



REQUEST FOR QUOTATION

168th Janitorial Service RFQ No. 230000029

Quotes must be Received Before 2:00pm AKST, July 18th, 2023

PURCHASING OFFICE

Department of Military and Veterans Affairs
Division of Administrative Services/Procurement
ATTN: RFQ 230000029
P.O. Box 5308
49000 Army Guard Road, Suite B105B
JBER, Alaska 99505

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VENDOR NOTICE (This is NOT a Purchase Order)

This is an informal request for 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.

SERVICE LOCATION:

168th Air Guard Wing
Eielson AFB, Fairbanks Alaska 99702

BUYER:

Brandy L Halverson
49000 Army Guard Road, Suite B105B
Anchorage, Alaska 99505
Phone: 907.428.7221
Email: MvaDasProcurement@alaska.gov

Purpose of Solicitation

Requirement: The State of Alaska, Department of Military and Veterans Affairs (DMVA), Alaska Air National Guard Facilities Management at the 168th Air Wing is seeking competitive quotes for a 10-month Master Agreement contract to provide as-needed janitorial services as specified within this RFQ.

Period of Performance: The period of performance for a contract resulting from this RFQ will begin approximately on July 25, 2023, and end on April 25, 2024.

Solicitation Closing Date and Time: Quotes must be received no later than 2:00 p.m. standard Alaska time on July 18th, 2023. Quotes may be emailed to MvaDasProcurement@alaska.gov or can be hand delivered (see page 8, section 12).

Mandatory Walkthrough: There will be a one-time **MANDATORY** walkthrough scheduled for July 11th, 2023, at 11:00 a.m. standard Alaska Time (see page 8, section 13).

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			
_____ Signature		_____ Date		Do you qualify for the Alaska Veteran Preference? [] Yes [] No	
				_____ Typed Name and Title	

**INSTRUCTIONS TO BIDDERS
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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 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 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

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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. 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.

17. 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.

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

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19. 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.

20. 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.

21. 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.

22. 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.

23. SUBCONTRACTOR(S): Within five (5) working days of notice from the state, the apparent low bidder must submit a list of the subcontractors that will be used in the performance of the contract. The list must include the name of each subcontractor and the location of the place of business for each subcontractor and evidence of each subcontractor’s valid Alaska business license.

24. 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.

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

26. 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.

27. 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.

28. 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.

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29.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.

30.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.

31.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.

32.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.

33.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.

34.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 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.

35.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)

36.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 performing, controlling, managing, and supervising the services

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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)

37.ALASKA PRODUCT PREFERENCE: A bidder that designates the use of an Alaska Product which meets the requirements of the RFQ specification and is designated as a Class I, Class II or Class III Alaska Product by the Department of Commerce & Economic Development shall receive a preference in the bid evaluation in accordance with AS 36.30.332 and 3 AAC 92.010.

38.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).

39.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), they 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.

40.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), to qualify for one of these preferences, a bidder must add value by 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.

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REQUIREMENTS

1. DMVA FMO FEDERALLY FUNDED CONTRACT SUPPLEMENTAL REQUIREMENT. Bidder must read and sign the Department of Military and Veterans Affairs, Facility Management Office Federally Funded Contract Supplemental Requirement (Attachment 1). By signing, the bidder agrees to comply with the requirements stated within the provisions.

2. FEDERAL DEBARMENT, SUSPENSION, INELIGIBILITY VOLUNTARY EXCLUSION. Expenditures from this contract may involve federal funds. The U.S. Department of Labor requires all State agencies that are expending federal funds to have a certification filed in the quote, by the offeror, stating 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 form must be completed by the offeror and returned with their quote (Attachment 2). A bid from a debarred or suspended offeror will cause them to be found non-responsive and their quote rejected.

3. MANDATORY ANTI-TERRORISM TRAINING. A contract under this solicitation may involve access to, or performance of work, on a federal military installation. In the interest of safety and security of the installation, Contractors any and of their employee(s) accessing the installation are required to complete Anti-Terrorism Level I training prior to beginning any work on a contract resulting from this solicitation. The online based training is free and can be accessed at <https://jko.jten.mil/courses/AT-level1/launch.html>. Failure of a Contractor or their employee(s) to provide proof of training will result in finding the Contractor in breach and the contract cancelled. **Certificate(s) of Anti-terrorism training** are not required when submitting a quote. However, bidders must complete and submit the Mandatory Anti-terrorism form (Attachment 3) acknowledging understanding of this requirement.

4. Certifications Regarding Lobbying; Debarment, Suspension, Ineligibility and Voluntary Exclusion; and Drug-Free Workplace Requirements for Expenditure of Federal Funds. This solicitation, or the contract(s) or order(s) resulting from this solicitation, may involve Federal Funds. By their signature on the bid or proposal submitted in response to this solicitation, or the contract(s) or order(s) resulting from this solicitation, the bidder or offer certifies they will comply with the requirements under 28 CFR Part 67 and 28 CFR Part 69 with regards to Lobbying; Debarment, Suspension, Ineligibility, and Voluntary Exclusion; and Drug-Free Workplace. This certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Military and Veteran Affairs determines to awards the contract(s) or order(s) resulting from this solicitation.

5. VENDOR SELF SERVICE (VSS). To be considered for contract award, offeror must create a vendor account in the State's VSS system <https://doa.alaska.gov/dof/vendor.html>.

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

7. QUESTIONS. All questions concerning the RFQ, or the contents therein must be submitted in writing to the DMVA/DAS Procurement Office via email at MvaDasProcurement@alask.gov.

8. CONTRACT PRICE. Contract prices are to remain firm for the entire length of the 10-month janitorial service period. Offered cost per service for each line item must include all charges or cost associated with the performance of these services. The conditioning or altering of this solicitation or bid schedule by the Contractor in any way may result in the rejection of the quote that is received.

9. CONTRACT PAYMENTS. Contract payments will be NET 30 days upon receipt of services and contractors' original invoice.

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10. CONTRACT CANCELLATION. The State reserves the right to cancel the contract at its convenience upon 30 calendar days written notice to the contractor. The State is liable only for payment of services provided before the effective date of termination.

11. TOTAL CONTRACT COST. This solicitation is being done under the Small Procurement requirements of Alaska Statutes 36.30, Alaska Procurement Regulation 2 AAC 12, and Alaska Administrative Manual 81. Total cost of any contract resulting from this RFQ, including any exercised renewal options or extensions are NOT TO EXCEED \$95,000.00.

12. METHOD OF AWARD: Award will be made as ONE LOT based on the total cost to the lowest responsive and responsible bidder. Bidders must bid on all line items on the Bid Schedule to be considered responsive. Failure to bid on all items will result in rejection of the bid. The State anticipates awarding this contact approximately on July 25th, 2023.

A Master Service Agreement will be issued to the lowest, responsive, and responsible bidder. No work is to be performed until the Contractor is issued a Delivery Order. Once the Delivery Order is signed and submitted to the Contractor only then can work can be performed.

