

University of Alaska
Procurement & Contract Services
 PO Box 757940
 Fairbanks, Alaska 99775-7940

Tel: (907) 474-6831 FAX (907) 474-7720

**REQUEST FOR
 QUOTATION**

| | |
|--|--------------------------|
| NUMBER UA25Q0037EP | DATE December 3, 2024 |
| THE ABOVE NUMBER MUST APPEAR ON QUOTATIONS AND RELATED CORRESPONDENCE. | |

THIS IS NOT AN ORDER

PRICES QUOTED MUST BE F.O.B. DESTINATION

| | | | | | | | | | |
|--|--|--------------------------------------|--|---|------|--|--|-----------------|--|
| DATE & TIME BY WHICH RESPONSE MUST BE RECEIVED December 17, 2024 2:00 PM AKST | | DELIVERY DATE NEEDED As Specified | | DEPARTMENT Facilities | | REQUISITION NUMBER R0347043 | | PAGE 1 OF 33 | |
| VENDOR | | | | <i>ATTENTION</i> | | | | | |
| <p>Email Solicitation: Vendors may fill out this document electronically and return by email OR fill it out manually, scan it, and return it by email.</p> | | | | <p>PLEASE QUOTE ON THIS DOCUMENT, YOUR BEST PRICE, PAYMENT TERMS AND DELIVERY ON THE ITEMS DESCRIBED BELOW. VENDOR MUST FILL IN BLOCKS 1 THROUGH 9 OF THIS PAGE AND COMPLETE THE QUOTE FORM.</p> | | | | | |
| <p>*Please <u>Do Not</u> Deliver Quotes to UAA Prince William Sound College. Email to UA P&CS at the email below.*</p> | | | | <p>1. COMPANY NAME, ADDRESS & PHONE: (Required)</p> | | | | | |
| <p>Submit quotes via email to: ecpenn@alaska.edu</p> | | | | <p>2. AUTHORIZED PRINTED NAME & SIGNATURE (Required)</p> | | | | | |
| 3. TERMS | | 4. SHIPMENT VIA | | 5. INDICATE DELIVERY DATE | | 6. OFFICIAL TITLE | | 7. DATE | |
| ITEM | DESCRIPTION | | | QUANTITY | UNIT | UNIT PRICE | TOTAL PRICE | | |
| 1 | <p><u>SCOPE:</u> The University of Alaska Anchorage is soliciting quotes for Janitorial Services at its Prince William Sound College Campus, as specified herein.</p> <p><u>BASIS OF AWARD:</u> Award will be made in the aggregate to the low, responsive, responsible Quoter, based on the Total Amount Quoted on the Quote Form.</p> | | | | | Vendor shall fill out the quote form & additional information as required. | Vendor shall fill out the quote form & additional information as required. | | |
| | | | | 8. GRAND TOTAL: | | | | | |
| THE ATTACHED TERMS AND CONDITIONS SHALL BECOME PART OF ANY PURCHASE ORDER RESULTING FROM THIS REQUEST FOR QUOTATION. | | | | DIRECT INQUIRIES TO: PROCUREMENT OFFICER Emmili Penn 907.474.6831 | | | | | |
| 9. BUSINESS CLASSIFICATION: (Required) <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> DISADVANTAGED SMALL BUSINESS <input type="checkbox"/> LARGE BUSINESS <input type="checkbox"/> DISADVANTAGED LARGE BUSINESS <input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> WOMAN OWNED SMALL BUSINESS <input type="checkbox"/> FOREIGN SUPPLIER <input type="checkbox"/> WOMAN OWNED LARGE BUSINESS | | | | INDICATE WHICH PREFERENCES YOU QUALIFY FOR: <input type="checkbox"/> ALASKA BIDDER'S <input type="checkbox"/> EMPLOYMENT PROGRAM <input type="checkbox"/> ALASKA PRODUCTS (INDICATE CLASS I, II, OR III) | | | | | |
| SEE NEXT PAGE FOR INSTRUCTIONS | | | | | | | | | |

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REQUEST FOR QUOTATION INSTRUCTIONS

