

**ALASKA COURT SYSTEM (ACS)**  
**INVITATION TO BID – COVER SHEET**  
*SERVICE CONTRACT*

Procurement per ACS Procurement Guidelines

**ISSUING OFFICE:**

Alaska Court System  
820 West 4<sup>th</sup> Avenue  
Anchorage, Alaska 99501

ITB Number: DEL-S-23-0002  
Issuing Date: January 25, 2023

All questions shall be directed to Dawn Molina, Project Manager II, at 907-264-8284

**SERVICE:**

Location: 1435 Richardson Hwy., Delta Junction, Alaska

Description of Work: Janitorial Services Contract

Estimated Period of Contract: 2 (two) Year(s) with 2 (two) 1 (one)-year options to renew

Contract Term: March 1, 2023 through February 28, 2025

Estimated Cost of Base Year of Contract: \$26,000

**SUBMITTAL DEADLINE:**

DATE: Friday, February 17, 2023

PREVAILING TIME: **11:00 A.M.**

**HAND DELIVER OR MAIL SEALED BID TO:**

Alaska Court System  
Attn: Facilities Manager  
820 West 4th Avenue

OR

Delta Junction Courthouse  
Attn: Clerk of Court  
1435 Richardson Hwy.  
Delta Junction, AK. 99737

The Court System is soliciting sealed bids under ACS Procurement Guidelines 2-202. **Sealed Bids cannot be faxed.** Bid **modifications may be faxed** and will be accepted up to the time of bid. Faxed modifications must modify a sealed bid received by the Facilities Manager by the bid deadline. FAX number 264-8296. Bids will be opened publicly, shortly after submittal deadline.

**PRE-BID CONFERENCE:**

A pre-bid inspection will be held **Monday, February 6, 2023 at 11:30 a.m.** Meet in the **main lobby of the Delta Junction Courthouse, 1435 Richardson Hwy., Delta Junction, Alaska.** Prospective bidders may tie in by teleconference by contacting the Facilities Manager at the above number, at least 1 hour prior to conference. Attendance is not mandatory, but separate or individual inspections of the non-public areas will not be permitted.

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# **ALASKA COURT SYSTEM (ACS)**

## **INSTRUCTIONS TO BIDDERS**

### *SERVICE CONTRACT*

Procurement per ACS Procurement Guidelines

1. **DEFINITIONS:** Throughout this Invitation to Bid (ITB) the term "bidder" and "bid" are utilized. For purposes of this ITB "bidder" is defined as the respondent to the ITB and "bid" is the response submitted by a bidder. Where the wording "day" is utilized in this Invitation to Bid, it is defined as a calendar day.
2. **PROCUREMENT GUIDELINES:** This procurement is by competitive sealed bid under the ACS Procurement Guidelines, adopted by the administrative director of the ACS effective September 25, 2013. Copies of the Procurement Guidelines are available without charge from the Anchorage Court System, Procurement Office, 820 4th Ave, Anchorage, Alaska 99501, telephone 264-8226. In case of conflict between this document and the ACS Procurement Guidelines, the ACS Procurement Guidelines shall prevail.
3. **AVAILABILITY OF CONTRACT DOCUMENTS:** Contract Documents are available for pick up or for regular mailing at no cost to the bidder from the Facilities Office, 820 W. 4<sup>th</sup> Ave., Anchorage, Alaska. Any requested special or expedited handling will be charged at actual cost. Requests for bidding documents are to be made to Facilities Office, telephone (907) 264-8284.
4. **AMENDMENT, EXTENSION, OR CANCELLATION:** The ACS may amend, extend, or cancel this ITB as provided in the Procurement Guidelines.
5. **COMPLETENESS OF CONTRACT DOCUMENTS:** The submission of a bid is a representation that the bidder has examined the Contract Documents to make certain that all sheets and pages were provided, that the bidder has examined the Property/Facility where the work will be performed, that the bidder is knowledgeable as to the conditions to be encountered in performing the Work, and that the bidder understands the work to be performed.
6. **TIMELINESS OF BID:** It is the responsibility of the bidder to ensure that the bid and any bid modifications are received by the Contracting Officer before the scheduled bid opening time. **Late bids, including bids misdelivered to other ACS divisions, shall not be accepted.**

**Sealed bids cannot be faxes. A bid must be enclosed in an opaque, sealed envelope or other suitable container.** Faxed bid **modifications only** shall be accepted providing that the faxed modification is received by the Contracting Officer by the bid deadline and that the modification amends a bid which was received before the bid deadline. The fax number of the ACS Facilities Office is (907) 264-8296.