13. BID DELIVERY: There are two (2) bid delivery options. You may choose to deliver your bid in person, or you can submit your bid electronically via email to MvaDasProcurement@alaska.gov. If you wish to deliver a bid in person, the bidder must contact DMVA/DAS Procurement via telephone at 907.428.7221, or email to the above referenced email with the name of the person who will be making the delivery as it appears on their State Driver's License. The request must be received by DMVA/DAS Procurement no later than two business days prior to the deadline set for receipt of bids. A maximum of one name may be provided. DMVA/DAS Procurement will arrange a base access pass for the bidder or offeror's staff. The vehicle driver will need a current driver's license, current proof of vehicle insurance, and current vehicle registration to get the pass.

Your bid must be received at the Procurement Office and date/time stamped before the closing date and time of the bid. When you contact the DMVA/DAS Procurement a map will be provided to you to get from the Visitor Center to the Procurement Office.

It is the sole responsibility of bidder to ensure that:

1. Adequate time is provided for the DMVA/DAS Procurement staff to arrange for the pass (Two business days prior to the proposal deadline);
2. Adequate time is allotted to get to the gate, sign for the pass, and deliver the solicitation response to the DMVA/DAS Procurement Office;
3. The employee has current credentials to sign for the pass; and
4. The bidder or offeror's employee receiving a bass pass are responsible for following all base regulations, rules, and procedures.
5. Please note that procurement staff will meet offerors at the Visitors gate to pick up bids.

Quotes may be emailed to MvaDasProcurement@alaska.gov, no later than the date and time listed on page one of this RFQ and must contain the RFQ number in the subject line of this email. Emailed quotes must be submitted as an attachment in PDF format. 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 quote exceeds the size, the quote must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described

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above. The state is not responsible for unreadable, corrupt, or missing attachments. It is the offeror's responsibility to contact the issue office to confirm that the quote has been received. Failure to follow the above instructions may result in the quote being found non-responsive and rejected.

14. MANDATORY WALKTHROUGH- There will be a one-time mandatory walkthrough scheduled for July 11th, 2023, at 11:00 A.M. AKST at the address shown on page 1 of this RFQ. If you do not attend this mandatory walkthrough and sign-into the Sign-In Sheet with a valid State Identification Card, your quote will be considered non-responsive and will not be considered. This site visit allows bidders to see the conditions under which the work described in this RFQ to be performed. Attendees for the site visit will need to contact John Poirrier at john.poirrier@alaska.gov ph. (907) 377-8564, cell ph. (907) 651-9060 so that arrangements may be made for a base pass. Bidders will be required to provide a valid ID, and proof of vehicle registration and insurance. Bidders will meet at Building 3225 no later than 11:00AM on July 11th, 2023.

All bidders who attend the site visit must stay for the entire visit. A bidder's failure to attend the site visit or who leave the site visit before visiting all facilities will preclude them from being able to perform the work in strict compliance with the true intent and meaning of the terms, conditions, and specifications of this RFQ and submitted bids will be found non-responsive. Late bidders or attendees will be afforded the opportunity to visit the site at a later date and time.

This contract person is not authorized to answer any questions regarding work to be performed. All questions must be directed to the Procurement Office, that contact information is located on page 1 (one) of this RFQ.

****END OF SECTION****

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SCOPE OF WORK

The Contractor must furnish all labor, supervision, materials, supplies, tools, and equipment to satisfactorily perform the services required by this RFQ. The Contractor must comply with all applicable Federal and State labor, wage and hour, safety and associated laws which have a bearing on the services provided. All equipment required to perform this contract must be owned by the Contractor. Scaffolding may be rented on an as needed basis or seasonal need at the contractor's expense.

LOCATION

Fifteen (15) pages of floor plans for the facilities service areas and estimated square footage, is attached to this RFQ (Attachment 7).

GENERAL INFORMATION

Contractor/Employee Base Pass and Identification, Special Clearances and Vehicle Passes: The Contractor shall comply with all requirements and procedures for Contractor access to Air Force Installation. All documentation required for access will be discussed with the Contractor at the contract start-up meeting.

Cleaning and Restroom Supplies: The Contractor shall furnish a list of all proposed cleaning and restroom supplies that will be utilized during the contract period, including all paper products, soap products, etc., prior to the contract start-up meeting, for approval by the State Project Manager. Proposed cleaning and restroom supplies shall be manufacturer specified or a compatible alternative for all wall mounted Folded Paper Towel Dispenser/Receptacles and Waxie "Clean Touch LX" touch-free soap dispensers.

After initial approval, any new cleaning and/or restroom supplies added or changed will need approval from the State Project Manager before being used on the installation. The cleaning inventory supply list shall contain the following information:

- Product name
- Manufacturer
- Item use
- Disposal procedures if material remain after usage.
- Storage of item

The Contractor shall be responsible for the proper disposal of all their cleaning supplies. Material Safety Data Sheet (SDS) shall be provided to the Contractor for each cleaning and restroom supply item and employees will be trained, by the Contractor, on the proper use and disposal of each item. All cleaning supplies shall be non-flammable.

Products containing chlorofluorocarbons (CFC's) or ozone depleting substances shall not be allowed or approved for use. Products containing phenolic compounds, such as "Lysol" shall not be allowed or approved for use in Child Development Centers.

Hazardous Material/Waste Management: The Contractor will be briefed on Eielson Air Force Base Hazardous Material/Waste Management Plan at the contract start-up meeting.

Hazardous Material Handling: The Contractor shall supply an inventory list of all materials brought on to Eielson Air Force Base. The inventory list shall include the product name, Material Safety Data Sheets (SDS) number, and quantity and must be updated every ninety (90) days from the date of the contract start-up meeting. To ensure compliance, a meeting between the Project Manager and Contractor will be held quarterly to collect

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information and update inventory, copy of the inventory shall be provided to the State Project Manager. The purpose of the inventory is to provide information to Eielson Air Force Base for Emergency Planning and Community Right-to-Know Act (EPCRA) reporting.

Hazardous Material Identification: SDS are required as specified in the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract) for any other material designated by a government technical representative as potentially hazardous and requiring safety controls.

SDSs must be submitted by the Contractor at the contract start-up meeting. Failure to provide SDSs or certificate when requested could result in the Contractor being considered non-responsive and result in termination of the contract. The Contractor shall provide an inventory of materials intended to be brought onto Eielson Air Force Base to complete the tasks under the scope of work established in this RFQ. A copy of the inventory list shall be furnished to the State Project Manager at the contract start-up meeting and revised immediately when changes are made. If applicable, SDSs will be readily available to personnel working with hazardous materials and carried in the company vehicle whenever entering Eielson Air Force Base or any property under the control of Eielson Air Force Base.

Hazmat: All chemicals the Contractor brings on to Eielson Air Force Base or any property under the control of Eielson Air Force Base must be inventoried by the Contractor. Inventory must be provided to the State Project Manager at the contract start-up meeting. Any products meeting the criteria of "Hazardous Waste" must be removed from government property after use and not stored in any government provided janitorial closets. Criteria for identifying hazardous waste is contained in Subpart C of 40 CFR, Part 261.

Spill Response: The Contractor will be briefed on Eielson Air Force Base spill response procedures at the contract start-up meeting. The Contractor is responsible to report and promptly clean-up spills in a manner consistent with current environmental regulations. In the event it is necessary to utilize government material, equipment, or personnel to clean-up a contractor caused spill, the Contractor shall be required to reimburse the government for all associated costs.

Traffic Laws: The Contractor and its employees shall comply with all base traffic regulations and directions.