1. Any quotation not meeting the requirements specified below and elsewhere in this Request for Quotation may be deemed non-responsive.
2. The University reserves the right to accept or reject any and all quotations and to waive any informalities in the quotation, and, unless otherwise specified by the offeror, to accept any or all item(s) in the quotation.
3. The Request for Quotation does not obligate the University to pay any costs incurred in the preparation or submission of such quotations, or to purchase or contract for material and/or services.
4. All quotations shall be offered F.O.B. Destination.
5. All equipment quoted shall be new and of the manufacturer's current model unless otherwise specified.
6. Use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.
7. Descriptive literature, brochures and/or data must accompany the quote when a substitute, but "equal" is offered. The University of Alaska will be the sole judge in determining "equals" in regard to price, quality, and performance.
8. Samples of items, when requested must be furnished free of expense to the University and if not destroyed by testing, will be returned at the offeror's request and expense immediately following award.
9. Time of proposed delivery must be stated in defined terms. If time varies for different items, the offeror shall so state.
10. In case of error in the extension of prices in the quotation, the unit prices will govern. Written unit prices shall govern over a numeric unit price when both are present or called for by the quote schedule.
11. **MULTIPLE, ALTERNATE, OR CONDITIONED OFFERS:** Unless specifically allowed, multiple or alternate offers, or quotations conditioned upon receiving award of all or a portion of this and/or another contract shall be deemed nonresponsive and shall be rejected.
12. **BASIS OF AWARD:** Unless otherwise stated in the Request for Quotation, award will be line item, multiple line items or in the aggregate to the low responsive and responsible offeror(s) whose quote(s), conforming to all requirements of this Request for Quotation is/are determined to be the most advantageous to the University.
13. **ANTICOMPETITIVE PRACTICES:** Vendors certify by submittal of their quotation that the prices submitted have been independently arrived at and without collusion.
14. **ALASKA BIDDER PREFERENCE:** Quotations shall be awarded to a firm that qualifies as an Alaska Bidder if their quotation is no more than five (5) percent higher than the lowest non-resident's quote.
15. **STATE CERTIFIED EMPLOYMENT PROGRAMS PREFERENCE:** A ten percent (10%) preference shall be applied to quotes received from any state certified employment program.
16. **ALASKA PRODUCT PREFERENCE:** In the evaluation of the quote, Class I Alaskan products will be given a three percent (3%) preference; Class II products a five percent (5%) preference; and Class III products a seven percent (7%) preference. Offerors claiming this preference shall submit with their quote certification from the State of Alaska to substantiate their claim. Failure to submit such certification will result in no preference being granted.
17. **APPLICATION OF PREFERENCE:** If both the Alaska bidder's preference or the employment program preference and the Alaska product's preference apply, the procurement officer shall apply either the bidder's preference or employment program preference first and the products preference second.
18. **BUSINESS CLASSIFICATION:** The University of Alaska offers an equitable opportunity to small businesses and small businesses owned and controlled by the socially and economically disadvantaged, and to women owned businesses. The correct classification shall be entered in the space provided on this document. In the case of tie offers, equal in all terms, these classifications will be used to determine the successful offeror in accordance with University Regulations.
19. Any purchase order issued as a result of this solicitation shall be governed by the UA Purchase Order Terms and Conditions: <http://alaska.edu/swproc/downloads/terms.pdf>.

SCOPE/PURPOSE OF SOLICITATION

The University of Alaska (UA) is soliciting quotes from qualified vendors to contract for janitorial services for its Prince William Sound College Campus located in Valdez, Alaska, as described herein. The successful Quoter shall provide services in strict accordance with the schedules, specifications, and terms and conditions outlined in this solicitation. To be eligible for award, the successful Quoter must be able to provide all required services.

BASIS OF AWARD STATEMENT

Pending availability of funding, award will be made in the aggregate to the low responsive, responsible quoter. UA reserves the right to determine, if in its best interests, and if necessary, which vendor's quote best fulfills the RFQ requirements, best meets UA's needs, or provides the best value to UA, and make award based on that determination.

TYPE OF CONTRACT

Any contract awarded as a result of this solicitation will be a non-personal services contract with firm-fixed prices throughout the period of performance. Prices shall include all costs associated with providing the services described in this solicitation.

WALK-THROUGH

1. An informal walk-through of the areas to be serviced has not been scheduled. One may be requested during the RFQ response period. Walk-throughs will be scheduled by appointment only. A UA representative will meet the offeror at an agreed-upon location. All vendors shall have the opportunity to walk through the facility in a prescribed and guided tour directed by the Contract Administrator, or designee.
2. The purpose of the walk-through is to allow vendors the opportunity to familiarize themselves with on-site conditions, surfaces, lay-outs, and other information which may be deemed useful. UA's representative(s) will be available to answer general questions about the facilities, usage, etc., but shall have no authority to amend or modify the requirements of the solicitation. No verbal responses from UA's representative(s) shall alter the RFQ document in any way. Questions of a material nature that arise from the walk-through may be submitted in writing to the procurement officer and, if UA determines it is necessary, responses shall be included in a written amendment to the RFQ.
3. Requests for walk-throughs may be directed to Ben Eisen, Facilities Manager, Prince William Sound College, at (907) 255-1785 or email: bmeisen@alaska.edu

Attendance at the walk through is not mandatory, however, failure to attend may not be used as an excuse for being unaware of conditions which would have been known to a Quoter who attended the walk through.

REQUIRED FORMS

In order to fairly and consistently evaluate all quotes submitted, each quoter must submit pricing and terms on the forms provided by UA. Vendor quote forms may be accepted in addition to but **NOT in lieu of** the required forms provided by UA. Failure to submit pricing and terms on the forms provided by UA may render quotes non-responsive, thus eliminating them from further consideration.

