employment Program Preference and an Alaskans with Disabilities Preference.

44. PREFERENCE QUALIFICATION LETTER: Regarding preferences 42 and 43 above, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists of Alaskan: [1] employment programs that qualify for preference and [2] individuals who qualify for preference as Alaskans with disabilities. In accordance with AS 36.30.321(i), in order to qualify for one of these preferences, a bidder must add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, a bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public.

As evidence of an individual's or a business' qualification for a certain preference, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences 42 or 43 above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list at the time the quote is opened and must attach a copy of their certification letter to their quote. The bidder's failure to provide this certification letter with their quote will cause the State to disallow the preference.

--End Instructions to Bidders--

Kodiak Janitorial Scope of Work

PERFORMANCE REQUIREMENTS:

1. WORK SCHEDULE: Services must be performed two (2) days a week on Monday and Thursday between the hours of 8:30 A.M. and 4:00 P.M., Alaska Standard Time (AKST). Services must not be performed after scheduled hours and is prohibited. Afterhours work to include waxing and carpet cleaning may be determined at the time of award. If a service day falls on a state or federal holiday, services shall be rendered generally on the next available working day from Department of Military and Veteran Affairs (DMVA) holiday. In some instances, it may be necessary to perform any work the day prior to the state or federal holiday. The contractor will coordinate a schedule of frequency and time of service with the Project Manager (PM) for other services such as stripping, waxing and carpet cleaning. In the event it is necessary for the State of Alaska to change the schedule for any or all services under this contract, after notification the contractor will have seven calendar days to have the new schedule to be placed in effect. At the start of the contract, the contractor will provide the number of man hours and employees that are needed to perform the daily and weekly services and tasks for each building, this will determine the schedule that will be used and approved by the project manager (PM).

2. MANAGER, EMPLOYEES & SUPERVISION: The contractor shall assign a full-time manager who must be available on a daily basis for communication and coordination with the project manager (PM) for custodial functions and will be available to respond to the contract site(s) for quality control/corrections. The manager shall have full authority to act for the contractor in all matters relative to the performance and rendering of this contract.

The contractor shall be responsible for the conduct and performance of all contract employees while on the premise. Any employee whose conduct is objectionable or who does not meet qualifications set forth in the contract may be immediately removed or barred from the premise. Additionally, the contract manager is responsible for enforcing the following guidelines:

- Contract employee(s) appearing to be under the influence of alcohol or drugs shall not be permitted to be on the premise.
- Contract employee(s) shall not use or tamper with office machinery, electronic components, sensitive equipment, filing station(s), or personal properties at any time (i.e. Printers, Computers, Monitors, Files, Personal Items, Shredders (etc.)).
- Contract employee(s) shall not open desk's, cabinets, or other drawered furniture(s) at any time.
- Contract employee(s) shall not use the Department of Military & Veterans Affairs telephones, copiers and/or fax machines for personal use at any time.
- Contract employee(s) on work programs will require supervision on a 1:2 ratio. (One supervisor to every 2 employee(s)).

Business solicitations from a contractor or contract employee(s) from building occupants is not allowed during the performance or rendering of this contract. This also prohibits notes or advertisements posted in the facilities or grounds.

***** Failure to enforce the above guidelines will be grounds for contract termination/cancellation. *****

The contractor shall be directly responsible for instructing employee(s) in utilities conservation practices and will be responsible for operating under the conditions that preclude the waste of utilities, which shall include but shall not be limited to the following:

- Lights shall only be used in the areas where work is truly being performed. Lights shall be turned off as soon as tasks and services have been performed in each area.
- The workers shall not adjust any mechanical equipment, electrical components, controls for heating, ventilation, and/or airconditioning systems.
- Water faucets and/or valves shall be turned off after the required usage has been completed.
- Exterior doors and windows will not be propped, bolstered, cushioned or left unlocked, accessible, made passible or opened.

3. PRESENCE OF NON-EMPLOYEES: Contractor shall not allow any person(s) that are not employee(s) and/or contractor(s) on the premises at any time during contracted work hours. Business associates, friends, minor(s) or person(s) of the contractor(s) and employee(s) family are prohibited from performing any work under this contract on any project site(s) during contract work hours.

4. COMMUNICATION: At least one person(s) who can fluently speak, read, and legibly write in the English language shall always be present during the time of scheduled services.

5. SECURITY CHECKS AND TRAINING: For security reasons, the Department of Military and Veterans Affairs may require identification, fingerprints, and conduct investigations of the successful bidder's and their employees performing work on any contract resulting from this solicitation. By their signature on the bid submitted in response to this solicitation the bidder agrees to provide any requested information, to include Social Security Numbers, on any employee, and to cooperate fully with DMVA in any background check/investigation and training/certification requirements.

6. SAFETY & SAFETY DATA SHEETS (SDS): In accordance with Federal, State and Local requirements, the contractor shall acquire, file, and maintain up-to-date records pertaining to Safety Data Sheets (SDS) for substances and products used by the contractor(s) in performance of any contract awarded from this solicitation. The contractor(s) shall assume full responsibility for conformance with the law regarding the contractor's employee(s). The project manager (PM) or other authorized person(s) may request and/or inspect the contractor's files on products being used in performance of work awarded from this solicitation. A current, up-to-date binder will be kept on site in each storage area throughout the duration of the contract.

The Contractor and employee(s) must be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act (OSHA) and all other Federal, State, and local laws/regulations that are considered applicable.

The contractor will ensure that all employees assigned to the contract are knowledgeable of the current guidelines/regulations and industry standards affecting custodial and housekeeping operations.