Weapons, Firearms, and Ammunition: The Contractor and its employees are prohibited from possessing weapons, firearms, or ammunition, on their person or within their Contractor-owned or privately-owned vehicle while on Eielson Air Force Base.

For Official Use Only (FOUO): The Contractor shall comply with DOD 5400-7-R, Chapter 4, DoD Freedom of Information Act (FOIA) program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding For Official Use Only (FOUO) material.

Reporting Requirements: The Contractor and its employees shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, Contractor personnel, resources, and classified or unclassified defense information. Information or circumstances must be reported immediately upon knowledge to the State Project Manager.

CONTRACTOR WORK EXPECTATIONS

Contractor Start-up Meeting: Prior to beginning any work the Contractor will meet with the State Project Manager at a mutually agreed upon time and location.

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The purpose of the meeting will be to discuss the Contractor and State Project Manager's expectations, review the scope of work and specifications, and exchange contact information. The following information will be provided at the meeting:

Contractor to provide:

- Contract On-Site Supervisor and alternate contact information;
- A copy of Contractor's quality control procedures;
- Names of employees and copies of state driver's license or state ID for base access approval;
- A list of all cleaning and restroom supplies proposed to be used by the Contractor in performing services under the contract;
- Safety Data Sheet(s) for all chemicals proposed to be used by the Contractor in performing services under the contract;
- An inventory of all HAZMAT chemicals proposed to be used by the Contractor in performing services under the contract;
- A Cleaning Frequency Schedule (CFS) showing the anticipated days and times of commencing quarterly, semi-annual, and/or annual services and the functions to be performed identifying facilities by building number and approximate time cleaning will occur. A copy of the cleaning schedule should be provided to the contract manager.

State Project Manager to provide:

- Briefing on Eielson Air Force Base spill response procedures;
- Briefing on Eielson Air Force Base Hazardous Material/Waste Management plan;
- Briefing on safety protocols and expectations for each service location under this RFQ.

MANAGER, EMPLOYEES, AND SUPERVISION

Manager, Employees, and Supervision:

On-Site Supervisor: The Contractor shall provide an on-site supervisor who shall be responsible for the performance of the work. The name of this person and an alternate(s) shall be designated in writing. Individuals, will be available during the time services are being performed for communication of custodial functions and quality control with the State Project Manager. The On-Site Supervisor, or alternate, shall have full authority to act for the Contractor on all matters relating to this contract. The contract on-site supervisor must also be available to meet with the State Project Manager within one hour of notification of any valid customer complaint or contract service deficiency. The On-Site Supervisor and alternate(s) must be able to proficiently read, write, speak, and understand the English language.

Additionally, the Contractor is responsible for enforcing the following guidelines:

- At least one person of the work crew who can speak, read, and write English fluently must be present at all times during scheduled services.
- On-Site Supervisor will inspect all work after it is completed for quality control and ensure work is being completed to the standards and expectations described in this RFQ.
- Contractor employees appearing to be under the influence of alcohol or drugs shall not be permitted on the premises.
- Contractor employees shall not use or tamper with office telephones, copiers or fax machines, computers, equipment, or personal property at any time.

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- Contractor employees shall not open desks, cabinets, file cabinets, overhead bins, lockers, or other furniture at any time.
- Contractor employees on work programs shall require supervision on a 2:1 (two employees to one supervisor) ratio.
- No business solicitations from Contractor or contractor employees, to solicit additional private business from building occupants, shall be allowed during performance of services under contract. This also prohibits notes or advertisements posted to bulletin boards.
- Contractor employee(s) will be immediately removed from service site if entering a restroom or locker-room designated for the opposite gender without announcing themselves before entering the room/area.

Failure to enforce the above guidelines will be grounds for contract cancellation. The On-Site Supervisor will be on the job site at all times during performance of work.

Personnel: Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of distinctive clothing, vests, overcoats, or hats, bearing the company name or logo. The Contractor DBIDS card shall be visible at all times while working on base in the facilities. The government is authorized to restrict the employment under the contract of any Contractor employee or prospective Contractor employee, who is identified as a potential threat to health, safety, security, general well-being, or operational mission of the installation and its population.

Contractor and Employee Qualifications: The Contractor, and all contractor employees must be trained and comply with all Occupational Safety and Health Administration Janitorial safety regulations, (29CFR1910.22, General requirements/Occupational Safety and Health Administration), (29CFR 1910.30, Training requirements) and (29CFR1910.39, Fire prevention plans). The Contractor must be proficient in achieving service requirements outlined in this contract. Contractor and Contractor employees shall be free from contagious diseases and viruses. Contractor must present themselves in a clean, groomed, professional respectful manner. Contractor must be easily identifiable.

Open toed shoes, shorts, sleeveless Tee shirts, tank tops, half shirts, offensive clothing, holey/worn pant or shirts are not acceptable. In addition, cameras, recording devices, cell phone, music listening devices, headphones, and ear buds are not allowed to be used in facilities during services. The State Project Manager may require removal of any Contractor employee from the service site whom it is deems incompetent, insubordinate, disrespectful, or otherwise objectionable.

The State Project Manager may also require removal of any Contractor employee from the work area whose continued employment on base is deemed contrary to the public or government's best interests. The State of Alaska and/or DoD may require the Contractor and all employees submit to fingerprinting and security clearance. If required, it is the responsibility of the Contractor to ensure this requirement is met without delay. All costs involved will be borne by the Contractor. If identification cards are necessary, the cost will be borne by the Contractor.

Non-contracted employees shall not be permitted on the work site and are prohibited from performing any work under this contract.

Background Checks: The State or DoD may require identification, fingerprints, or conduct investigations of the successful bidder's employees performing work on any contract resulting from this solicitation. At a minimum, United States Passport or any Federal recognized identification will be required for all contract employees.

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Work Hours: Contractor shall perform services after 5:00pm, Monday through Friday, except for Federal Holidays (to include observances). All work must be completed by 6:00am the following day.

Conduct of Work: The Contractor shall perform facility cleaning, restroom/locker cleaning services, and periodic cleaning services in a manner to create minimum disturbance, inconvenience, and without interfering with the proper performance of government business or work being done by other contractors or Guard members.

Safe Practices. Acceptable safe practices must be followed in the performance of the work. The Contractor must comply with all standards prescribed by the State of Alaska, Department of Labor, and Division of Labor Standards and Safety.

OSHA & SDS Reporting: In accordance with Alaska Statute 18.60 (www.legis.state.ak.us/basis/statutes.asp#18.60.010), the Contractor shall acquire, file, and maintain up-to-date records pertaining to Material Safety Data Sheets (SDS) for substances and products used by them in the performance of any contract issued from this solicitation.

Prior to the Contractor bringing any substances or products on base, the awarded Contractor shall provide a list of projected chemicals, with their projected use quantities and SDSs to the Project Manager. This information will be consolidated by the Project Manager and submitted to the base hazardous material manager, or HAZMART for review and approval of materials. This process can take at least two weeks. Failure of the Contractor to provide information in an expedited manner, or at the start up meeting, will result in the delay of beginning the performance of work against an issued contract.