FEDERAL TAX IDENTIFICATION

In order to process payment to a potential Vendor, UA requires that each quoter provide their Federal Tax Identification Number below.

Tax Identification No: _____



Additionally, submit a complete W-9 form with your quote if you have not previously done business with the University.
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

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1. GENERAL OUTLINE OF SERVICES

1.1. The Contractor shall provide janitorial services for the University of Alaska Anchorage (UAA), Prince William Sound College (PWSC) campus located in Valdez, Alaska, in strict accordance with the specifications, terms and conditions herein. Janitorial Services are needed for the main campus. This solicitation requires the Contractor to have an established office and clients in the Valdez area.

1.2. **Background Information:** Prince William Sound College (PWSC), an extended college of the University of Alaska Anchorage (UAA). PWSC has approximately 450 full-time equivalent students each semester. A modern 34,500 square foot facility houses the majority of the education activities and includes a Health and Fitness Center and Museum. PWSC offers associate degrees and OEC programs. There are three residence halls. There are approximately 35 faculty and staff personnel on campus.

Address: University of Alaska Anchorage
 Prince William Sound College
 Main Campus
 303 Lowe Street
 Valdez, AK 99686

1.3. This contract will consist of approximately 9,500 square feet of area requiring janitorial services that includes a kitchen facility, labs, offices, and classrooms. Services will only be for PWSC Main Campus and excludes services for the Museum, Health and Fitness Center, and Student Housing areas.

1.3.1. Estimated annual supply usages:

| Supply Item | Quantity |
|---|----------|
| Toilet Paper, Envision Jumbo 8pk/case | 20 |
| Roll Paper Towel, GP 1150 feet, 6 rolls/case | 15 |
| Small Trash Liner, 15-gallon 8 micron, 1000/case | 5 |
| Large Trash Liner, 45-gallon, 16 micron, 250/case | 10 |
| Air freshener refill, 6.6oz, 12/case | 3 |

1.3.2. The number of fixtures on the PWSC Campus:

| Fixtures | Restrooms | Science/Health/Labs |
|-------------------------|-----------|---------------------|
| Roll towel Dispensers | 11 | 6 |
| Soap Dispensers | 10 | 6 |
| Sinks | 13 | 6 |
| Urinals | 3 | |
| Toilets | 12 | |
| T-Seat Cover Dispensers | 6 | |
| Toilet Tissue Dispenser | 12 | |
| Time Mist Air freshener | 6 | |

1.4. The Contractor shall perform services five days per week Sunday through Thursday, after 8:00 PM. All work to be completed by 6:30 AM the following day, except on the recognized UA holidays listed below, or as holidays are scheduled for any renewals.

| | |
|---------------------------|---|
| Independence Day | Thursday, July 3, 2025 - Friday, July 4, 2025 |
| Labor Day | Monday, September 1, 2025 |
| Fall Break | Thursday, November 27, 2025 - Friday, November 28, 2025 |
| Winter/New Year's Closure | Tuesday, December 24, 2024 - Wednesday, January 1, 2025 |
| Alaska Civil Rights Day | Monday, January 20, 2025 |
| Spring Recess | Friday, March 14, 2025 |
| Memorial Day | Monday, May 26, 2025 |

Exact dates of these holidays may vary from year to year. A list of the exact dates for the current year will be available from the Contract Administrator. All project work (periodic) and non-daily scheduled work falling on a

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holiday day shall be performed on the next regularly scheduled work day or arrangements made with the Contract Administrator.