7. DAMAGE: The contractor is liable, responsible and accountable for any damage(s) to the property caused by the contractor, contractor's employee(s) to include, but is not limited to building structures, contents, or personal property. Any incident(s) shall be reported within 1 hour of the incident(s) to the facilities representative and the project manager (PM).

8. LOSS OF KEYS: Special emphasis is placed on key control. If keys are issued, the Contractor is required to sign for all keys. All keys are to be obtained from the Facility Commander or an authorized representative of the facility, and to be returned upon the completion of this Contract and/or task. No duplications are to be made of any keys. In the event of lost keys, contact the Facility Commander for replacement(s). At minimum replacement and re-keying charges will be paid by the contractor.

***** Lost keys may be grounds or result in immediate termination of this contract. *****

9. INSPECTION OF WORK: The Contractor or Contractors Designee, upon notification by the project manager (PM) shall be present at the contract site(s) to conduct an inspection with the agency's representative. Inspections with the

project manager (PM) may take place anytime and at the sole discretion of the Contracting Agency.

Required corrections resulting from deficient work shall be accomplished within four (4) hours after the inspection or, at the sole discretion of the project manager (PM), at an acceptable or alternate time.

**** Any carryover of non-corrected deficiencies will be considered a Breach of Contract. ****

10. DEFICIENT WORK: The project manager (PM) will work with the contractor to resolve matters of deficiency by contacting the contractor and/or issuing a *Deficient Work Notification Form*. The contractor will correct any deficiency within two (2) hours after the inspection or, at the sole discretion of the project manager (PM), at an acceptable or alternate time. If the Contractor fails to appear for an inspection or a deficiency is not corrected within the stated period, the project manager (PM) may contact/hire another janitorial service to correct the deficiency and deduct that cost from the next payment due under this contract.

If the contractor fails to correct the deficiency within the required time, this will be considered a valid deficiency claim and the project manager (PM) will submit the Deficient Work Notification to the procurement office. The procurement office will issue a Cure Letter. This letter will identify the problem(s), citing relevant contract language and any corrective action required. This letter will also list the consequences for failing to correct the problem(s) and set a deadline after which the contractor may be found in willful default if corrective action is not taken.

If a contractor is issued more than two (2) Cure Letters during the life of this contract, it shall be grounds for the procurement officer to find the contractor in willful default and cancel the contract immediately.

11. BUILDING SECURITY: As instructed by the project manager (PM) or the facilities representative, the contractor shall be obliged to turn off all designated lighting, close and lock any doors and windows on each workday. Contractor(s) shall be briefed by the contracting agency or a representative on the security protocols including Key control for the facility(s) that are serviced under this contract.

12. RESTRICTED AREAS AND EXCEPTIONS: The Contractor may not have access to some areas requiring special attention. For example, access to some data processing/ telecommunication/computer areas may be limited to authorize personnel only. Some areas may be restricted from janitorial personnel during specific time frames and daily services in these spaces must be performed between specific hours as scheduled by the user agency occupants. Other spaces may require that the doors be immediately locked after completion of the janitorial services for that area.

13. SUPPLIES AND EQUIPMENT: The contractor will provide all equipment, labor(s), and supplies required to complete the work as specified in the contract. At all times, the contractor shall store enough consumable supplies at the site(s) to last a minimum of 3 weeks for a fully occupied building(s), all consumable supplies in the facility(s) supplied by contractor are considered property of the State of Alaska (SOA).

The contractor will provide any item(s) such as, but is not limited to: Personal Protective Equipment (PPE), dispenser towel(s), toilet paper(s), can liner(s), soap(s), detergent(s), cleaning chemical(s), carpet and hard floor maintenance product(s) and equipment(s), towel(s), cloth(s), sponge(s), brushes, germicidal and fungicidal chemical(s), vacuum cleaner(s), floor scrubber(s), high speed buffer(s), carpet extraction machine(s), ladder(s), squeegees. Contractor shall provide a closed container for waste sanitary napkins (if not already installed). Contractor shall also furnish (cost to be borne by contractor), repair(s), and/or replacement toilet- seat cover dispensers, tissue dispensers, paper towel dispensers, and soap dispensers in all areas serviced. The contractor will be responsible for the make(s), model(s) and type(s) of dispenser(s), filler(s), chemical(s), etc.. If a dispenser is battery operated, the contractor shall provide batteries for each unit. Batteries are to be changed before they are fully discharged.

The contractor will not be responsible to provide, purchase, or furnish lightbulbs at this facility.

The contractor will not use any equipment owned by the State of Alaska (SOA) or employee(s) of the state.

This is not an all-inclusive list of supplies and equipment required and by no means should be considered as the minimum items required. All ladders or other devices used to reach the surface of objects not otherwise accessible for the required cleaning operations shall be provided by the contractor, at no additional expense to the state; all such

equipment shall be of sound construction, be firm and stable, and shall be maintained and in good and operational condition.

14. PRODUCT QUALITY: Product quality must meet or exceed the following samples.

- Toilet paper - Bay West Double Soft Premium 2 Ply or better
- Can Liners - 24" X 23" .7 mil. Low Density or better
33" X 40" 1.5 mil. Low Density or better

15. SUPPLIES AND EQUIPMENT STORAGE: The contractor will supply all equipment needed to complete the duties and requirements outlined herein. The equipment must be kept clean and maintained in good operating condition and in sufficient quantities and sizes to adequately perform all services.

The Department of Military & Veterans Affairs, when possible, will provide a storage area for the contractor's supplies and equipment. Department of Military & Veterans Affairs will not assume any accountability, obligation or liability for any materials and equipment stored on the premise(s).