7. **RESPONSIVENESS OF BIDS:** Bids with minor informalities shall be considered responsive and accepted if the Contracting Officer determines that acceptance is in the best interest of the ACS. Minor informalities are matters of form rather than substance, or insignificant mistakes that can be waived or corrected without prejudice to other bidders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is negligible. **Unbalanced bids (bids that do not reasonably allocate prices among the various bid items) will be rejected as nonresponsive if the unbalance is detrimental to the ACS.**
8. **REJECTION OF BIDS:** The ACS may reject any and all bids. A bid shall be rejected if it does not conform in all material respects to the requirements of the ITB or is otherwise determined to be non-responsive.
9. **DOCUMENTS REQUIRED FOR BID:** Bidders must submit the following documents, properly completed and executed, within an opaque sealed bid envelope, no later than the time scheduled for bid opening. Bid Documents must be submitted to the location listed in the ITB in a sealed envelope with the ITB number and bid opening date and time marked on the front of the envelope. **Bids not including all of the items noted below in A, B, C (if applicable) and D shall be rejected.**
  - A. The Bid Schedule and acknowledgment of any addenda that may be issued. (Bids may be submitted on photocopied forms.) **Bid Schedule must be fully completed, including bid amounts for Basic Bid, Total Basic Bid, and other required information.**

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## **INSTRUCTIONS TO BIDDERS**

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- B. **Photocopy of a valid Alaska Business License** or Application for same under AS.08.18.
- C. **Preferences:** Alaska Bidders, Alaska Product's, Recycled Products or Paper (not applicable), Employment Program, Alaskans with Disability, Alaska Veterans. Contractor must provide documents for proof or calculation of Preferences listed below.
- D. **Bid Security:** All bids shall be accompanied by a bid security in the form of an acceptable bond issued by a surety company, certified check, cashier's check or money order made payable to the Alaska Court System (State of Alaska). ACS requires a bid guaranty in the **amount of 5% of the Total Basic Bid Amount on the Bid Schedule OR \$500, whichever is greater**. The surety on a bid bond may be any corporation or partnership authorized to do business in Alaska as an insurer under AS 21.09. This bid bond shall be held until a firm contract is executed. If the successful bidder fails to enter into a contract, this bid bond shall be forfeited to the Alaska Court System. Award may be made to the next lowest responsive and responsible bidder. After final award of bid, bid bonds shall be returned to the unsuccessful bidders. By submission of a bid bond and signature on the bid schedule, the successful bidder and its surety acknowledge and agree to the conditions of this Invitation to Bid.

**10. RESPONSIBILITY REQUIREMENT:** A bid shall be awarded only to a responsible bidder, who has the capability in all respects to perform fully the contract requirements and has the integrity and reliability which shall assure good faith performance. A bidder shall be declared non-responsible and the bid shall be rejected when:

- A. The bidder is in arrears on taxes due the State;
- B. The bidder has failed to perform satisfactorily on a previous contract with ACS, other state agency or an entity providing similar services to a court building or is not in a position to perform this contract.

See ACS Procurement Guidelines Section 2-212 for responsibility criteria. A determination by the Contracting Officer that a bidder is not responsible may be protested.

**11. PREFERENCES:** Check the box on the Bid Schedule that indicates whether the bidder is eligible for any of the following Preferences.

- A. **ALASKA BIDDER PREFERENCE:** A bid shall be awarded to an Alaska Bidder whose bid is not more than five percent (5%) higher than the lowest bid of a person that is not an Alaskan Bidder in accordance with Alaska Statute 36.30.170(b)(1) – (5). An Alaska bidder is defined as one who:
  - 1). Holds a current Alaska business license (business license number must be shown in space provided on the Bid Schedule);
  - 2). Submits a bid for goods or services under the name appearing on the current Alaska business license;
  - 3). Has maintained a place of business in 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, or is a partnership and all partners are residents of the State; and
  - 5). If a joint venture, is comprised entirely of ventures that qualify under (1-4 of this subsection).

**NOTE: A Bidder may seek a preference under either B, below, or C, below, but not both. In addition a Bidder may seek a preference under D and E, below.** A Bidder seeking the Alaskans with Disabilities Preference under B, below, must be an individual or business must be listed with the Division of Vocational Rehabilitation as qualified under Alaska Statute 36.30.170 at the time the bid is opened and provide ACS with a copy their Certification Letter. A Bidder seeking a preference under B, C, or D, below must add value by

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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.

- B. **ALASKANS WITH DISABILITIES PREFERENCE:** A bid shall be awarded to an Alaska Bidder whose bid is not more than ten percent (10%) higher than the lowest bid, if the bidder is a qualifying entity under AS 36.30.170(e).
- C. **EMPLOYMENT PROGRAM PREFERENCE:** A bid shall be awarded to an Alaska Bidder whose bid is not more than fifteen (15%) higher than the lowest bid, if the bidder is offering services through an employment program in accordance with Alaska Statute 36.30.170(c).
- D. **ALASKA PRODUCTS PREFERENCE:** For bid comparison purposes, ACS shall decrease the bid or proposal by the percentage of the value of the designated Alaska products under AS 36.30.332 – AS 36.30.338. The bidder must execute the Alaska Products Preference Worksheet and submit the worksheet with the bid in order to receive this preference. A list of qualified Alaskan products may be obtained from the Department of Commerce and Economic Development, Division of Community and Business Developments or may be on line at web site located at <http://www.commerce.state.ak.us/oed/prodpref/prodpref.htm> . An Alaska Products Preference Worksheet can be obtained from the Facilities Office by calling 264-8238.
- E. **RECYCLED PRODUCTS PREFERENCE:** Not Applicable.
- F. **ALASKA VETERAN'S PREFERENCE:** An Alaska Veteran Preference of five percent, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is 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.