- 1.5. In the unusual event when a secured area may not be accessible for contract service duties during scheduled times (e.g. scheduled days between 9:00 PM and 6:30 AM), special arrangements shall be made between the Contract Administrator and the Contractor to service these areas.
- 1.6. The Contractor shall make every reasonable effort to provide janitorial services when unscheduled closures are caused by snow or other hazardous weather conditions. However, in the event custodial services cannot be provided for whatever reason, an appropriate reduction in the Contractor's billing invoice will be made for services not performed. If the situation occurs on a Thursday or a day preceding a holiday the Contractor shall make every effort to provide custodial services over the weekend or holiday at no additional cost to UA.
- 1.7. Unless otherwise specified, service is required 12 months per year, except on UA recognized holidays or closures designated by the Board of Regents. Fall and Spring semesters are approximately 90 working days each. Fall semester is typically from the last week of August through mid-December and spring semester is typically from the first week of January through the first week of May. Janitorial services during the summer months (May – July) will be reduced.
- 1.8. Unless otherwise specified by the Contract Administrator, all office spaces are cleaned at night, three days per week. Bookcases / stack areas are cleaned one day per week. All other common areas, classrooms, and restrooms are cleaned five days a week.
- 1.9. General Performance Standards:
 - 1.9.1. Perform all services using equipment and chemicals suitable for the task. The Contractor shall follow manufacturers' instructions for use of equipment, chemicals, and the treatment of all UA property, such as floor surfaces, furniture, building surfaces, etc.
 - 1.9.2. Classroom desks that are outside a classroom shall be moved back into the classroom. All classrooms shall have classroom desks arranged in rows and aisles when cleaning is complete to have an orderly classroom setting/appearance. Tables, desktops, and chairs shall be wiped down daily with a general-purpose cleaner. Attempts shall be made to maintain 44 inches or the width of a doorway, between aisles and exit pathways of classrooms so exits are unobstructed. It is the contractor's daily responsibility to ensure that no chairs, desks, tables, trash cans or equipment block doors or emergency exits.
 - 1.9.3. Move or tilt all items such as chairs, seats, trash and ash receptacles, tables, storage containers, carts, etc. as required to perform routine services next to, under or above such items.
 - 1.9.4. Remove all non-fixed furnishings such as tables, seats, chairs, desks, carts, trash and ash receptacles, storage containers, etc. prior to performing a non-routine service, and return such items to their original position after the completion, unless exempted by the Contract Administrator or Contract Inspector.
 - 1.9.5. All building lobby furniture will be returned to its designated positioning daily. PWSC will provide digital photos of furnished lobbies to assist this requirement, as needed. Lobby configurations may periodically change as determined by the Contract Administrator.
 - 1.9.6. Place adequate barricades and signs to provide sufficient warning prior to, during and after the performance of the services to ensure the safety of personnel in the area.
 - 1.9.7. Do not use washing solution that will damage any surface it may contact. Apply washing solution only long enough to loosen the dirt. Rinse clean surface with clear water. Do not spill solutions on surface not to be cleaned. Use steel wool, scouring powders, and abrasives only when absolutely necessary. Abrasives shall not be used on glass surfaces.
 - 1.9.8. Do not disconnect any power to computers or other technical equipment.
 - 1.9.9. Food areas must meet or exceed State of Alaska and any Matanuska-Susitna Borough Sanitation Codes for food Service Areas.
- 1.10. Project Work Orders: A Project Work Order is a written order issued by the Contract Administrator directing the Contractor to perform non-routine services in accordance with the contract.
 - 1.10.1. A Project Work Order shall be prepared by the Contract Administrator, or designee, detailing the scope of non-routine services to be performed, the building, areas, and approximate net square footage (if appropriate for the project), the schedule for start-up and completion of the work, and any other pertinent details and instructions necessary. Upon completion of the project, the Contract Manager shall call for an inspection by the Contract Administrator, or designee. If the non-routine services are completed to the

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satisfaction of the Contract Administrator, or designee, the work order will be signed as “approved” and will be forwarded for inclusion in the next scheduled payment due the Contractor. Projects not satisfactorily completed will be dealt with in accordance with the provisions for non-performance contained herein.

- 1.10.2. PWSC will make every effort to provide at least 5 days written or verbal notice prior to the non-routine services or increase or decrease in service. If less than 5 days’ notice is provided, the increase or decrease shall not occur until 5 days of notice have lapsed.
- 1.10.3. In the event of an emergency, the Contract Administrator may verbally direct the Contract Manager to take appropriate action to prevent or reduce danger to personnel, or further damage to PWSC property. A written project work order will be provided to the Contractor as soon as possible following the verbal directive.

2. PERIOD OF PERFORMANCE

- 2.1. The Contractor will be expected to begin work January 8, 2025, or within ten (10) days of award, whichever is later. The contract shall be issued for an initial period beginning January 8, 2025, or date of award, through January 31, 2026, with options to renew for up to four (4) additional one-year periods. If all option years are exercised, the contract shall expire January 31, 2028.
- 2.2. UA reserves the unilateral right to exercise options to renew. Options to renew, if exercised, shall be contingent upon availability of funding, satisfactory performance, and UA’s continued need of the services under contract. The Contractor shall be notified in writing, prior to the expiration of the contract period, of UA’s intent to renew, or not renew, for the next contract period.
- 2.3. UA reserves the right to temporarily suspend services for budgetary, emergency, safety or remodeling purposes. UA will make every effort to give maximum advance notice of such suspension. Fifteen (15) days notice shall be considered adequate to suspend services without UA incurring any costs. In the event that fewer than 15 days notice is given, the Contractor may invoice for normal services.