16. Billings & Invoices: The contractor shall submit by the 10th of each following month, an itemized invoice and the Bulb Report for the previous month's services rendered by facility and location. The contractor can email the invoice and the Bulb Report to [our preferred method of contact mvafmocontracts@alaska.gov](mailto:mvafmocontracts@alaska.gov) or by mail to Department of Military & Veterans Affairs, Facility Management Office, P.O. Box 5169, Fort Richardson, Alaska 99505. Any questions pertaining to payments must be addressed to this office.

17. Site Inspection – Mandatory: A mandatory site inspection is schedule for 9:30 A.M. Alaska Time on November 17th, 2022 to see the conditions under which the work described will be performed. Failure to attend the site inspection will preclude potential contractors from being able to perform the work in strict compliance with true intent and meaning of the terms, conditions, and specifications of this request. No secondary site visit will be offered. The site may be inspected during the only scheduled mandatory walk-through by contacting Jim Manco at (907)428-7170

Kodiak Janitorial Scope of Services

SCOPE OF SERVICES:

1. FACILITIES: The selected contractor shall furnish all necessary labor(s), supervision(s), equipment(s), supplies and material(s) required to perform the custodial and janitorial services at this facility. The estimated amount of foot traffic using the facility is thirty (30) total employee(s)/personnel.

- a) Square footage of carpeted and waxed floored area(s) may be measured by bidders during the scheduled date and time of the mandatory site inspection. Bidders may inspect and count interior/exterior window's, door plates, mirrors, etc. as needed during the time of walkthrough.
- b) Facility ceiling(s) are painted sheetrock. Maintenance or cleaning of the ceilings are not required to be performed by the contractor.
- c) Dishwashers are not part of this request outlined herein.

2. TRASH AND REFUSE REMOVAL: All interior(s) and exterior(s) of trash receptacles shall be emptied **each service** and returned to their initial locations. Boxes and any other item(s) placed near a trash receptacle and marked "TRASH" shall be removed. All can liners are to be replaced. Trash shall be disposed of in secured plastic bags. Trash shall be kept in a secondary container while inside the building to prevent spills and stains. The contractor shall pick up any trash that may fall onto the facilities grounds during removal from the building. The Department of Military & Veterans Affairs shall be responsible for emptying/collection service of the dumpsters.

Trash shall not be left in custodial closets or other areas overnight. In the event a spill occurs, the contractor is responsible for removing stains and spots on all surfaces, these surfaces include but are not limited to carpet, tile, concrete, and any other hard surfaces.

3. VACUUMING: High traffic carpeted areas will be vacuumed thoroughly **each service**. Other areas will be spot vacuumed, all areas will be cleaned utilizing a vacuum with a beater brush (backpack or hose type vacuum can be used on stairs, furniture and areas not accessible with a beater brush type vacuum). All carpeted areas are to be thoroughly vacuumed **once a week**. This includes but is not limited to under desk's, behind doors and in corners. Upon completion all carpeted areas and furniture shall be neat, clean, free of trash and debris, and have a uniform professional appearance.

4. CARPET, FABRIC AND CERAMIC TILE CLEANING: CARPETS/FABRIC: Carpets and fabric portions of furniture shall always have a uniform appearance, spots, stains and signs of heavy traffic/use shall be removed as they occur utilizing the manufacturers recommended methods; if stains wick through multiple cleanings will be required until the spots are removed. Deep clean steaming or shampooing will be performed on all carpets and fabric furniture a minimum of **once every six months**. Areas to be cleaned include but are not limited to under desks, along baseboards, in corners and behind doors. **CERAMIC TILE FLOORS:** Tile (non-waxed) Floors shall be machine scrubbed when needed to maintain a clean and uniform appearance of the tiles and grout.

5. SWEEPING AND MOPPING: All non-carpeted floors shall be swept and mopped **each service**. Mopping shall be done with a properly mixed solution that will not be harmful to a wax finish. After the floor has been swept, the entire floor surface, including corners, shall be free of litter, dust, foreign objects or debris. All accessible areas shall be mopped including chair mats. Trash receptacles and other items shall be moved to mop underneath and placed back in their designated spaces once complete. Floor mats shall not be placed back on floor until it is dry. After mopping, the floor shall have a uniform appearance, with no streaks, swirl marks, detergent residue, or any evidence of soiling.

6. BUFFING: All coated floors will be polished (unless floor type or manufacturer specifications direct otherwise)

with a high-speed buffer (minimum 1500 RPM) to remove traffic marks and maintain luster of coatings once a week or more often if needed (contractor may need to add more wax to floor in order to maintain luster).

7. HARDFLOORS: All Hard floors (non-carpeted and non-ceramic) will be maintained according to the type of flooring and/or manufacturer's specifications and frequency schedule in (item 19) (unless manufacturer's specifications direct otherwise). For waxed floors contractor shall use a high-quality non-skid wax and maintain a minimum of 5 coats of wax, wax and any other coatings shall only be applied to the floor surface, any wax or other coatings on walls, thresholds or other surfaces must be removed.

8. RESTROOMS: Restrooms will be cleaned each service performing the following tasks:

- Clean and disinfect all toilets, urinals, flush handles, faucets, exposed piping sinks, shelves, showers, counter tops, walls, and stall walls/ partitions. Each item cleaned shall be cleaned using a germicidal/disinfectant and if needed polish applied. Presence of scale is not acceptable.
- Sweep and Wet mop all floors with appropriate and properly diluted cleaner/disinfectant each service.
- All dispensers including paper towels (3), toilet paper (4), toilet seat protectors (4), soap dispensers (3) will be cleaned and restocked when needed to prevent vacancy each time a service is performed. If a dispenser is battery operated, batteries are to be changed before they are fully discharged.
- Trash cans and sanitary napkin disposal units will be emptied, and liners replaced each time a service is performed. Sanitary Napkin Disposal bags are not to be reused. The amount of trash receptacles can be measured at the time of the site visitation and walk-through.
- Mirrors, chrome/stainless steel fixtures and underneath portions of sinks shall be cleaned, and polish applied (if applicable) each service.
- The (2) urinals shall have a deodorizer and must be replaced when it no longer produces a fragrance, is damaged or unsightly.
- Ensure clean wet mops, dust mops, rags or disposable towels are used to perform cleaning.