The Contractor is **required to attend** the Contractor Hazardous Waste training offered by Eielson Air Force Base. Training is free and offered each Monday during the summer months. Contractor will coordinate with the Project Manager on specific dates and times. Failure by the Contractor to attend training may result in the Contractor being in breach of the contract and the contract cancelled.

The Contractor shall assume full responsibility for conformance with the law regarding the Contractor's employees. The Contractor will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act, all City and/or State of Alaska regulations, and all Eielson Air Force Base policies that affect custodial and housekeeping operations. A copy of the Eielson Air Force Base Hazardous Material Management plan will be provided to the Contractor at the start up meeting. The Contractor will ensure all employees assigned to the contract are knowledgeable of the current guidelines/regulations affecting custodial and housekeeping operations.

Building Security: The Contractor will ensure that outside doors are kept always locked except when the building is normally open to the public. Interior building doors must remain locked except while work in the immediate area is being performed. All doors are to be locked when the Contractor and his employees leave the building and shall not be propped open at any time for any reason. Failure to do so may be considered a Breach of Contract.

Physical Security: The Contractor shall be responsible for safeguarding all government property and controlled forms provided for Contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured. A security briefing may take place at the contract start-up meeting.

Key Control: The Contractor shall establish and implement methods of making sure all keys/combinations issued to the Contractor by the government are not lost or misplaced and are not used by unauthorized persons. The Contractor shall not duplicate any keys issued by the government. The Contractor shall immediately report to the State Project Manager or contracting officer any occurrences of lost or duplicated keys. In the event keys, other

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than master keys, are lost or duplicated, the Contractor may be required, upon written direction of the State Project Manager or contracting officer, to re-key or replace the affected lock or locks without cost to the government. Alternatively, the State Project Manager may, at its option, replace the affected lock or locks or perform re-keying, and deduct the cost of such activity from the monthly payment due to the Contractor.

Loss of Keys: Lost keys may be grounds for immediate termination of contract. At a minimum a replacement and re-keying charges will be paid by the Contractor. This cost may be paid from any money that may be due to the Contractor upon termination. If keys are lost, stolen, or duplicated, Contractor must make the State Project Manager aware of security issue immediately.

Damage: Any damage to building structures, contents, or personal property caused by the Contractor, contractor's employees or cleaning methods shall be corrected or replaced by the Contractor at no cost to the State. The State may deduct the cost to repair any damage caused by the Contractor from any payments that may be due.

The Contractor shall report all facility maintenance problems to the State Project Manager (i.e., roof leaks, defective electrical outlets, etc.) as soon as possible after discovery. The Contractor shall also immediately report any existing conditions which will prohibit the contractor and/or contractor's employees from meeting a cleaning standard.

SERVICE AREAS DEFINED

Common Areas: Common areas are identified on facility floor plans in yellow. A common area is defined as public use areas such as, conference rooms, break rooms, libraries, hallways, entryways, stairwells, briefing rooms, lobbies, and corridors in each facility. These areas are high use and shall be serviced per the frequency schedule for required tasks found under Section 2.10 Scope of Work and Specifications.

Office Areas: Office areas are identified on facility floor plans in green. Offices in these areas will be cleaned at the frequency as outlined on the following page. Office occupants will place their trash receptacles in the nearest common area for servicing as needed. Contractor will remove trash as part of the required task for the common area. Occupants will be responsible for returning their trash receptacles to their original locations. Advance scheduling with the State Project Manager is required prior to semi-annual services required in private and restricted office areas. Contractor personnel may require escorts in these areas.

Tasks in this area will be completed at times when the escort is available and allowable based on coordination with restricted area occupants and functions occurring within the areas. Conditions may change with little to no notice.

Restroom/Locker Room Areas: Restroom and Locker Room areas are identified on facility floor plans in orange. These areas are high use and shall be serviced per the frequency schedule for required tasks found under Section 2.10 Scope of Work and Specifications.

Work Areas Excluded: No work is required in elevator pits, mechanical rooms, electrical/switching rooms, and those rooms specifically excluded by the State due to special requirements (e.g.: computer rooms, telephone equipment rooms). All areas not shaded or identified as not in contract on the floor plans are excluded from the contract. The Contractor may not access hangar bays or other industrial areas to access service areas. Any areas unfilled in/lacking color blocks are excluded work areas.

SCOPE OF WORK FOR REQUIRED TASK

The Contractor will be responsible for custodial/janitorial service in all areas as identified on the attached maps/floor plans, which include: all common areas, corridors/hallways, classrooms/conference rooms/training

INSTRUCTIONS TO BIDDERS TERMS AND CONDITIONS

rooms, theater rooms and all other public common areas, i.e., foyers, lobbies, entryways and break rooms, restrooms and locker rooms, and office areas.

The Contractor and Contractor employees shall not use or tamper with office telephones, copiers or fax machines, computers, equipment, or personal property at any time. The Contractor and Contractor employees shall not move or tamper with state or federal employees' belongings, including but not limited to, opening desks, cabinets, file cabinets, overhead bins, lockers, or other furniture at any time, moving clothing, bags, shoes, or other items found in locker rooms, under desks, or in work areas, or boxes under desks or in work areas. State and/or federal employees will be responsible for moving items in areas before cleaning or services are to take place.

Required Tasks and Service Frequency:

- Trash/Refuse Removal
- Vacuuming
- Sweeping/Dry Mopping
- Wet Mopping/ Buffing Floors
- Entry/Lobby Glass
- Floor Mats
- Carpet Cleaning
- Strip and Wax

Required Tasks and Expectations of Services

Trash and Refuse Removal: All common area interior and exterior trash receptacles shall be emptied and returned to their initial locations. Boxes and papers placed near a trash receptacle and marked "TRASH" shall be removed. All can liners obviously soiled or torn shall be replaced. The Contractor is responsible for removing trash and debris from buildings. Trash shall be disposed of in secured plastic bags in the nearest outside dumpster. The Contractor shall pick up any trash that may have fallen onto the facilities grounds during removal from the building. The State will be responsible for emptying of the dumpsters. Trash shall not be left in custodial closets or other areas overnight. The Contractor is responsible for removing stains and spots on surfaces where trash is placed before transportation to refuse dumpsters. These surfaces include carpet, tile, and concrete surfaces.

Vacuuming: Vacuuming will be performed with an electric stand up or handheld vacuum. All common area carpeted areas are to be thoroughly cleaned. This includes under desks and tables, behind doors and in corners. Upon completion, all carpeted areas shall be neat, clean, free of debris, and have a professional appearance. All tears, burns, and raveling will be brought to the attention of the State Project Manager.

Sweeping and Dry Mopping: All non-carpeted common area floors shall be swept, or dust mopped. The entire floor surface, including corners, shall be free of litter, dust, foreign objects, or debris. Trash receptacles, other items (except for personnel belongings), etc. shall be moved to mop underneath. After cleaning, the floor shall have a uniform appearance, with no streaks, swirl marks, detergent residue, scuff marks, heel marks, or any evidence of soil. All floor maintenance solutions shall be removed from baseboards, furniture, etc. All moved items shall be returned to their original proper position.

Wet Mopping and Buffing: All non-carpeted floors will be damp mopped, and machine buffed to remove traffic marks and restore luster of wax. Contractor shall damp/wet mop with a disinfectant that will not be harmful to a wax finish. After cleaning, the floor shall have a uniform appearance, with no streaks, swirl marks, detergent residue, scuff marks, heel marks, or any evidence of soil.