A preference under this section is in addition to any other preference for which the bidder qualifies.

To qualify for this preference, the bidder must add value by the bidder itself actually performing, controlling, managing and supervising a significant part of the services provided or the bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public.

An Alaska veteran is a resident of Alaska who:

- 1). Served in the Armed forces of the United States, including a reserve unit of the United States armed forces; or the Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Naval Militia; and
- 2). Was separated from service under a condition that was not dishonorable.

**NOTE: Alaska Veteran Preference Affidavit Required.**  
See attached form 25D-17.

- 12. BID PREPARATION COSTS:** Except as provided in Procurement Guideline 4-401.03.9, the ACS shall not be liable for any costs incurred by the bidders in bid preparation.

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**13. BID OFFERS:**

- A. Offers made in response to this ITB shall be good and firm for a period of 60 days from the date of bid opening.
- B. All offers and acceptance resulting from this ITB are limited to the terms and conditions contained in this document and its attachments.

**14. BID OPENING:** At the time fixed for bid opening, bids shall be publicly opened and read for the information of bidders and others properly interested, who may be present either in person or by representative.

**15. BID AWARD:** The bid award shall be made to the lowest responsible and responsive bidder whose bid conforms in all material respects to the requirements and criteria set out in this Invitation to Bid. The sum of the Total Basic Bid plus any Alternates Awarded governs for purpose of determining low bidder.

- A. Notice of Intent to Award will be issued to the lowest responsible and responsive bidder generally within 2 working days after Bid Opening, and shall be transmitted by facsimile to all bidders.
- B. Notice of Award will be issued to the bidder identified in the Notice of Intent to Award generally within 15 working days after issuance of Notice of Intent to Award. Notice of Award shall be made subject to availability of funds and its issuance may be delayed or canceled as determined by the Contracting Officer in accordance with ACS Procurement Guidelines.

**16. BID PROTESTS:** Prior to the Bid Opening - Bidders are requested to carefully review this entire invitation as soon as it is received for defects and questionable or objectionable content. Questions, objections or comments should be made in writing and received by the Facilities Manager no later than 15 days before bid opening, so that any necessary amendments may be published and distributed to bidders. Bidders' protests based upon any omissions, errors, or the content of the Invitation to Bid will be disallowed if not made in writing and received by the Facilities Manager no less than 10 calendar days before bid opening.

A person desiring to protest the provisions of this ITB or the award must comply with the applicable provisions of ACS Procurement Guideline 4-401.

If a protest is sustained in whole or in part, the protestor's sole remedy is the successful protestor's documented reasonable bid or proposal preparation costs.

**17. EEO AND FEDERAL CIVIL RIGHTS COMPLIANCE:** By signature on the Bid Schedule the bidder certifies compliance with the applicable portions of the Federal Civil Rights Act of 1964 and the Equal Employment Opportunity Act and the regulations issued thereunder by the State and Federal Governments. If any bidder fails to comply with the Act or Regulations issued thereunder, the ACS reserves the right to terminate the contract.

**18. TAXES:** All bids shall exclude federal, state and local sales taxes. However, if the bidder believes that certain taxes are properly payable by the ACS; such taxes may be listed separately, directly below the bid price for the affected item. The ACS is exempt from federal excise tax under Registration No. 92-6001185.

**19. SUBCONTRACTORS:** A contractor may not subcontract or delegate performance of the contract if the value of the subcontracted or delegated performance is more than twenty percent of the value of the contract without the prior written approval of the court system. If the contractor proposes such an assignment or delegation, the contractor must provide to the court system sufficient information about the subcontractor or assignee to permit the court system to evaluate the responsibility of the subcontractor or assignee. The court system will, in its discretion, approve the subcontract or assignment if such approval is in the best interests of the court system.

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**BIDDER PREFERENCE CHECKLIST**

Following is a list of items a bidder must submit in order to qualify for the preferences listed in Section 11, above:

A. Alaska Bidder Preference:

- For each business entity other than a sole proprietorship, provide documentation showing that the bidder has maintained a licensed place of business in 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.

B. Alaskan Bidder with Disabilities Preference:

- In addition to the requirements for Alaska Bidder Preference, provide documentation showing that the bidder is listed as an approved "Qualifying Entity" on the most recent Procurement Preference Approved List issued by the Alaska Division of Vocational Rehabilitation.

C. Alaskan Employment Program Preference:

- In addition to the requirements for Alaska Bidder Preference, provide documentation showing that the bidder is listed as an approved "Employment Program" on the most recent Procurement Preference Approved List issued by the Alaska Division of Vocational Rehabilitation.

E. Alaska Products Preference:

- Provide completed Alaska Products Preference Worksheet
- Provide documentation showing that the Alaska Products proposed are listed as qualified Alaska products.