After cleaning, surfaces shall be sanitary, free from streaks, stains, scale, deposits and rust stains.

9. DUSTING: Dust all horizontal and vertical surfaces up to six (6) feet in height: including but not limited to chairs, file cabinets, bookshelves, blinds, and other types of office equipment all ledges and handrails once a week. All work-related items such as paperwork etc. shall be left undisturbed.

10. DRINKING FOUNTAINS: Germicidal/disinfectant will be used to clean, and polish applied (except waterspout) to all drinking fountains each service, hard water/calcium and other deposits are not acceptable.

11. GENERAL AREA CLEANING: Remove smudges, soils, fingerprints, marks, coffee spots, streaks, etc., each service from all washable horizontal and vertical surfaces including but not limited to: walls, countertops, tables, desks, sinks, doors, hardware, handrails, office chairs, thresholds, and kick plates. All surfaces shall have a clean uniform appearance, be free of streaks, spots, and soils. Germicidal detergent shall be used in all applicable areas. All work-related items such as paperwork etc. shall be left undisturbed. The facility has (8) sets of exercise equipment and all equipment shall be cleaned and disinfected each service. All stainless steel shall be cleaned using an appropriate product and polish applied (no polish shall be applied on door handles/panic bars).

12. LOBBIES AND ENTRYWAYS: Clean all lobby/entry windows inside and out each service. No streaks or unwashed places will be visible. The exterior of entryways and mats shall be cleaned and kept free of debris, including stain removal from concrete or other hard surfaces.

13. WINDOWS: The interior and exterior sides of the windows shall be cleaned in accordance with the frequency schedule (item 19). Exterior portions of windows to be cleaned in spring (Lobby/Entry windows cleaned daily), date to be scheduled with PM. Wash windows and glass deflectors leaving no streaks or unwashed places. Wipe water spots from sills and frames. Use drop cloth as required protecting adjacent surfaces, fixtures, and furniture.

14. WASTEBASKET WASHING: Wastebaskets shall have a clean, appearance free of stains, soils and odors and are to be cleaned with an appropriate cleaner as needed.

15. FLOOR MATS: Floor/Walk off mats shall be free of dirt and stains and will be vacuumed each service and shampooed every six (6) months and when needed to remove spots, stains and excess dirt/soil from heavy traffic.

16. CHANGES IN USE OF WORK AREA: In the event it is necessary to change the use of work area, which results in increased costs, the contractor may request a contract price adjustment for impacted services. Such requests shall be submitted in writing, with before and after cost comparisons, and justify fully why the price adjustment is requested.

17. SPECIAL SPECIFICATIONS: The contractor shall meet with a representative or Unit Commander of the Department of Military & Veterans Affairs, upon request. The purpose of this meeting will be to review the Contractor's performance and/or monitor the frequency of services performed. If for some reason the facilities are being used on a 24-hour basis, the contractor shall only be responsible for the requirements under this contract. The Contractor shall report all facility maintenance problems including but not limited to leaks, electrical/lighting issues to the Department of Military & Veterans Affairs and the facility representative as soon as possible. Contractor shall also report any conditions which will prevent compliance with the contract.

18. HOLIDAYS: Department of Military and Veteran Affairs (DMVA) observes the following holidays, Columbus Day, Veterans Day, Thanksgiving, Christmas, New Years, Martin Luther King Day, President's Day, Memorial Day, Independence Day and Labor Day. If a holiday falls on a service day, services shall be performed the next Department of Military and Veteran Affairs (DMVA) working day.

19.FREQUENCY SCHEDULE FOR REQUIRED TASKS:

Task	Daily	Weekly	As Needed	Two Times Per Year
Empty Trash	X			
Vacuuming	X			
Sweeping & Mopping	X			
Carpet/Fabric Cleaning (all)				X***
Spot Cleaning Carpets/Fabric			X	
Entry Matts Cleaning			X	X***
Main Floors Mopping	X			
Main Floors Buffing		X		
Main Floors Strip/Wax			X***	
Main Floors Scrub/Wax			X***	
Rest/Shower Rooms	X			
Rest/Shower Rooms floor scrubbing			X***	X***
Dusting		X		
Drinking Fountains	X			
Lobby/Entry Windows Interior & exterior	X			
Exterior Windows				X***
Interior Windows			X	
Wash Wastebaskets			X	
Replace Light bulbs			X	

Workmanship and Materials: All work must be performed in a thorough and workmanlike manner and in accordance with current industry standards and practices.

--Attachment 1--

Supplemental Requirements for DMVA \ FMO Federally Funded Contracts | 2013

Section 801. Applicable Law.

The Successful Contractor will comply with the following Applicable Laws. To view any referenced Laws or Statutes in their entirety please contact the Project Manager.

Section 802. Governing Regulations.

This contract and the parties involved with this contract will comply with, the provisions of 32 CFR Part 33, Uniform Administrative Requirements for Grants and Cooperative Agreements, DoD Grant and Agreement Regulations (DoDGARS) (DoD 3210.6-R) as amended, Title 2 Code of Federal Regulations (CFR) Part 225, and NGR 5-1.

Section 803. Nondiscrimination.