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Entry/Lobby Glass: Clean all lobby and arctic entry windows inside and out. No streaks or unwashed places will be visible.

Floor Mats: Vacuum and clean interior and exterior floor mats daily. After vacuuming or cleaning, mats shall be free of all visible lint, litter, soil, and other foreign matter. Soil and moisture underneath mats shall be removed, and mats returned to their normal location.

Carpet Cleaning: Deep clean steaming or shampooing of all carpets will be performed semi-annually. This includes areas under desks, along baseboards, in corners and behind doors. It is the occupant's responsibility to move furniture prior to cleaning. All spots shall be treated and removed. In the event stains wick through the carpet, return visits would be required until the spots are removed.

Strip and Wax: Strip, scrub, seal, and wax all non-carpeted floors per manufacturer's instructions to maintain a uniform glossy appearance. A non-skid wax is required. A uniform glossy appearance is free of scuff marks, heel marks, wax build-up and other stains and discoloration.

Restroom and Locker Room Additional Tasks and Expectations: In addition to the tasks listed on the frequency schedule above and described in section 3, restrooms and locker rooms will be cleaned performing the following tasks:

Clean and disinfect all surfaces of toilets, urinals, sinks, dispensers, receptacles, mirrors, shower areas, countertops, and stall walls/partitions using a germicidal/disinfectant. After cleaning, items will be free of deposits, dirt, streaks, and odors. Urinals and toilets to be free from mineral/scale deposits.

Descaling shall be performed once a month, at a minimum, and as often as needed to keep areas free of scale, soap films, and other deposits. After descaling, surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.

Clean the entire floor surface, including grout. Contractor shall damp/wet mop with a disinfectant that will not be harmful to the floors finish. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Moveable items (except for personal items) shall be tilted or moved to sweep and damp mop underneath. Floors shall be stripped, scrubbed, waxed, etc. as necessary to maintain sanitary conditions and a clean, uniform appearance.

Trash cans and sanitary napkin disposal units will be emptied, and liners replaced daily.

All restroom dispensers including paper towels, toilet paper, toilet seat protectors, soap dispensers, etc. will be checked and restocked as needed to ensure they at no time run empty. All supplies used in existing dispensers must meet manufacturers specifications, i.e., correct soap in soap dispensers. Supplies shall be stored in custodial closets or other designated areas. No overstocking shall be allowed. If supplies run out prior to the next service date, Contractor shall refill within twenty-four (24) hours of notification.

Additional Cleaning Specifications

- Never use chemical cleaning solutions at dilutions stronger than necessary. Measure and use all cleaning chemicals to manufacturer recommendations.
- Apply washing solutions only long enough to loosen dirt.
- Rinse clean surfaces with clear water (ensure no chemical residue remains).

INSTRUCTIONS TO BIDDERS TERMS AND CONDITIONS

- Do not spill solutions on surfaces not to be cleaned.
- Use steel wool, scouring powders, and abrasives only when necessary.
- Untreated feather dusters are not allowed.
- All supplies used in existing dispensers must meet manufacturers specifications, i.e., correct soap in soap dispensers.

Supplies and Equipment: The Contractor will supply all equipment, labor, supplies, and paper products required to complete the work as specified in this RFQ. The equipment must be maintained in good operating condition and in sufficient quantities to adequately perform all services. The Contractor will not use any equipment owned by the State or employees of the State.

For bidding purposes, the Contractor should plan on providing the following: dispenser towels, toilet paper, trashcan liners, soaps, detergents, cleaning chemicals, floor maintenance products, towels, cloths, sponges, brushes, germicidal and fungicidal chemicals, vacuum cleaners, buffer, ladder, and squeegees. This is not all inclusive of supplies and equipment required and by no means should be considered as a “minimum item required” list. All supplies used in existing dispensers must meet manufacturers specifications, i.e., correct soap in soap dispensers.

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 in good condition.

Equipment Storage: Janitorial closets may be available for use by the Contractor, without cost, for the purpose of storing materials and equipment, excluding flammable materials. The Contractor shall be required to maintain odorless and clean closets. Closets shall be free of clutter and debris. Cleaning supplies and tools shall be stored and organized in such a manner as to allow easy access and movement in closet. Closets provided for janitorial service use will be locked if locks are available. The State of Alaska will not be responsible for Contractor’s stored supplies or equipment kept in the building or janitor’s closets or for the Contractor’s employees’ personal belongings. Any supplies or equipment stored in janitorial closets by building users may not be used by the Contractor.

Contractor equipment must be suitable for the requirements of this contract and must meet all pertinent Federal and State Safety Regulations. Every electrical piece of equipment should have a UL rating plate. Each piece of equipment is subject to State and Federal inspections at any time during the life of this contract.

Equipment Minimum Requirements: The Contractor is required to produce, at minimum, the following equipment:

- Industrial grade back-pack vacuums with air filtration bag, wet vacuum extractor, and upright vacuum cleaners with beater brush head and filtration bag.
- Floor scrubbers, squeegees, dust mops, wet mop handles, wet mop heads, mop buckets with ringers.
- Floor Buffer: floors must always keep a polished look.
- Carpet shampooer, water extractors, air movers, dehumidifiers, wet floor signs and closed for service barricades.
- Well maintained, in good working order, vehicles with company identification.
- Commercial cleaning products. (Glass cleaners, disinfectant, and general purpose)
- The Contractor will not use any government or government employee-owned equipment.

Restroom Supply Specifications: The Contractor is responsible for purchasing and providing supplies for restroom and locker room equipment such as:

**INSTRUCTIONS TO BIDDERS
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Plastic Trash Can Liners/Bags: Suitable for the type of trash receptacle and sanitary napkin liners currently installed in the restroom/locker room.

Toilet Tissue: Two-ply, compatible with existing toilet paper dispensers currently installed in the restroom/locker room.

Paper Towels: Bi-Fold, Trifold or Dispenser type, as indicated by existing dispensers currently installed in the restroom/locker room.

Hand Soap: Soap will be manufacturer recommended type and brand or compatible with currently installed dispensers.

Recycled Products: 100 percent of all paper products procured (toilet tissue and paper towels) shall contain recycled materials.

Water and Power: The Contractor will be permitted use of facility water and power for the performance of this contract. The Contractor shall be directly responsible for instructing employees in utilities conservation practices and will be responsible for operating under conditions that preclude waste of utilities, which shall include but be limited to, the following:

Lights shall be used only during the time work is being performed in the area. Lights shall be turned off after room is cleaned.

The workers shall not adjust mechanical equipment, controls for heating, ventilation, and/or air conditioning systems.

Water faucets and valves shall be turned off after the required usage has been completed.

Exterior doors and windows will not be propped open.

SPECIAL SPECIFICATIONS

Checklist: The Contractor shall submit completed checklists (**attachment 7**) to the Project Manager via hardcopy delivered to the office designated at the contract start-up meeting or scanned and emailed to the Project Manager. Checklists will be used to verify work submitted on invoices. Failure to submit checklists may result in delayed or reduced payment.

Billings and Invoices: The Contractor shall submit itemized invoices by facility location monthly. Any questions pertaining to payments must be addressed to the State Project Manager.