F. Recycled Alaska Products Preference: Not Applicable

G. Veteran's Preference:

- Provide completed Alaska Veteran's Preference Affidavit, Form 25-D17

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## BID SCHEDULE

### SERVICE CONTRACT

Procurement per ACS Procurement Guidelines

**Type of Service:** Janitorial Services  
**Property/Facility:** Delta Junction Courthouse  
**Date of Issuance:** January 25, 2023  
**Submittal Deadline:** February 17, 2023 11 am  
**Location(s):** 1435 Richardson Hwy.,  
Delta Junction, Alaska

**ITB Number:** DEL-S-23-0002

**Contracting Agency:** Alaska Court System  
 Facilities Department  
 820 W. 4<sup>th</sup> Ave.  
 Anchorage, AK 99501

**Contracting Officer:** Anna Harrison,  
 Facilities Manager

**Contract Manager:** Dawn Molina,  
 Project Manager II

**Phone:** 907-264-8284 **Fax:** 907-264-8296

**I. BID SCHEDULE and ITEMS:** *Bidders should carefully read all Bid Documents attached to this schedule. Bid Documents include Instruction to Bidders, General Conditions, Supplemental Conditions, Technical Requirements and Attachments.*

**Bidder Please Note:** The bidder must enter a fixed monthly price for services and hourly rate. Failure to enter bid amounts on items A.1 and A.2 will result in the bid being declared non-responsive. Bids will be compared on the basis of the Total Basic Bid. The ACS reserves the right to reject all bids. If a Contract is awarded, it will be awarded to the lowest responsible and responsive bidder. **The Contract will be awarded in the Amount of the Total Basic Bid Amount comprised of pay items A.1, B, C, D and E.1.**

**BID ITEMS: Please refer to the descriptions of these bid items in the Technical Requirements Section.**

**A. Routine Scheduled Services** - Monthly Fixed Price: \$ \_\_\_\_\_  
 1. Annualized Bid Amount (Bid Item A x 12 mos.) = \$ \_\_\_\_\_

2\*. Hourly Rate for Cleaning Beyond Routine Scheduled Services:  
 \$ \_\_\_\_\_/Hr. X 20 = \$ \_\_\_\_\_

**B\*. Furniture Cleaning Beyond Routine Scheduled Services:**  
 \$ \_\_\_\_\_/Hr. X 20 = \$ \_\_\_\_\_

**C\*. Miscellaneous Room Cleaning & Emergency Clean Up:**  
 \$ \_\_\_\_\_/Hr. X 90 = \$ \_\_\_\_\_

**D. Interior and Exterior Window Cleaning (all windows up to 2 times per year):**  
 \$ \_\_\_\_\_/Ea. X 2 = \$ \_\_\_\_\_

**E. Sidewalk Snow & Ice Removal** – Monthly Fixed Price: \$ \_\_\_\_\_  
 1\*. Annualized Bid Amount (Bid Item B x 6 mos.) = \$ \_\_\_\_\_

2\*. Hourly Rate for Snow Removal Beyond Contract:  
 \$ \_\_\_\_\_/Hr. X 20 = \$ \_\_\_\_\_

**TOTAL BASIC BID AMOUNT (A.1+B+C+D+E.1)** \$ \_\_\_\_\_

**\*NOTE: The quantities shown above are for bid comparison purposes only, and are not intended to indicate the quantities of work to be required. See Technical Requirements.**



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**BID SCHEDULE**  
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*Check Preference if applicable-See Instructions to Bidders and attach required proof and paperwork:*

- A. Alaskan Bidders
- B. Alaskan Bidder with Disabilities
- C. Alaskan Employment Program
- E. Alaska Products
- F. Recycled Products or Paper (Not Applicable.)
- G. Alaska Veterans

**II. REFERENCES (Must list at least 1 company with whom bidder has had a Service contract for at least 1 full year in the last 5 years):**

- |    |         |              |                   |
|----|---------|--------------|-------------------|
| 1. | Company | Contact Name | Daytime Telephone |
| 2. | Company | Contact Name | Daytime Telephone |
| 3. | Company | Contact Name | Daytime Telephone |

**III. ADDENDA ACKNOWLEDGEMENT:**

The Bidder acknowledges receipt of the following addenda to the original Bid Documents (*note number and date of each*) and that associated costs are included in this bid.

Addenda #, Date Issued	Addenda #, Date Issued	Addenda #, Date Issued

No other alternates or substitutions allowed on this Bid Form.

**IV. AGREEMENT:**

By completing, signing and submitting this form I certify that I have reviewed the bid documents, with addenda, and understand the scope of services and conditions required for this Property/Facility. Furthermore, if awarded this contract, I agree to furnish for the above Bid Amounts – which were arrived at independently and without collusion –necessary labor, materials, and equipment in full compliance with the Contract and each of its incorporated terms and conditions. Work shall be accomplished in a workmanlike manner, observing all applicable civil rights and equal employment opportunity acts, and to the satisfaction of the Contracting Officer.

**HUMAN TRAFFICKING:** By signature on this bid, the bidder certifies that the bidder is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <https://www.state.gov/trafficking-in-persons-report/>

Failure to comply with this requirement will cause the state to reject the bid as non-responsive, or cancel the contract.