3. SCOPE OF WORK

- 3.1. All work to be done in accordance with “Attachment A Frequency of Required Tasks”
- 3.2. FLOORING–CARPET (Includes vertical services of rises, such as stairs and theatre seating areas):
 - 3.2.1. There are approximately 770 square feet of waxed floor tile, 1330 square feet of ceramic tile, 770 square feet of vinyl, 400 square feet of painted concrete, and 6250 square feet of carpet at PWSC.
 - 3.2.2. Vacuum Carpet - Completely: Vacuum to remove visible and hidden soil, litter and debris, including all staples and paper clips, from the carpet surface and from within the carpet pile, including areas under desks, along baseboards, in corners, on stairs, and behind doors. Use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum. After completely vacuuming, the carpet shall be free of all visible soil and litter and all soil which can be removed from the carpet pile. Vacuum cleaner bags may not be emptied outside the building or against building walls.
 - 3.2.3. Vacuum Carpet – Non-Office (includes all classrooms, restrooms, hallways, common and public areas, and kitchen areas): Vacuum traffic patterns and lanes of carpeted floors to remove soil, litter and debris, including all staples and paper clips from the carpet surface and pile and to raise the carpet pile. Use a rotary vacuum in applicable areas, especially hallways. Use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum. Vacuum elevator floor and door tracks. Use a vacuum cleaner to remove moisture and dry soil from carpeted type entrance mats. Use carpet stain remover and gum remover to remove carpet stains and gummy soil from entrance mats. Vacuum cleaner bags may not be emptied outside the building or against building walls.
 - 3.2.4. Remove Carpet Stains: Use carpet stain remover, a dampened utility brush, clean cloths, aerosol gum remover and wet/dry tank vacuums to remove non-permanent stains from carpeted floors. Blot or vacuum and scrape as much of the stain from the carpet as practical before applying carpet stain remover to the carpet. Spray carpet stain remover onto the stain and use a utility brush if required. After the stain has dissolved, blot and rub the stain up in such a manner as to prevent spreading of the stain. After the stain has been removed, blot or vacuum the carpet dry. Dry powder carpet cleaners may not be used. Spot cleans spill by wet extraction where required.
 - 3.2.5. Shampoo Carpet - Extraction Method: Vacuum the carpet sufficiently prior to shampooing to remove dry, loose soil from the carpet pile. Pre-spray any traffic pattern. Remove carpet stains, completely vacuum,

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shampoo using water extraction equipment and supplies, and completely re-vacuum all carpet in the specified area. Shampoo areas such as corners which are inaccessible to the equipment with manual scrubbing devices. After shampooing and allowing sufficient drying time, vacuum the carpet following a pattern which will give the carpet pile a uniform appearance. Use a pile brush to raise the carpet pile before and after shampooing, if necessary, in order to remove embedded soil and grit from the carpet pile, or to raise the carpet pile to allow sufficient penetration, or to provide for adequate drying of the carpet.

- 3.3. FLOORING - NON-CARPET (Includes vertical services of risers, such as stairs):
- 3.3.1. Dust Mop or Sweep Floor: Use a treated dust mop to remove soil and litter from non-carpeted floors. On resilient tile, terrazzo, and other smooth finished floor surfaces use treated dust mops. Use brooms on rough, unsealed concrete, or other floors where dust mopping is not effective. Prior to dust mopping the floor surface, use mops and detergent solution to remove wet soil from the floor. Use putty knives to remove gum, tar and other sticky substances from the floor. Use a dustpan to remove accumulated soil and litter. After the floor has been dust mopped or swept, the entire floor surface, including corners and abutments, shall be free of dust, litter, foreign objects and debris that can be removed by dust mopping or vacuuming or with a putty knife. Vacuum elevator floor and door tracks and other areas such as corners and hard-to-reach areas. Use a vacuum cleaner to remove moisture and dry soil from carpeted type entrance mats. Use carpet stain remover and gum remover to remove carpet stains and gummy soil. Clean exterior entrance mats by hosing with water and/or vacuuming or wet extraction. Nothing shall be swept into flower beds when inside buildings or outside entrances.
 - 3.3.2. Damp Mop Floor: Use detergent solution, wet mops, buckets and wringers, deck brushes, corner brushes, swivel pad holders and abrasive pads, and putty knives to remove soil from non-carpeted floors and baseboards which cannot be removed by sweeping, vacuuming or dust mopping. Apply detergent solution to the entire floor area and allow it to remain for three to five minutes. Use scrub brushes to remove spots and stains not removed by mopping. In areas with floor drains, squeegee the floor dry and then rinse with clear water. In areas without a floor drain, use a wet mop and mop bucket and wringer or wet/dry tank vacuum to pick up the solution, and then rinse with clean water twice. Wet-clean all accessible areas. Dust mop floors which are coated with floor finish prior to damp mopping. Sweep other floor surfaces prior to damp mopping. Damp mop all areas of the floor. There shall be no splash and mop marks on walls, baseboards, furniture legs, doors, etc. and no mop strands in the area. Detailed attention must be paid to corners. After the floor has been damp mopped, it shall have a uniform appearance free of soil, stains, streaks, swirl marks, detergent film or any observable soil which can be removed by damp mopping. No standing water is to be left on any floor surface, in corners or crevices. In areas where floor finish has not been applied to the floor surface and greasy soil must be removed, use a solution of degreaser. In rest rooms and food service areas use germicidal detergent solution instead of detergent solution.
 - 3.3.3. Machine Scrub Floor: Use electrically powered floor machines with a scrubbing brush or grout cleaning machines and detergent or degreaser solution to remove soil, scuff marks, stains, oil and grease from floor surfaces such as concrete, brick or pavers, and grouted tile. Also remove any wax, soap and detergents from baseboards, furniture and partition bases and legs. Use hand brushes in areas inaccessible to the floor machines. Use a wet/dry tank vacuum to pick up the scrubbing solution and wet mops, buckets and wringers in areas inaccessible to a tank vacuum. Rinse the floor with clean water after picking up the scrubbing solution with the tank vacuum. Remove all splash marks, baseboards, furniture and other such surfaces.
 - 3.3.4. Spray, Buff, and Burnish Floor: Dust mop and damp mop the floor surface in preparation for spray buffing and burnishing. Use single-disc floor machines, buffing pads, and spray bottles with spray buffing solution to restore a uniform gloss and protective finish to resilient tile or terrazzo floors which are finished with a floor finish. The spray buff solution shall be a premixed solution formulated as a companion product to the finish already on the floor. Dust mop the floor surface after spray buffing. After spray buffing and burnishing, the entire floor shall have a uniform, glossy appearance, free of scuff marks, heel marks, and other stains, and shall have a uniform coating of floor finish. Remove all spray buff solution from baseboards, furniture, trash receptacles, etc. Apply restorer as required to maintain the floor finish by burnishing.
 - 3.3.5. Recondition Finished Floor: Remove soil, scratches and scuff marks and the top layer of floor finish from resilient tile and terrazzo floors and all finish and soil from baseboards and furniture and partition legs and bases. Use a single disc floor machine, scrubbing pad, putty knife, abrasive pad, mop, mop bucket and wringer, detergent solution and rust remover to remove all removable marks, heel marks, scuff marks, rust