Payments for Base Closures or Power Loss: The Contractor will be paid for all buildings on days the base is closed due to force majeure, as well as on days when there is power failure more than one hour. The Contractor will wait up to one hour for power to be restored before securing the building and departing. Interruptions in production due to power failure will be billed in 15-minute increments at \$100.00 per crew for the first hour.

**INSTRUCTIONS TO BIDDERS
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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.

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Section 805. Drug-Free workplace.

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.).

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- 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 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).

**INSTRUCTIONS TO BIDDERS
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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:

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- 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.fsr.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.fsr.gov> specify.

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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.

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- 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©(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.

**INSTRUCTIONS TO BIDDERS
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- 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 ATTACHMENT 1****

**INSTRUCTIONS TO BIDDERS
TERMS AND CONDITIONS**

ATTACHMENT 2

**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

Instructions for Certification:

**INSTRUCTIONS TO BIDDERS
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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 2****

**INSTRUCTIONS TO BIDDERS
TERMS AND CONDITIONS**

ATTACHMENT 3

MANDATORY ANTITERRORISM TRAINING

In accordance with Department of Defense (DOD) Instruction 2000.16, all contract personnel working on site in the performance of a contract at a military site must obtain an Annual Antiterrorism Training Certificate before receiving a contract in the performance of the work.

Each individual working on site is required to complete Level I AT Awareness Training which is free and available on line at <https://jko.jten.mil/courses/AT-level1/launch.html>. This is a two-hour course with a multiple-choice exam. Successful completion of the exam results in a written certificate that is that is good for one year from date of completion and may be used on any Department of Military and Veteran's Affairs contract.

The contractor shall be responsible for providing the project manager with a copy of each individual's Certificates of Training Completion, which will be maintained the contract file.

Contractors are encouraged to obtain the Level I Antiterrorism Awareness Training annually and to maintain certificates of each individual to expedite the contract award process.

Certificate(s) of Antiterrorism Training are not required when submitting a quote. Contractor tendering a quote must acknowledge below that if awarded a contract, each individual working on site will have a Certificate of Completion submitted to the project manager.

Company Name: _____

Printed Name: _____

Signature: _____

Date: _____

****END OF ATTACHMENT 3****



INSTRUCTIONS TO BIDDERS
TERMS AND CONDITIONS

ATTACHMENT 4:

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 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\(b\)\(3\)](#).

**INSTRUCTIONS TO BIDDERS
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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 member 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**

**INSTRUCTIONS TO BIDDERS
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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 ATTACHMENT 4****

**INSTRUCTIONS TO BIDDERS
TERMS AND CONDITIONS**

**ATTACHMENT 5
BID SCHEDULE**

The Bid Schedule for a ten-month period is based on current estimated service requirements. **Bidders must complete and submit this Bid Schedule for their bid to be considered responsive.** Award will be made to the lowest responsive and responsible bidder based on total cost below for all estimated services.

This file is also available from the Procurement Officer upon registration for updates and amendments. **Some buildings have multiple floors, consult each plan for building number.**

ITEM No.	BUILDING NUMBER	SQUARE FOOTAGE	COST
1.	1120	2,437	\$
2.	1168	1,602	\$
3.	1171	760	\$
4.	1176 (E & W)	7,683	\$
5.	3127 (3 Levels)	9,571	\$
6.	3129	5,981	\$
7.	3130	3,073	\$
8.	3133	960	\$
9.	3134	2,991	\$
10.	3180	1,833	\$
11.	3225 (2 Levels)	3,923	\$
12.	3345	730	\$
TOTAL SQUARE FOOTAGE		41,544	\$

***Add the totals together and enter the total in the blue box above.**

Business Name: _____ Business Address: _____ Phone: _____ Email Address: _____ Date: _____	Authorize Representative Title: _____ Name of Authorized Representative: _____ Signature: _____
--	--

****END OF ATTACHMENT 5****

**INSTRUCTIONS TO BIDDERS
TERMS AND CONDITIONS**

**ATTACHMENT 6
BIDDER'S CHECKLIST**

This checklist is being provided as a courtesy to bidder's when preparing and submitting their quote. It may not be an all-inclusive list. It is the bidder's responsibility to ensure all required documents and information are submitted as specified within this RFQ no later than the Deadline for Receipt of Quotes.

A. The following items are required to be completed and returned by the bidder with their quote.

- ___ 1. A completed Page 1 of this RFQ, **and**
- ___ 2. A completed Supplemental Requirements for DMVA \ FMO Federally Funded Contracts | 2013 (Attachment 1 to this RFQ), **and**
- ___ 3. A Completed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Attachment 2 of this RFQ), **and**
- ___ 4. A Completed Mandatory Anti-Terrorism Training form (Attachment 3 to this RFQ), **and**
- ___ 5. A completed Bid Schedule (Attachment 5 to this RFQ), **and**
- ___ 6. Any Mandatory Return Amendment(s) to this RFQ if any are issued by DMVA/DAS Procurement.

B. The following items are required only if the Bidder is claiming an Alaska Bidder, Veteran, or other preference.

- ___ 1. A Completed Alaska Bidder Reference Certification form (Attachment 4 to this RFQ).
- ___ 2. A Copy of the Certification Letter from the Department of Labor and Workforce Development, Division of Vocational Rehabilitation, if claiming the Employment Program or Alaskans with Disabilities preference (reference paragraph 44, Preference Certification Letter, on page 5 of this RFQ).

Failure to complete and submit the above items with your quote may result in your offer being considered non-responsive and being rejected by the State.

****END OF ATTACHMENT 6****

**INSTRUCTIONS TO BIDDERS
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ATTACHMENT 7

Checklist Template

Building # _____ Time In _____ Time Out _____

Checklist Completed By: _____

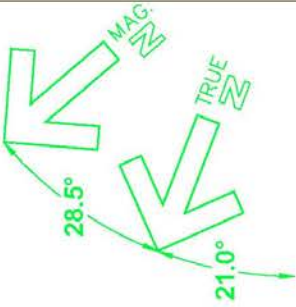
Activity	Completed By	Notes*
Trash removal in common areas and restroom/locker rooms.		
Clean toilets and urinals in restroom/locker rooms.		
Clean partitions in restroom/locker rooms.		
Clean sink and fixtures in restrooms/locker rooms.		
Clean mirrors in restroom/locker rooms.		
Clean shower stalls and fixtures in restroom/locker rooms.		
Clean drinking fountains in common areas.		
Vacuum entryway rugs and floor mats in common areas.		
Mop restroom and shower room floors in restroom/locker rooms.		
Mop shower stall floors in restroom/locker rooms.		
Sweep hallways in common areas.		
Dry mop lunch room floors in common areas.		
Vacuum floors once a week.		
Vacuum floors in common areas.		
Sweep stairwells.		
Spot clean carpets in common areas.		
Clean lobby glass, enclosures, doors, and windows in common areas.		
Dust in common areas		
Wet mop and buff non-carpeted areas in common areas		