Bidder Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business License #: \_\_\_\_\_ EIN or SSN: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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Check one of the following to indicate type of business entity for your company:

Sole Proprietor: \_\_\_\_\_ Partnership: \_\_\_\_\_ Corporation: \_\_\_\_\_ LLC: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

**Bidder Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# ALASKA COURT SYSTEM (ACS) SUPPLEMENTAL CONDITIONS SERVICE CONTRACT

*Procurement per ACS Procurement Guidelines*

The following supplements modify, change, delete from or add to the attached *General Conditions* for this contract. Where any provision of the *General Conditions* is modified, or a segment deleted, by these Supplementary Conditions; the unaltered portion of that provision shall remain in effect.

## 1. LOCATION OF PROPERTY/FACILITY:

Delta Junction Courthouse, 1435 Richardson Hwy., Delta Junction, Alaska

## 2. TYPE SERVICES

Contractor shall provide all Janitorial Services as outlined in the attached Technical Requirements.

## 3. CONTRACT PERIOD/RENEWAL/PRICE ADJUSTMENTS

A. This Contract term commences on March 1, 2023 and expires on February 28, 2025.

B. CPI (Consumer Price Index) Adjustments: Adjustments in the contracted rates can be made if requested in writing by the Contractor at least thirty (30) days prior to the effective date of the adjustment. Request must be made annually only; a CPI adjustment to each of the Contracted Prices shall be made. These Contracted Prices shall be adjusted in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-W), for the Urban Wage Earners and Clerical Workers, All Items, Anchorage area, issued every six months.

The percentage change in CPI-W means the percentage difference between the Base Year CPI-W in effect during the 1<sup>st</sup> half (January through June) of the year in which original contract commenced and the CPI-W in effect for same half year for the calendar year just completed. Annually for each year of the renewal period(s), the percentage of change from the base hourly rate shall be determined by the percentage difference between the Base CPI-W and the CPI-W in same half and in the Calendar Year just completed. This adjustment may result in either an increase or a decrease depending on the actual CPI-W in effect at the time of the adjustment.

## 4. AREAS TO BE SERVICED BY CONTRACT (See attached Plans)

A. Included: The offices, courtrooms foyers, stairways, elevator rooms, printing rooms, computer rooms, hallways, closets, conference rooms, break rooms, restrooms, shower closets, sidewalks and storage areas located in the basement, 1<sup>st</sup> floor and Mezzanine are identified on Attachment.

B. Excluded: The mechanical rooms, electrical switching rooms, telephone equipment rooms, parts storage, elevator pits and shop areas.

## 5. WORK AREA INCREASE OR DECREASE

The Contracting Officer reserves the right to increase or decrease the Work area within the Property/Facility. By signing the Contract Award, the Contractor indicates its agreement with this provision. If the Contracting Officer increases or decreases the Work area within the Property/Facility by more than 25% the ACS or the Contractor shall be entitled to an equitable adjustment in the Contract Price.

## 6. QUALIFICATIONS OF CONTRACTOR PERSONNEL

A. **Supervisory Personnel:** the contractor shall employ competent supervisory personnel capable of training employees on methods of accomplishing the work performance and quality standards of this contract.

1). Supervisory personnel shall have in-depth knowledge of the contract requirements, procedures, supplies and equipment.

2). All management personnel and the supervisor are required to be fully conversant in English.

B. **Other contractor personnel:** all personnel employed by the contractor shall be fully trained, competent and qualified.

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- C. **Personnel training:** The supervisor is required to attend a meeting, during the ACS workday, with the Contracting Officer or Representative. This will familiarize Contractor's employees with key ACS personnel and areas of the facility requiring special attention.

# ALASKA COURT SYSTEM (ACS)

## TECHNICAL REQUIREMENTS

### SERVICE CONTRACT

Procurement per ACS Procurement Guidelines

#### 1. SCOPE:

- A. To establish a contract for monthly services to provide the labor, tools, equipment, materials and supplies to perform the **Janitorial Services** outlines below at the **Delta Junction Courthouse**.
- B. The Contractor declares that he/she has carefully examined the contract documents and understands the **quantities for Items A-C, and E on the Bid Schedule are for purposes of award only, and are subject to the number of hours or additional services requested by the Facilities Manager or Contract Manager.**