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stains, gum and other types of stains and soil. Use manual scrubbing devices in areas inaccessible to the floor machine. Use wet/dry tank vacuums except in areas where its use is not practical or effective. Rinse thoroughly with clean water all floor surfaces to which detergent solution has been applied. When wet/dry tank vacuums are used, rinse the floor surface at least once after the detergent solution has been picked up with the wet/dry tank vacuum. When a wet/dry tank vacuum is not used, rinse the floor surface at least twice. After the top layer of floor finish has been removed, use a fine strand rayon mop to apply at least 3 coats of floor finish as follows: First coat - entire floor; Second coat - Keep floor finish 8" from walls and counters; Third coat - Keep floor finish 12" from wall and counters. After the finish has dried, the reflectance shall be uniform and with no visible streaks, swirls, etc.

3.3.6. Strip and Refinish Floor: Remove completely, all non-permanent floor finish and seal from resilient tile or terrazzo floors and from baseboards and furniture and partition legs and bases. Use single disc floor machines, stripping pads, putty knives, abrasive pads, mops, mop buckets and wringers, floor finish remover and rust remover to remove all removable marks, heel marks, scuff marks, rust stains, gum and other types of stains and soil. Use manual scrubbing devices in areas inaccessible to the floor machine. Use a wet/dry tank vacuum to pick up stripping solution except in areas where its use is not practical. Rinse thoroughly with clear water all floor surfaces to which floor finish remover has been applied. When a wet/dry tank vacuum is used, rinse the area at least once after the floor finish remover has been picked up with the wet/dry tank vacuum. When a wet/dry tank vacuum is not used, rinse the floor at least twice. After the floor finish has been removed, use a fine strand rayon mop to apply at least 2 coats of floor seal and 3 coats of floor finish. Remove all floor seal, floor finish, stripper and stripping slurry from baseboards, furniture and other such areas. After the finish has dried, the reflectance shall be uniform and no streaks, swirls, etc. shall be visible. Ceramic tile floors are not to be waxed.

3.4. FURNITURE (Includes fixed and non-fixed furniture):

3.4.1. Spot Clean Furniture: Use clean damp cloths, scrub pads, spray bottles of detergent solution, glass cleaner, or cream cleanser to remove smudges, fingerprints, marks, streaks, tape, gum, etc. from the surfaces of chairs, telephones, cleared surfaces of desks, lamps, tables, cabinets, shelves, and other types of furniture and surfaces which are not considered to be building surfaces or building fixtures. This includes upholstered furniture. Typewriters, calculators, papers, computers, staplers, and other similar desk items are not to be disturbed.

3.4.2. Dust Furniture Surfaces: Use dusting tools, treated dust cloths to remove all dust, lint, litter, dry soil, etc. from the surfaces of chairs, desks, bookshelves, office equipment, telephones, lamps, tables, cabinets, shelves, and other types of furniture and surfaces which are not considered to be building surfaces or building fixtures. Computer and electronic equipment shall not be wiped with treated dust cloths or rags as they may cause electrical shock. Papers, typewriters, calculators, computers, staplers, and other similar desk items are not to be disturbed. Dust by the removal of soil from the area, not by moving it from one surface to another. Areas may be divided, dusting some sub-areas each day, so that during any seven-day period, all areas of all buildings have been dusted.