***For tasks not completed daily, indicate completion only on days they are scheduled for completion.*

****END OF ATTACHMENT 7****

FIRST LEVEL

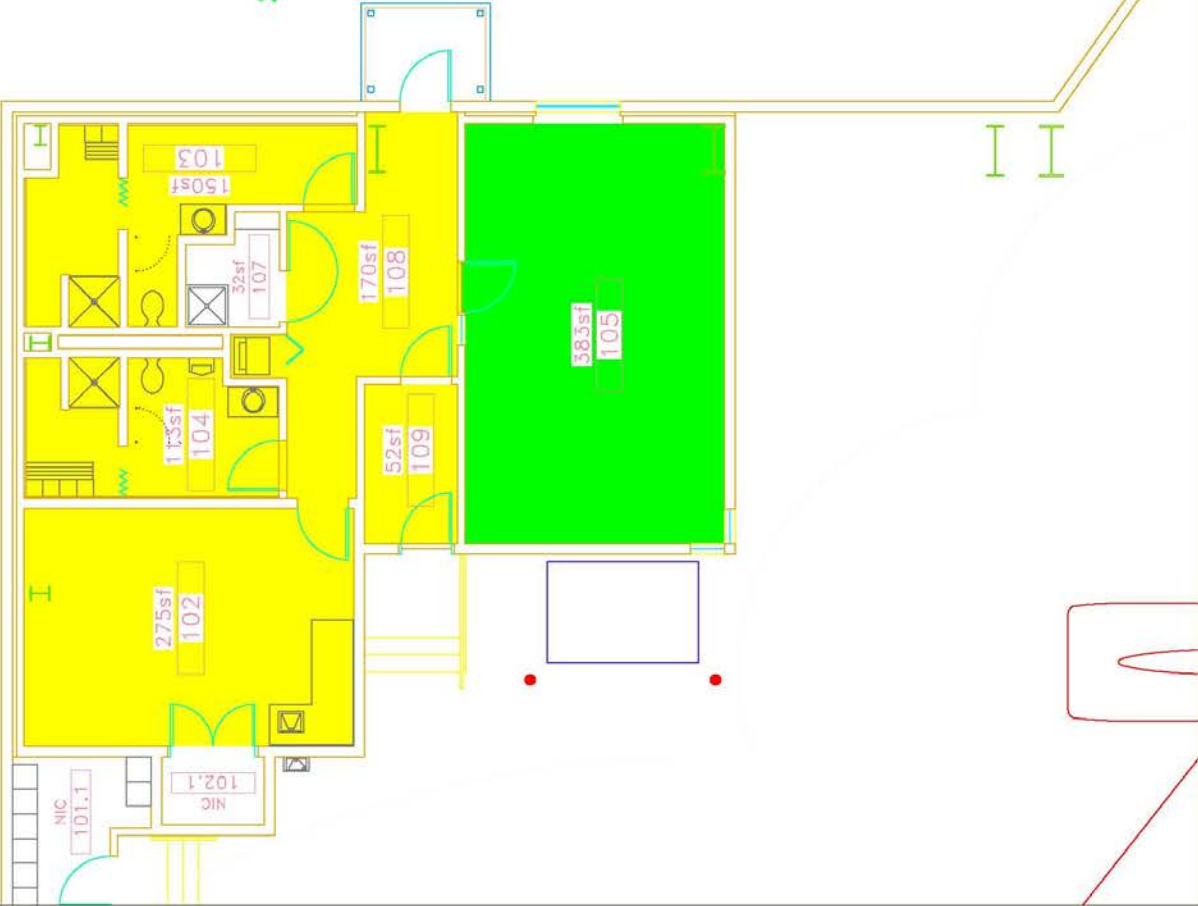
BLDG 1171



JANITORIAL LEGEND

- COMMON AREA SERVICES (760 S.F.)
- OFFICE AREA SERVICES (383 S.F.)

JANITORIAL = 1,143 SQ. FT.



Revisions	Drawn On	Checked By
	22-Apr-20	----

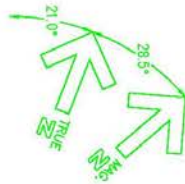
Drawn On 22-Apr-20
 Checked By: ----
 Department of the Air Force,
 Eielson AFB
 168th Wing, Alaska Air
 National Guard



Project:		Drawing: B1171 JANITORIAL	
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J-2			



SECOND LEVEL
BLDG 3127



JANITORIAL = 6,544 SQ. FT.

JANITORIAL LEGEND

- COMMON AREA SERVICES (2,829 S.F.)
- OFFICE AREA SERVICES (3,715 S.F.)
- ONCE A WEEK SERVICE AREA

Drawn On 22-Apr-20
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 Eielson AFB
 168th Wing, Alaska Air
 National Guard



Project:
 Drawing: B3127 FLOOR 2 JANITORIAL

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THIRD LEVEL
BLDG 3127

JANITORIAL = 7,346 SQ. FT.

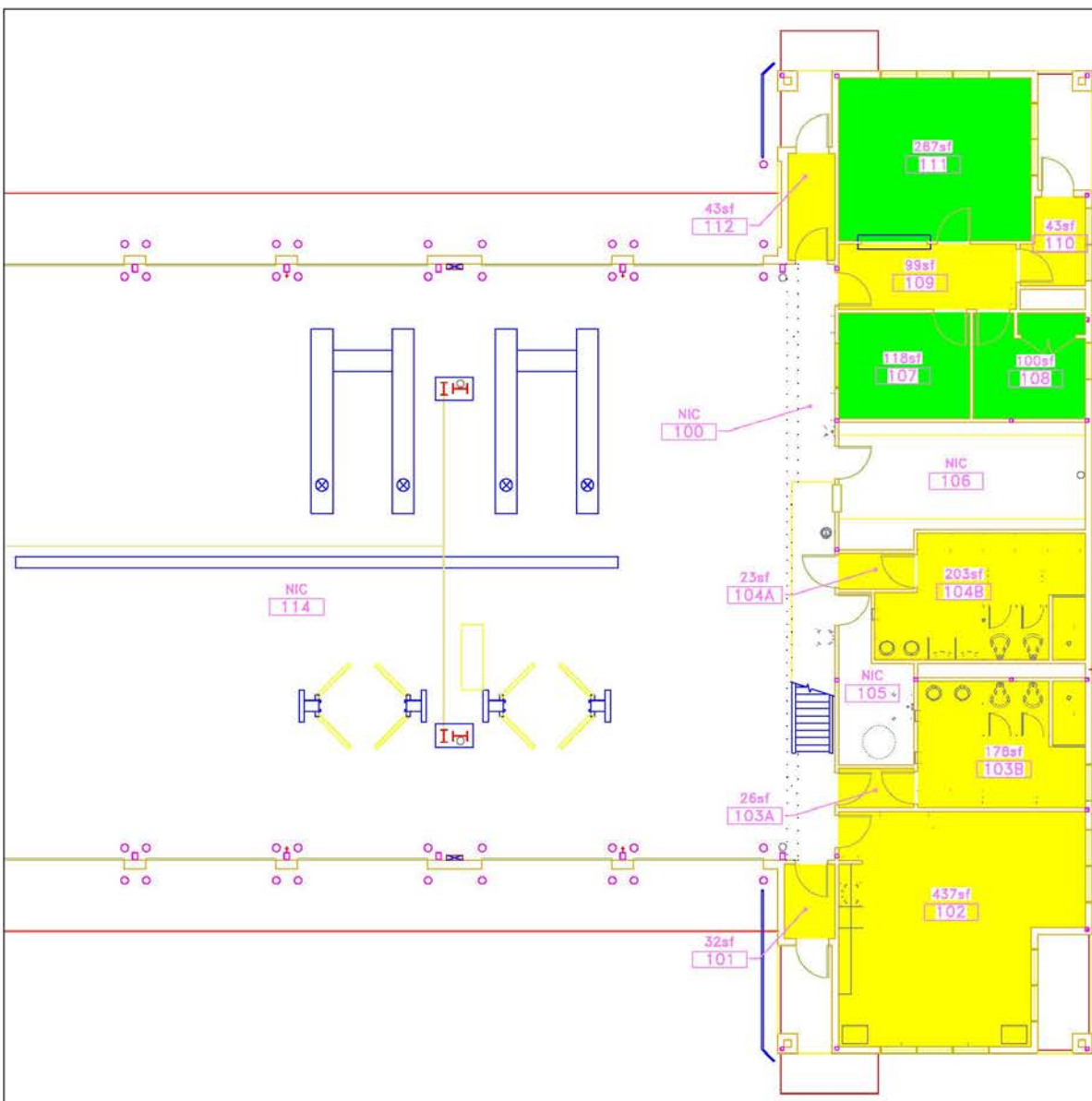
JANITORIAL LEGEND
■ COMMON AREA SERVICES (5,541 S.F.)
■ OFFICE AREA SERVICES (1,805 S.F.)
■ ONCE A WEEK SERVICE AREA