#### 2. DESCRIPTION:

A. Daily (D) cleaning will include:

<b>D 1</b>	Pick-up and deposit all recyclable paper into designated containers, if such containers are provided.
<b>D 2</b>	Empty all interior and exterior ash and trash baskets, replace torn or wet liners, and spot clean and deodorize soiled containers. All collected waste is to be placed in the designated dumpster. All Dumpster areas are to be kept free of loose debris and dumpster doors and/or lids closed.
<b>D 3</b>	Clean and disinfect all drinking fountains. Polish exterior, excluding spout and drinking area, on all metal fountains.
<b>D 4</b>	Clean all countertops, sinks and surrounding areas in coffee or snack stations. Personal items (coffee mugs silverware, plates, etc.) left by building occupants are not to be cleaned.
<b>D 5</b>	Vacuum all entry mats, carpeted hallways, courtrooms, access tunnel, and traffic areas in offices. ON WEEKLY Basis, vacuuming will include moving chairs and trash cans and returning them to their original location upon completion.
<b>D 6</b>	If applicable, vacuum all elevators, clean doors and call panels, polish all to clean bright appearance.
<b>D 7</b>	Spot clean all <u>fresh</u> spills or foreign matter (grease, gum, ink, etc.) on floors, handrails and furniture areas using appropriate spot remover or equipment.
<b>D 8</b>	Sweep, and then mop all vinyl, tile and concrete halls, floors, stairways, and entryways. Tile floors are to be dust mopped. Concrete floors will be swept with a broom. All debris will be collected with a dustpan and deposited in a dumpster.
<b>D 9</b>	Provide a nightly security check for ensuring all identified doors are locked, lights turned off, water turned off, no visible safety hazards, all janitorial personnel have left the building, and that all work has been completed at the required quality level.
<b>D 10</b>	Dust all restroom partitions, lights, and dispensers. <b>*Note: Private bathrooms (i.e. judges chambers) will be done weekly*</b>
<b>D 11</b>	Supply and Stock all restroom (including holding cells), paper products (hand towels, toilet tissues, seat liners) and dispensers (feminine hygiene products, hand soaps). Provide room deodorizers and urinal bowl blocks. Ensure that all dispensers are in good working order. <b>*Note: Private bathrooms (i.e. judges chambers) will be done weekly*</b>
<b>D 12</b>	Clean and disinfect all plumbing and toilet fixtures (polish/buff all chrome plumbing fixtures). Clean and disinfect all toilets, urinals, sinks, and counter tops – holding cell toilets are included in the daily cleaning. Clean all dispensers, partitions, and spot restroom walls. Polish all stainless-steel dispensers. Clean all mirrors. Mineral and calcium deposits are not acceptable. <b>*Note: Private bathrooms (i.e. judges chambers) will be done weekly*</b>
<b>D 13</b>	Sweep and mop restroom floors with a disinfectant floor cleaner. Holding cell floors are included in

### SECTION C

# ALASKA COURT SYSTEM (ACS)

## TECHNICAL REQUIREMENTS

### SERVICE CONTRACT

Procurement per ACS Procurement Guidelines

	the daily cleaning.
<b>D 14</b>	Empty and wipe down all exterior wastebaskets and cigarette butt receptacles. All collected waste is to be placed in the appropriate dumpster location.
<b>D 15</b>	Check for trash and clean the landscape beds, all adjacent sidewalks/alleys, and all of parking lot.
<b>D 16</b>	Complete clean <u>main</u> entry door glass (inside and out). Spot clean all interior glass doors and glass counters.
<b>D 17</b>	Spot Clean & Disinfect all door handles and push plates.

**B. Weekly (W) services to be completed by the end of each week will include:**

<b>W 1</b>	Using a treated cloth or treated feather duster, which will pick up dust particles and eliminate static cling, dust all surfaces including fabric plants in common areas, furniture, fixtures, counters, file cabinets, and equipment to a height of six (6) feet. No computer keyboards or screens are to be disturbed. No paperwork or personal items on the desktops will be moved to perform dusting tasks.
<b>W 2</b>	Clean secured areas upon request and while security is present.
<b>W 3</b>	Damp wipe all wooden benches.
<b>W 4</b>	In all stairwells, sweep and mop hard surface and vacuum if carpeted.
<b>W 5</b>	To remove marks and restore luster, spray buff tiled floors (mop tile to prep for buffing) in High Traffic Areas of offices, restrooms, entries and hallways. Remove marks and wax streaks from rubber base and wall above base.
<b>W 6</b>	Clean all handrails, door handles with disinfectant.
<b>W 7</b>	Sweep (and Powerwash if necessary) all sidewalks, loading bay, and Sally Port at the Courthouse. Scrape up gum (from exterior entry concrete and brush and/or scrub spills (summer months). Sweeping of sidewalks will include sweeping and hosing (when outside hose bibs turned on) of sand from the sidewalks in the spring.
<b>W 8</b>	Complete cleaning of all interior glass doors and counter glass.
<b>W 9</b>	Spot clean all smudges, fingerprints, and stains from all visible surfaces including walls, furniture, fixtures, doors, jambs, desktops, counters, file cabinet, office glass, glass partitions and equipment. No computer keyboard or screens are to be disturbed or cleaned. No paperwork or personal items on the desktops will be moved to perform spot cleaning tasks.
<b>W 10</b>	Thoroughly vacuum <u>ALL</u> carpets. This includes moving chairs, trashcans and returning them to their original location upon completion.
<b>W 11</b>	Dust all <b>PRIVATE</b> restroom partitions, lights, and dispensers. <b>*Note: Private bathrooms (i.e. judges chambers) will be done weekly*</b>
<b>W 12</b>	Supply and Stock all <b>PRIVATE</b> restroom paper products (hand towels, toilet tissues, seat liners) and dispensers (feminine hygiene products, hand soaps). Provide room deodorizers and urinal bowl blocks. Ensure that all dispensers are in good working order. <b>*Note: Private bathrooms (i.e. judges chambers) will be done weekly*</b>