This contract and the parties involved with this contract will comply with the following national policies prohibiting discrimination:

- A. On the basis of race, color or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.), as implemented by DoD regulations at 32 CFR Part 195.
- B. On the basis of race, color or national origin, in Executive Order 11246 as implemented by Department of Labor regulations at 41 CFR Chapter 60.
- C. On the basis of sex or blindness, in Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681, et seq.), as implemented by DoD regulations at 32 CFR Part 196.
- D. On the basis of age, in The Age Discrimination Act of 1975 (42 U.S.C. Section 6101, et seq.), as implemented by Department of Health and Human Services regulations at 45 CFR Part 90.
- E. On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by Department of Justice regulations at 28 CFR part 41 and DoD regulations at 32 CFR Part 56.

Section 804. Lobbying.

- A. The State covenants and agrees that it will not expend any funds appropriated by Congress to pay any person for influencing or attempting to influence an officer or employee of any agency, or a Member of Congress in connection with any of the following covered federal actions. The awarding of any federal contract; the making of any federal grant; the making of any federal loan; the entering into of any CA; and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or Cooperative Agreement.
- B. The Final Rule, New Restrictions on Lobbying, issued by the Office of Management and Budget and the Department of Defense (32 CFR Part 28) to implement the provisions of Section 319 of Public Law 101-121 (31 U.S.C. Section 1352) is incorporated by reference and the state agrees to comply with all the provisions thereof, including any amendments to the Interim Final Rule that may hereafter be issued.

Section 805. Drug-Free work Place.

This contract and the parties involved with this contract will comply with the requirements regarding drug-free workplace requirements in of 32 CFR Part 26, which implements Section 5151-5160 of the Drug-Free Workplace act of 1988 (Public Law 100-690, Title V, Subtitle D; 41 U.S.C. 701, et seq.).

Section 806. Environmental Protection.

- A.** The contractor and all parties, under this contract, agree that its performance under this Agreement shall comply with:
- i. The requirements of Section 114 of the Clean Air Act (42 U.S.C. Section 7414);
 - ii. Section 308 of the Federal Water Pollution Control Act (33 U.S.C. Section 1318), that relates generally to inspection, monitoring, entry reports, and information, and with all regulations and guidelines issued thereunder;
 - iii. The Resources Conservation and Recovery Act (RCRA);
 - iv. The Comprehensive Environmental Response, Compensation and Liabilities Act (CERCLA);
 - v. The National Environmental Policy Act (NEPA);
 - vi. The Solid Waste Disposal Act (SWDA));
 - vii. The applicable provisions of the Clean Air Act (42 U.S.C. 7401, et seq.) and Clean Water Act (33 U.S.C. 1251, et seq.), as implemented by Executive Order 11738 and Environmental Protection Agency (EPA) rules at 40 CFR Part 31;
 - viii. To identify any impact this award may have on the quality of the human environment and provide help as needed to comply with the National Environmental Policy Act (NEPA, at 42 U.S.C. 4321, et seq.) and any applicable federal, state or local environmental regulation.
- B.** In accordance with the EPA rules, the party further agrees to also identify to the awarding agency (***State of Alaska | Department of Military and Veterans Affairs | Facilities Management Office***) any impact this award may have on:
- i. The quality of the human environment, and provide help the agency may need to comply with the National Environmental Policy Act (NEPA, at 42 U.S.C 4321, et seq.) and to prepare Environment Impact Statements or other required environmental documentation. In such cases, the recipient agrees to take no action that will have an adverse environmental impact (e.g., physical disturbance of a site such as breaking of ground) until the agency provides written notification of compliance with the environmental impact analysis process.
 - ii. Flood-prone areas, and provide help the agency may need to comply with the National Flood Insurance Act of 1968 and Flood Disaster Protection Act of 1973 (42 U.S.C. 4001, et seq.), which require flood insurance, when available, for federally assisted construction or acquisition in flood-prone areas.
 - iii. Coastal zones, and provide help the agency may need to comply with the Coastal Zone Management Act of 1972 (16 U.S.C. 1451, et seq.), concerning protection of U.S. coastal resources.
 - iv. Coastal barriers, and provide help the agency may need to comply with the Coastal Barriers Resource Act (16 U.S.C. 3501 et seq.), concerning preservation of barrier resources.
 - v. Any existing or proposed component of the National Wild and Scenic Rivers System, and provide help the agency may need to comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.).
 - vi. Underground sources of drinking water in areas that have an aquifer that is the sole or principal drinking water source, and provide help the agency may need to comply with the Safe Drinking Water Act (42 U.S.C 300H-3).

Section 807. Use of United States Flag Carriers.

- A.** The contractor and the parties involved, under this contract, agree that travel supported by U.S. Government funds under this agreement shall use U.S.-flag air carriers (air carriers holding certificates under 49 U.S.C. 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118) and the inter-operative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942.
- B.** The contractor and the parties involved, under this contract, agree that it will comply with the Cargo Preference Act of 1954 (46 U.S.C. Chapter 553), as implemented by Department of Transportation regulation at 46 CFR 381.7, and 46 CFR 381.7(b).

Section 808. Debarment and Suspension.

This contract and the parties involved will comply with the requirements regarding debarment and suspension in Subpart C of the OMB guidance in 2 CFR Part 180, as implemented by the DoD in 2 CFR Part 1125. The State agrees to communicate the requirement to comply with Subpart C to persons at the next lower tier with whom the State enters into transactions that are "covered transactions" under Subpart B of 2 CFR part 180 and the DoD implementation in 2 CFR Part 1125.

Section 809. Buy American Act.

The State covenants and agrees that it will not expend any funds appropriated by Congress without complying with The Buy American Act (41 U.S.C.10a, et seq.). The Buy American Act gives preference to domestic end products and domestic construction material. In addition, the Memorandum of Understanding between the United States of America and the European Economic Community (EEC) on Government Procurement, and the North American Free Trade Agreement (NAFTA), provide that EEC and NAFTA end products and construction materials are exempted from application of the Buy American Act.