3.4.3. Shampoo Upholstery - Steam/Hot Water Extraction: Inspect to determine fabric type and cleaning method. When the manufacturers' furniture fabric cleanability codes (W, S, W-S, and X) are available, follow appropriate instructions. Protect the floor beneath the work piece from moisture. Do not remove cushion covers for separate cleaning. Dry vacuum. Pretest fabric for discoloration and shrinkage on an inconspicuous part of the furniture. Use pre-conditioning treatment to loosen food and beverage spills and oily accumulations. Use a steam cleaning agent. Inject hot water using a rotating brush in the cleaning head. Dampen all fabric. Vacuum using upholstery attachment to extract. Use spot remover if required. Dampen the entire work piece to avoid water staining. Brush the pile/nap (if required) to one direction to remove wand marks. Re-brush when dry to soften. If skirts are present, pin them down, and use a steam iron to straighten them if they curl. Use some type of backing board when ironing. Detail non-upholstered items such as wood or metal trim.

3.4.4. Shampoo Upholstery - Dry Foam: Inspect to determine fabric type and cleaning method. When the manufacturers' furniture fabric cleanability codes (W, S, W-S, and X) are available, follow appropriate instructions. Protect the floor beneath the work piece from moisture. Do not remove cushion covers for separate cleaning. Dry vacuum. Pretest fabric for discoloration and shrinkage on an inconspicuous part of the furniture. Use pre-condition treatment to loosen food and beverage spills and oily accumulation. Sponge or brush, whichever is appropriate, dry foam shampoo into the fibers. Extract the foam and soil with a wet vacuum or steam cleaner vacuum. Use a spot remover as you go. Dampen the entire work piece

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to avoid water staining. Brush the pile/nap (if required) to one direction to remove wand marks. Re-brush when dry to soften. If skirts are present, pin them down, and use a steam iron to straighten them if they curl. Use some type of backing board when ironing. Detail non-upholstered items such as wood or metal trim.

- 3.4.5. Vacuum Upholstered Furniture: Use vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc. from the surfaces of upholstered furniture. Computer and electronic equipment may not be switched off or cords unplugged to use an electrical outlet.
- 3.5. RESTROOMS (Subject to any standard scheduled performance task in addition to):
 - 3.5.1. Clean and Disinfect Restroom Fixtures: Use spray bottles or pump-up sprayers, to apply approved germicidal detergent solution to all surfaces of wash basins, sinks, toilets, urinals, showers, shelves, countertops, stall walls, urinal partitions, tile walls next to toilets and urinals, and all interior and exterior door handles, mirrors, underneath portions of sinks, and adjacent surfaces. Use clean cloths (except inside toilet bowls and urinals, where bowl mops are to be used) to remove soil from all surfaces of these fixtures and adjacent surfaces. Use cream cleanser and scrub pads to remove soil not removed by the cloths and germicidal detergent solution. Use dry cloths to dry metal surfaces of faucets, handles, valves, etc. The cloths used in cleaning and disinfecting toilets, urinals and other surfaces contaminated with urine or feces shall be a color readily distinguishable from cloths used on other surfaces and fixtures. Use of the same cloth used to clean toilets, urinals, or other surfaces contaminated with urine or feces, on other surfaces is strictly prohibited. Use a plumbing plunger to unstop clogged toilets.
 - 3.5.2. Disinfect All Restroom Surfaces: Use cloths, squeegees and germicidal detergent solution from spray bottles or pump-up sprayers to damp wipe and disinfect all surfaces of furniture, fixtures, walls, partitions, doors, etc.
 - 3.5.3. Refill Restroom Dispensers: Check and refill each toilet paper dispenser, hand soap dispenser, paper towel dispenser, toilet seat cover dispenser, etc. that may become empty before the next scheduled cleaning or policing of the area. Place supplies in dispensers in accordance with the directions of the supplier and dispenser manufacturers. Wipe surfaces adjacent to hand soap dispensers to remove spillage and leakage.
 - 3.5.4. Spot Clean Restroom Fixtures: Use clean cloths (except inside toilet bowls and urinals where bowl mops shall be used) to remove visible soil from all surfaces of toilets, lavatories, urinals and adjacent surfaces. Use crème cleanser and scrub pads to remove soil not removed by the cloths and germicidal detergent solution. Use dry cloths to dry metal surfaces of faucets, handles, valves, etc. The cloths used in spot cleaning toilets, urinals and other surfaces contaminated with urine or feces shall be a color readily distinguishable from cloths used on other surfaces and fixtures. Use a plumbing plunger to unstop clogged toilets.
 - 3.5.5. Descale Restroom Toilets And Urinal Fixtures: Use acid-type bowl cleaner and nylon bowl mops to remove scale, urine deposits, scum, mineral deposits, streaks, stains (including rust), etc. from the insides of toilet bowls and urinals.
- 3.6. OTHER BUILDING CLEANING:
 - 3.6.1. Spot Clean Building Surfaces: Use clean damp cloths, scrub pads, spray bottles of detergent solution, glass cleaner, or cream cleanser to remove smudges, fingerprints, marks, streaks, tape, gum, etc. from all washable surfaces of ledges, partitions, panels, glass headers (windows over exit doors), partitions/panels, re-light windows, mirrors, window sills, adjacent trim, interior windows and blinds, fire extinguishers, countertops, walls, doors, door knobs, door frames and sills, pictures, rails, stainless steel, countertops, showcases, lockers, elevator buttons, and other types of fixtures and surfaces which are not considered to be furniture surfaces or specialty equipment such as test equipment, computers, calculators etc. below 9 feet from the floor surface. No abrasives may be used for cleaning glass, Plexiglas, or walls. Spot clean up to a height of 10 feet from the floor surfaces at the interior and exterior of exterior entry areas. Polish stainless steel per Performance Standards instructions. After spot cleaning, surfaces shall have a clean, uniform appearance, free of streaks, swirls, and spots. Germicidal detergents are mandatory in restrooms, kitchens, café, and break areas.
 - 3.6.2. Drinking Fountain – Clean and Disinfect: Use spray bottles of germicidal detergent solution, clean cloths, scrub pads and cream cleanser to remove all obvious soil, streaks, smudges, etc. from the drinking fountains and cabinets; then disinfect all porcelain and polished metal surfaces including the orifices and drain. After cleaning and disinfecting, the entire drinking fountain shall be free of streaks, stains, spots, smudges, scale,