**C. Monthly (M) services to be performed the last week of each month on Friday include:**

### SECTION C

# ALASKA COURT SYSTEM (ACS)

## TECHNICAL REQUIREMENTS

### SERVICE CONTRACT

Procurement per ACS Procurement Guidelines

<b>M 1</b>	Dust and/or clean air vent grills (both ceiling and wall).
<b>M 2</b>	Shampoo or extract entry mats. Replace if not cleanable.
<b>M 3</b>	Deep scrub ceramic tile and concrete floors in restrooms, hallways, and holding cells with a slow speed scrubber and/or auto scrubber.
<b>M 4</b>	Shampoo or extract carpeting in high traffic areas, i.e. Elevator floors/walls, entries, lobbies and some hallways using steam extraction or agitation and hot water extraction methods.
<b>M 5</b>	Clean and polish all metal trim work.
<b>M 6</b>	Vacuum fabric furniture and wash vinyl furniture.
<b>M 7</b>	Vacuum edges and corners of offices, commons, and elevators (including thresholds) with crevice tools and backpack.
<b>M 8</b>	Clean all interior door threshold plates with neutral detergent dust all doorframes/jambes.
<b>M 9</b>	Spray buff tile floors (deep clean/scrub traffic pattern tile to prep for buffing) in offices, restrooms, entries and hallways.
<b>M 10</b>	Clean desk surfaces, file cabinets, and tabletops. (Desktop must be cleared by ACS employee)
<b>M 11</b>	Completely Clean Court Room Holding Cells monthly or upon request.
<b>M 12</b>	Clean walls in hallways, entry and stairwells.
<b>M 13</b>	Completely Clean Court Room Holding Cells monthly or upon request.

**D. Semi-Annual (S) services to be performed annually in April and September include:**

<b>S 1</b>	Dust or vacuum window coverings (drapes, curtains, moldings, blinds, etc).
<b>S 2</b>	Strip and wax all VCT & Resilient floors (removing all old wax and re-coating with manufacturer recommended skid resistant wax) and high-speed buff the dry finished surface.
<b>S 3</b>	Deep scrub concrete floors in loading bay and Sally Port with slow speed scrubbers and/or auto scrubber.
<b>S 4</b>	Shampoo or extract all carpets using manufacturer's recommended cleaning agents and methods. All carpets cleaned must be dry by 7:00 a.m.
<b>S 5</b>	Dust and polish completely all wood furniture with recommended commercial furniture wax or polish. This is to include benches, litigant's tables, handrails, and doors in Courtrooms and Common Areas Only.
<b>S 6</b>	Wash all painted interior walls with warm water and neutral detergent, rinse, and dry. Walls are to be cleaned leaving no haze or streaks.
<b>S 7</b>	Clean and polish/oil wood panel walls and doors.
<b>S 8</b>	Wash both sides of all interior and exterior glass, on all floors.

**E. Annual (A) services include:**

<b>A 1</b>	Dust, wipe and/or brush interior ceiling/wall decorations, pipes and other surfaces above 6 feet.
<b>A 2</b>	Dust and wash light fixtures and diffusers. Diffusers or lens must be washed on both sides to maximize lighting efficiency.
<b>A 3</b>	Deep scrub and reseal concrete floors in halls, holding cells and work areas.

**ALASKA COURT SYSTEM (ACS)**  
**TECHNICAL REQUIREMENTS**  
*SERVICE CONTRACT*

Procurement per ACS Procurement Guidelines

**3. SUPPLIES AND MATERIALS:**

- A. Contractor, at contractor's expense, shall supply all supplies, tools, equipment and materials to perform all items listed on the Bid Schedule. All consumable supplies must be the same or better quality as those currently used at the Property.
- B. All equipment must meet pertinent Federal and State safety standards.
- C. The designated ACS representative shall have the authority to terminate the use of any equipment, which is not maintained in good working condition or does not perform at a production capability consistent with maintenance standards.

**4. EQUIPMENT SPECIFICATIONS:** The total number of pieces of each type of equipment required to accomplish all the tasks within the time constraints as specified in this Contract is to be determined by the Contractor. Equipment must be in good working condition, be maintain in good operating condition and are subject to inspection by the Contract Manager at anytime during the course of the contract. Contractor will be responsible for providing alternate equipment for scheduled services in the event the Contractor's equipment becomes faulty. At no time will faulty equipment be an excuse for not performing a particular service described in this Contract. Contract Manager may reject the use of any equipment that is not maintained. All equipment must be rated at 15 AMPS or less. All electric cords, feeder or extension shall be free of cracks and/or breaks. Spliced or bounded cords shall not be used. ACS's minimum requirements for types of equipment to be used in the performance of the Services under this Contract are as follows:

- A. Two (2) vacuum cleaners, equipped with beater brush (roller brush) and a 150 CFM minimum capacity.
- B. A vacuum cleaner equipped with hose attachments suitable for vacuuming edges, corners, and other hard to reach areas.
- C. Wet/dry vacuum cleaner with a minimum of 2 HP and minimum 10-gallon tank.
- D. Floor machines with dual speed: 1000 to 1200 RPM for buffing of tiles floors and 500 to 700 RMP for stripping.
- E. Commercial grade carpet cleaning machine using hot water or steam.