Section 810. Uniform Relocation Assistance and real Property Acquisition Policies

The State covenants and agrees that it will comply with CFR 49 part 24, which implements the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. Section 4601 et seq.) and provides for fair and equitable treatment of persons displaced by federally assisted programs or persons whose property is acquired as a result of such programs.

Section 811. Copeland "Anti-Kickback" Act.

The State and the contractor and all parties involved with this contract covenants and agrees that it will comply with the Copeland "Anti-Kickback" Act (18 U.S.C. Section 874) as supplemented in Department of Labor regulations (29 CFR Part 3). As applied to this agreement, the Copeland "Anti-Kickback" Act makes it unlawful to induce, by force, intimidation, threat of procuring dismissal from employment, or otherwise, any person employed in the construction or repair of public buildings or public works, financed in whole or in part by the United States, to give up any part of the compensation to which that person is entitled under a contract of employment.

Section 812. Contract Work Hours and Safety Standards Act.

The State and the contractor and all parties involved with this contract covenants and agrees that it will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 3701-3708) as supplemented by Department of Labor regulations (29 CFR Part 5). As applied to this agreement, the Contract Work Hours and Safety Standards Act specifies that no laborer or mechanic doing any part of the work

contemplated by this agreement shall be required or permitted to work more than 40 hours in any workweek unless paid for all additional hours at not less than 1.5 times the basic rate of pay.

Section 813. Central Contractor Registration and Universal Identifier Requirements.

The contractor and all parties involved with this contract agree to comply with the Central Contractor Registration and Universal Identifier Requirements as indicated below:

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make sub awards under this award, you:

- i. Must notify potential sub-recipients that no entity (see definition in paragraph C of this award term) may receive a sub-award from you unless the entity has provided its DUNS number to you.
- ii. May not make a sub-award to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

- i. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the www.sam.gov Internet site.
- ii. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
- iii. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity.
- iv. Sub-award:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible sub-recipient.

- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. 210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - c. A sub-award may be provided through any legal agreement, including an agreement that you consider a contract.
- v. Sub-recipient means an entity that:
 - a. Receives a sub-award from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the sub-award.

Section 814. Reporting Sub-awards and Executive Compensation

The contractor agrees to comply with the Reporting Sub-awards and Executive Compensation requirements indicated below:

A. Reporting of first-tier sub-awards

- i. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a sub-award to an entity (see definitions in paragraph e. of this award term).
- ii. Where and when to report.
 - a. You must report each obligating action described in paragraph a.1. of this award term to <https://www.fsrs.gov>.
 - b. For sub-award information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2012, the obligation must be reported by no later than December 31, 2012).
- iii. What to report. You must report the information about each obligating action that the submission instructions posted at <https://www.fsrs.gov> specify.

B. Reporting Total Compensation of Recipient Executives.

- i. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - a. the total Federal funding authorized to date under this award is \$25,000 or more;
 - b. in the preceding fiscal year, you received—
 - i) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and,
 - ii) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and,
 - a) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the

compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

- ii. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

- a. As part of your registration profile at <https://www.sam.gov>.
- b. By the end of the month following the month in which this award is made, and annually thereafter.

C. Reporting of Total Compensation of Sub-recipient Executives

- i. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier sub-recipient under this award, you shall report the names and total compensation of each of the sub-recipient's five most highly compensated executives for the sub-recipient's preceding completed fiscal year, if—
 - a. in the sub-recipient's preceding fiscal year, the sub-recipient received--
 - i) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and
 - ii) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub-awards); and
 - iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
- ii. Where and when to report. You must report sub-recipient executive total compensation described in paragraph c.1. of this award term:
 - a. To the recipient.
 - b. By the end of the month following the month during which you make the sub-award. For example, if a sub-award is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the sub-recipient by November 30 of that year.

D. Exemptions

- i. If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
- ii. Sub-awards; and,
 - a. The total compensation of the five most highly compensated executives of any sub-recipient.

E. Definitions. For purposes of this award term:

- i. Entity means all of the following, as defined in 2 CFR part 25:
 - a. A Governmental organization, which is a State, local government, or Indian tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization;
 - e. A Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity.
- ii. Executive means officers, managing partners, or any other employees in management positions.
- iii. Sub-award:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible sub-recipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- iv. Sub-recipient means an entity that:
 - a. Receives a sub-award from you (the recipient) under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the sub-award.
- v. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - a. Salary and bonus.
 - b. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - c. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - d. Change in pension value. This is the change 'In present value of defined benefit and actuarial pension plans.
 - e. Above-market earnings on deferred compensation which is not tax-qualified.
 - f. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Contractor Acknowledgement and Acceptance:

Contractor Business: _____

Entity Name: _____

Signature – Authorized Representative

Date

**- End of Supplemental Requirements for DMVA \FMO Federally Funded Contracts | 2013–
--End Attachment 1--**

--Attachment 2--**Kodiak Janitorial Bid Schedule****RFQ 230000001**

RFQ 230000001			
ITEM NUMBER	Description	QTY	Unit Price
1	Readiness Center 2 times a week. Daily and Weekly Services (as defined in the Scope of Work)	1 Month	\$ _____ Per Month
2	Readiness Center 1 additional day cleaning. Additionally Daily Cleaning (as defined in the scope of work)	1 Day	\$ _____ Per Day
3	Carpet Cleaning	1	\$ _____ Per Service
4	Strip and Wax Main Floors	1	\$ _____ Per Service
5	Strip and Wax Main Floors	1	\$ _____ Per Service
6	Scrub and Wax Drill Hall Floors	1	\$ _____ Per Service
7	Scrub and Wax Drill Hall Floor	1	\$ _____ Per Service
8	Wash Exterior Windows	1	\$ _____ Per Service
Subtotal for Item(s) 1-8:			\$ _____