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 National Guard



Project:
 Drawing: B3127 FLOOR 3 JANITORIAL

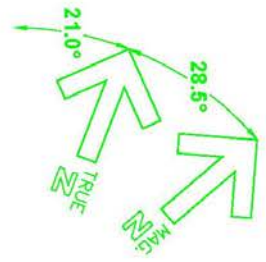
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J-4.2			



JANITORIAL LEGEND
 COMMON AREA SERVICES (1,184 S.F.)
 OFFICE AREA SERVICES (485 S.F.)

JANITORIAL = 1,569 SQ. FT.

FIRST LEVEL
 BLDG 3133

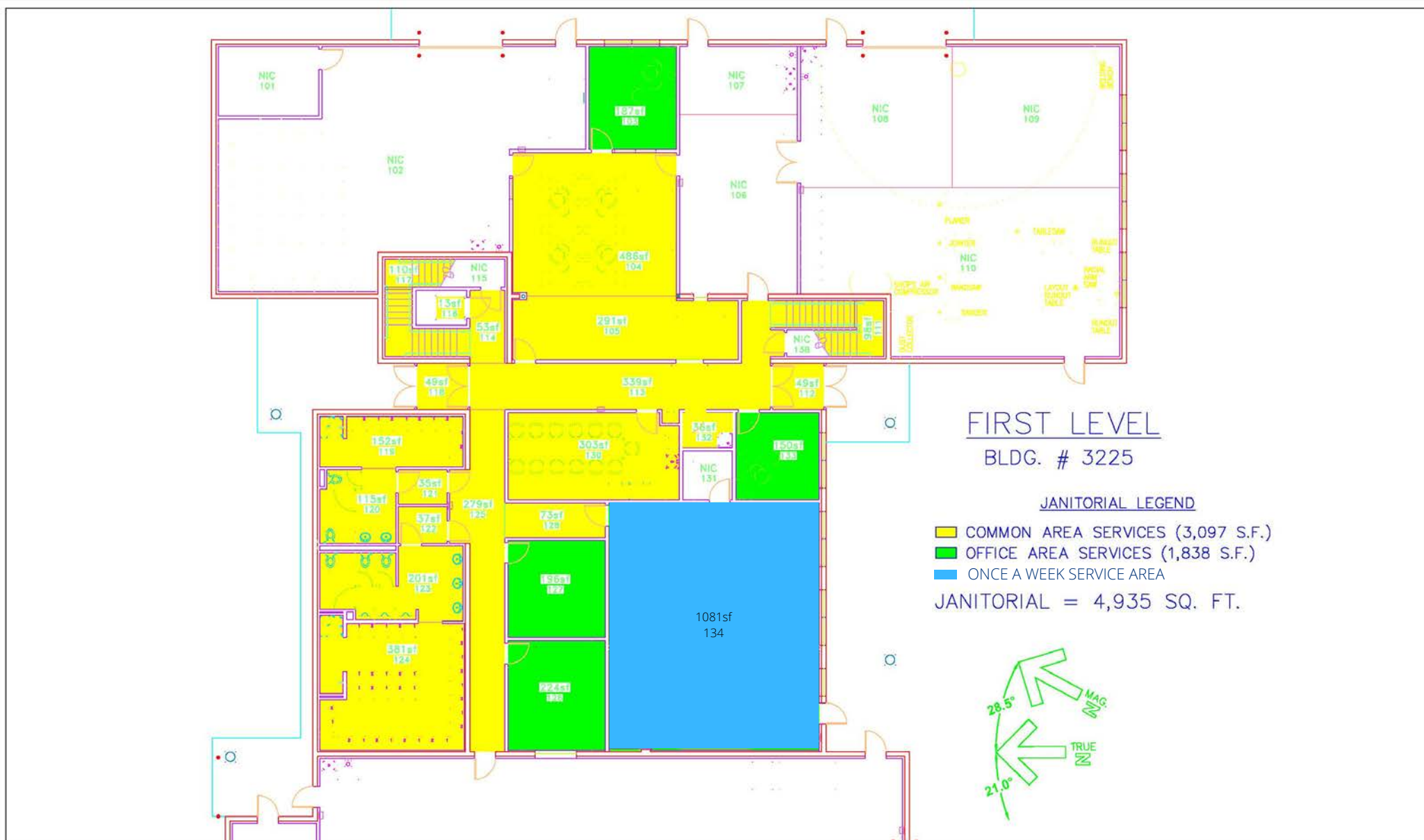


Revisions			

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Project: Drawing: B3133 JANITORIAL		Last saved by: 1470752820M	
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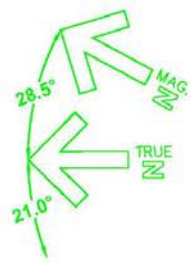


FIRST LEVEL

BLDG. # 3225

JANITORIAL LEGEND

- COMMON AREA SERVICES (3,097 S.F.)
 - OFFICE AREA SERVICES (1,838 S.F.)
 - ONCE A WEEK SERVICE AREA
- JANITORIAL = 4,935 SQ. FT.**



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Project:
 Drawing: B3225 FLOOR 1 JANITORIAL

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Revisions



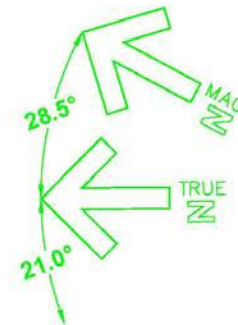
SECOND LEVEL

BLDG. # 3225

JANITORIAL LEGEND

- COMMON AREA SERVICES (1,411 S.F.)
- OFFICE AREA SERVICES (1,614 S.F.)
- ONCE A WEEK SERVICE AREA

JANITORIAL = 3,025 SQ. FT.



Revisions	By	Date

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Project:
 Drawing: B3225 FLOOR 2 JANITORIAL

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