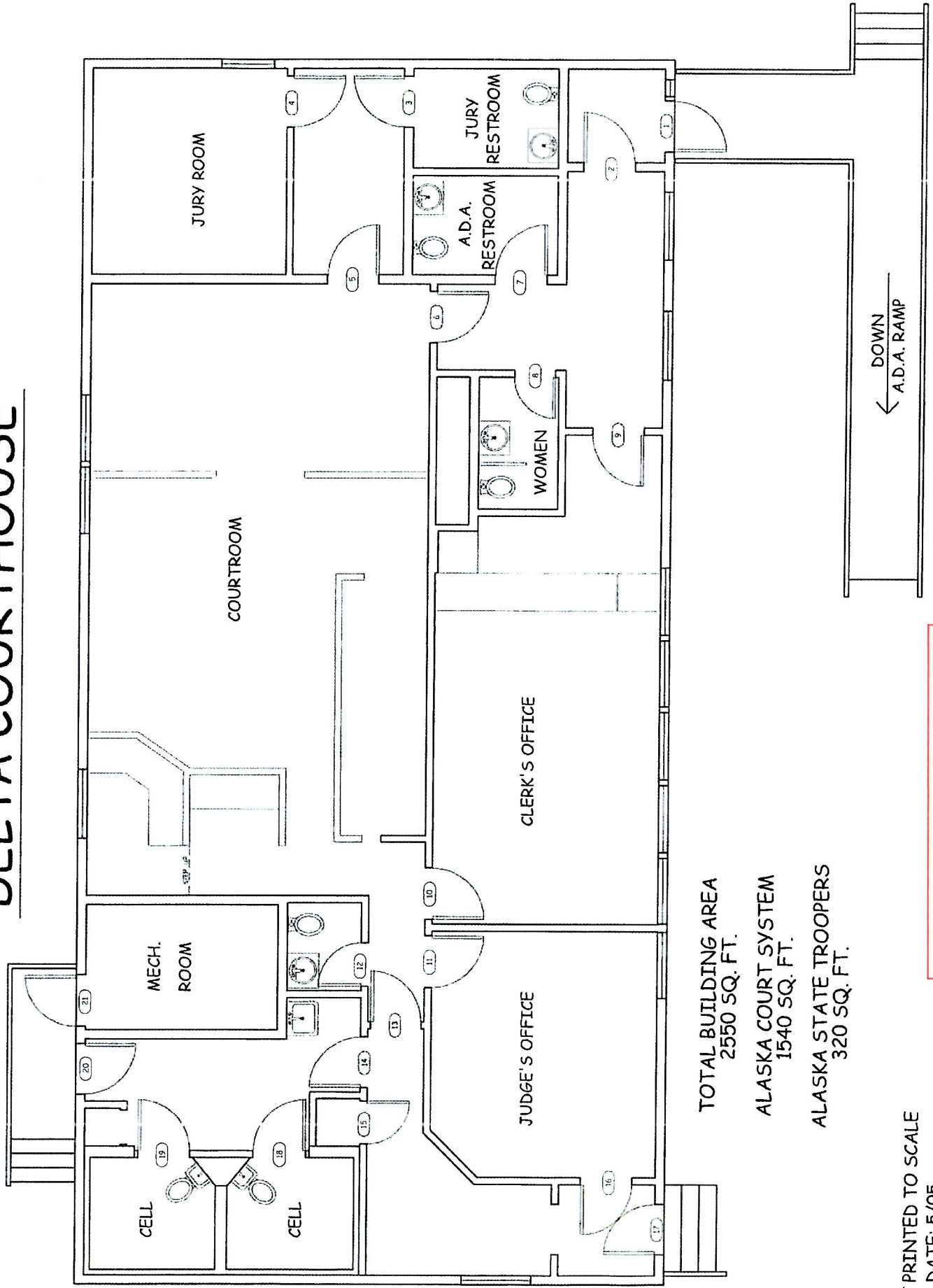
**5. SPECIAL REQUIREMENTS:**

- A. ACS Contract Manager or representative must be informed of semi-annual, annual or special services performed through a tentative schedule, verbal/written updates of changes, and a two (2) week advance notice to enable coordination of services with building occupants.
- B. Furniture cleaning not specified above, as requested by ACS.
- C. Drapes and blinds cleaning, as requested by ACS.
- D. Inspect facility interior for burned out lamps weekly and notify ACS.
- E. Other miscellaneous room cleaning or emergency clean-up, as requested by ACS.
- F. "Call outs" means work performed by Contractor at the special request of ACS. ACS guarantees no minimum usage. Call outs will be by the designated ACS representative only. Minimum call out time is two (2) hours including travel time.

**6. UNIT PRICES AND INVOICES:** The unit prices in the ITB shall be full compensation for all personnel, wages, supplies, equipment, and all other incidentals necessary to accomplish the services. Monthly invoice shall be a flat rate calculated by adding all bid prices with a "monthly" unit price on Bid Schedule and dividing it by 12.



# DELTA COURTHOUSE



TOTAL BUILDING AREA  
2550 SQ. FT.

ALASKA COURT SYSTEM  
1540 SQ. FT.

ALASKA STATE TROOPERS  
320 SQ. FT.

NOT PRINTED TO SCALE  
DATE: 5/05

APPENDIX A