Authorized Signature _____ Contractor Business: _____

Title: _____ Phone Number: _____

Email: _____ IRIS Number: _____

--End Attachment 2--

--Attachment 3--

ALASKA BIDDER PREFERENCE CERTIFICATION

[AS 36.30.321\(A\)](#) / [AS 36.30.990\(2\)](#)

BUSINESS NAME: _____

Alaska Bidder Preference: Do you believe that your firm qualifies for the Alaska Bidder Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alaska Veteran Preference: Do you believe that your firm qualifies for the Alaska Veteran Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list any additional Alaska Preferences below that you believe your firm qualifies for.	
1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

To qualify for and claim the Alaska Bidder Preference you must answer **YES** to all questions below in the Alaska Bidder Preference Questions section. To qualify for and claim the Alaska Veteran Preference, you must answer **YES** to these questions as well as answer **YES** to all the questions in the Alaska Veteran Preference section. A signed copy of this form must be included with your bid or proposal no later than the deadline set for receipt of bids or proposals.

If you are submitting a bid or proposal as a **JOINT VENTURE**, all members of the joint venture must complete and submit this form before the deadline set for receipt of bids or proposals. [AS 36.30.990\(2\)\(E\)](#)

If the procuring agency is unable to verify a response, the preference may not be applied. Knowingly or intentionally making false or misleading statements on this form, whether it succeeds in deceiving or misleading, constitutes misrepresentation per [AS 36.30.687](#) and may result in criminal penalties.

Alaska Bidder Preference Questions:

1) Does your business hold a current Alaska business license per [AS 36.30.990\(2\)\(A\)](#)?

☐ YES ☐ NO

If YES, enter your current **Alaska business license number:** _____

- 2) Is your business submitting a bid or proposal under the name appearing on the Alaska business license noted in **Question 1** per [AS 36.30.990\(2\)\(B\)?](#)

☐ YES ☐ NO

- 3) Has your business maintained a **place of business** within the state **staffed by the bidder or offeror** or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal per [AS 36.30.990\(2\)\(C\)?](#)

☐ YES ☐ NO

If **YES**, please complete the following information:

A. Place of Business

Street Address: _____
 City: _____
 ZIP: _____

"Place of business" is defined as a location at which normal business activities are conducted, services are rendered, or goods are made, stored, or processed; a post office box, mail drop, telephone, or answering service does not, by itself, constitute a place of business per [2 AAC 12.990\(b\)\(3\)](#).

Do you certify that the **Place of Business** described in **Question 3A** meets this definition?

☐ YES ☐ NO

- B. The bidder or offeror, or at least one employee of the bidder or offeror, must be a resident of the state under [AS 16.05.415\(a\)](#) per [2 AAC 12.990\(b\)\(7\)](#).**

- 1) Do you certify that the bidder or offeror OR at least one employee of the bidder or offeror is physically present in the state with the intent to remain in Alaska indefinitely and to make a home in the state per [AS 16.05.415\(a\)\(1\)?](#)

☐ YES ☐ NO

- 2) Do you certify that that the resident(s) used to meet this requirement has maintained their domicile in Alaska for the 12 consecutive months immediately preceding the deadline set for receipt of bids or proposals per [AS 16.05.415\(a\)\(2\)?](#)

☐ YES ☐ NO

- 3) Do you certify that the resident(s) used to meet this requirement is claiming residency ONLY in the state of Alaska per [AS 16.05.415\(a\)\(3\)?](#)

☐ YES ☐ NO

- 4) Do you certify that the resident(s) used to meet this requirement is NOT obtaining benefits under a claim of residency in another state, territory, or country per [AS 16.05.415\(a\)\(4\)?](#)

☐ YES ☐ NO

- 4) Per [AS 36.30.990\(2\)\(D\)](#), is your business (**CHOOSE ONE**):

- A. Incorporated or qualified to do business under the laws of the state?**

☐ YES ☐ NO

If **YES**, enter your current **Alaska corporate entity number**: _____

- B. A sole proprietorship AND the proprietor is a resident of the state?**

☐ YES ☐ NO

- C. A limited liability company organized under AS 10.50 AND all members are residents of the state?**

☐ YES ☐ NO

Please identify each member by name: _____

- D. A **partnership** under former AS 32.05, AS 32.06, or AS 32.11 **AND** all partners are residents of the state?

☐ YES ☐ NO

Please identify each partner by name: _____

Alaska Veteran Preference Questions:

1) Per [AS 36.30.321\(F\)](#), is your business (**CHOOSE ONE**):

- A. A **sole proprietorship** owned by an Alaska veteran?
☐ YES ☐ NO
- B. A **partnership** under AS 32.06 or AS 32.11 **AND** a majority of the partners are Alaska veterans?
☐ YES ☐ NO
- C. A **limited liability company** organized under AS 10.50 **AND** a majority of the members are Alaska veterans?
☐ YES ☐ NO
- D. A **corporation** that is wholly owned by individuals, **AND** a majority of the individuals are Alaska veterans?
☐ YES ☐ NO

Per [AS 36.30.321\(F\)\(3\)](#) "Alaska veteran" is defined as an individual who:

(A) Served in the

- (i) Armed forces of the United States, including a reserve unit of the United States armed forces; or
- (ii) Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Naval Militia; and

(B) Was separated from service under a condition that was not dishonorable.

Do you certify that the individual(s) indicated in **Question 1A, 1B, 1C, or 1D** meet this definition and can provide documentation of their service and discharge if necessary?

☐ YES ☐ NO

SIGNATURE

By signature below, I certify under penalty of law that I am an authorized representative of _____ and all information on this form is true and correct to the best of my knowledge.

Printed Name _____

Title _____

Date _____

Signature _____

-- End of Attachment 3--
--Attachment 4--

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Printed Name and Title of Authorized Representative

Signature

Date

Continued to next page

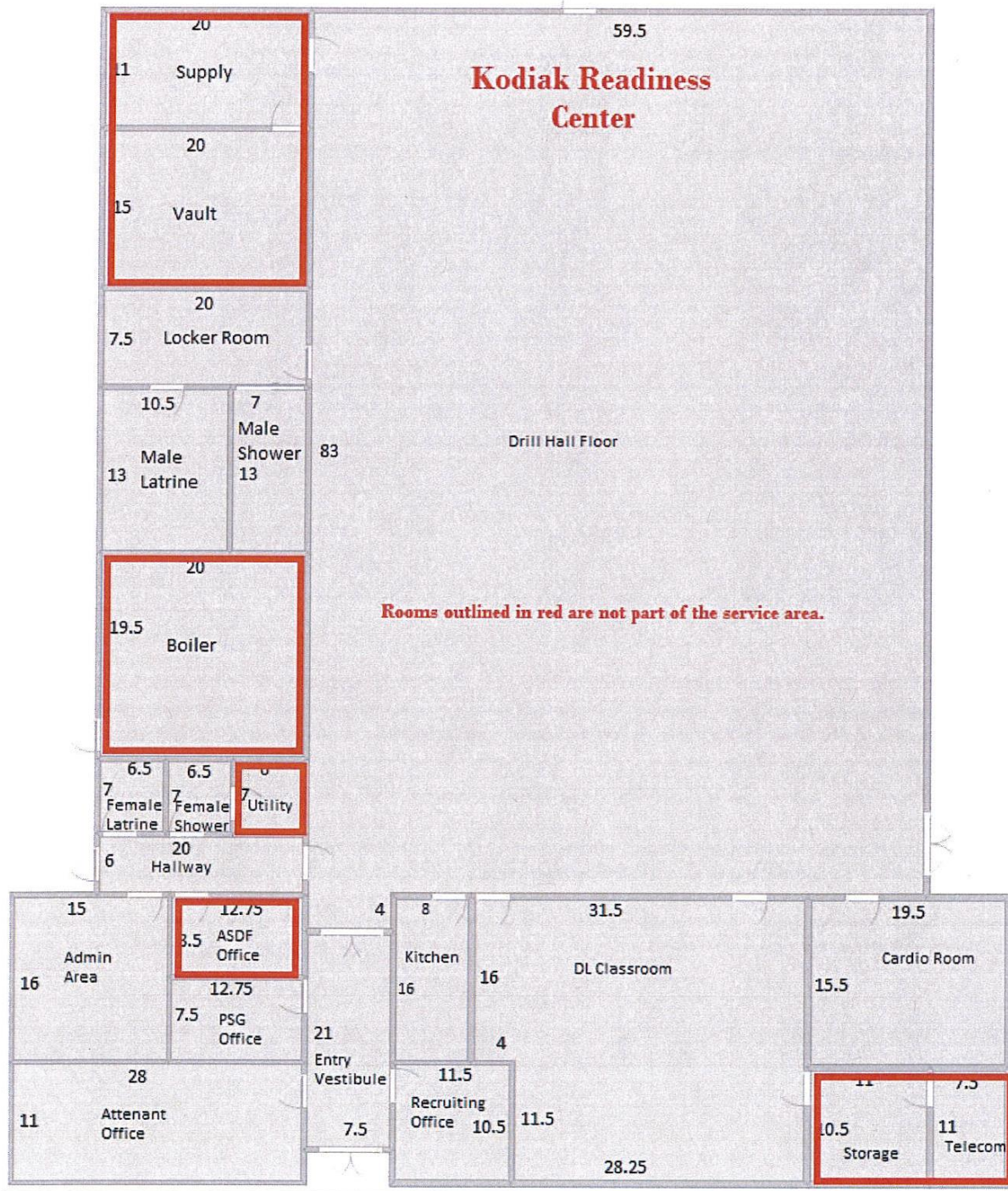
Instructions for Certification:

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

--End of Attachment 4—

--Attachment 5--

KODIAK READINESS CENTER FLOOR PLAN



--End Attachment 5--

Bidder Checklist

Respondents are encouraged to use this checklist when assembling their quote package

All required documents must be received within DMVA/DAS Procurement Office prior to the deadline set for receipt of bids for your bid to be considered responsive. This list is for guidance only and not a required return document. This checklist may not be all inclusive. It is the bidders responsibility to ensure the return all required documentation.

1. ☐ **Completed Page 1 of this RFQ** – One completed and signed copy of Page 1 of this RFQ.
2. ☐ **Completed DMVA FMO Federally Funded Contracts Supplemental Requirements (Attachment 1)**
3. ☐ **Completed Bid Schedule and Bidder Information (Attachment 2)** – One completed and signed copy of the Bid Schedule with Bidder Information attached to this RFQ.
4. ☐ **Alaska Bidder Preference Certification (Attachment 3)** – if applicable.
5. ☐ **Completed Federal Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form. (Attachment 4)** - One signed copy of the Federal Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form for the bidder.
6. ☐ **Kodiak Readiness Center Floor Plan (Attachment 5)**
7. ☐ **Mandatory Return Amendments to this RFQ, if issued. (If applicable)**
8. ☐ **VSS Registration**
9. ☐ **Proof of Alaska Business License**

****Failure to complete and submit the above items with your bid may result in your bid being considered nonresponsive and being rejected by the State.****

--End of RFQ--