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- and other removable soil. Contractor shall report all drinking fountains that do not dispense water at least three inches above the outlet orifice to the Contract Administrator.
- 3.6.3. Clean Elevator Door Tracks: Remove litter and debris and vacuum soil from elevator car door tracks and the floor tracks on each floor accessed by the elevator car. Use a spray bottle of detergent solution, cream cleanser, clean cloths and scrub pads to remove soil not removed by vacuuming.
- 3.6.4. Clean and Refill Floor Drain: Use a floor drain brush to clean, remove all buildup, hair, and debris. Use an abrasive cleanser and scrub pads to remove corrosion and tarnish. Pour a solution of approved germicidal detergent down the floor drain to fill the drain trap and prevent the escape of sewer gas.
- 3.6.5. Graffiti Removal: Use an approved commercially available graffiti remover product routinely in an attempt to immediately remove all graffiti from walls, stalls, mirrors, doors and other surfaces as it appears. It is recognized that removal of graffiti is occasionally difficult to accomplish. However, graffiti, as well as being unsightly, can be hostile and offensive. Therefore, a continuing and concerted effort is required to minimize this activity. Bring any instances of graffiti that are particularly offensive and resistant to removal to the immediate attention of the Contract Administrator for consideration as a project task. Graffiti remover must be spot tested and PWSC approved prior to use.
- 3.6.6. Stainless Steel Cleaning: Polish stainless-steel surfaces with glass cleaner sprayed on a soft cloth. Do not spray directly on surface. Use stainless steel polish and a clean soft cloth when necessary to remove smudges, fingerprints, marks, streaks, tape, etc. that glass cleaner cannot remove to produce a uniform clean appearance. Remove excess stainless-steel polish.
- 3.7. TRASH REMOVAL:
- 3.7.1. Empty all interior and exterior wastebaskets, other trash containers, and return to their appropriate location. Empty sanitary napkin disposal units and install new liners daily. Remove all litter, cans, papers, and other containers marked "TRASH" or synonymous for trash. This shall include debris on docks and in loading areas. Flatten all boxes before putting in dumpsters. The Contractor shall empty trash receptacles when aware of or has been notified that trash receptacles are filled or near filled before the next scheduled cleaning of an area.
- 3.7.2. Containers marked with the standard biohazard label should not be cleaned or otherwise disturbed. Any "autoclaved refuse" containers, shall be emptied daily by taking entire trash containers to the dumpster, emptying contents, and returning trash containers to storage area. Autoclaved material is generally considered sterile and no longer bio-hazardous and can be placed in with the normal trash. Exceptions are sharps and needles, which are placed in specially labeled containers which are disposed of by qualified PWSC personnel only.
- 3.7.3. Replace all soiled or torn trash receptacle liners with a new trash receptacle liner. New liners must be "ballooned" and secured around the rim of the receptacle. Replace the liner in such a manner as to present a neat uniform appearance. Plastic liners shall not be used longer than one week.
- 3.7.4. Remove all collected trash to area(s) on the site or within the building in such a manner as to prevent the adjacent area from becoming littered.
- 3.7.5. To reduce the potential for leakage, when necessary, trash shall be disposed of in secured plastic bags and placed into secondary containment vessels, prior to being transported through the buildings.
- 3.7.6. The Contractor is responsible for immediately removing any liquid, stains or spots on surfaces where trash and trash bags are placed before transportation to compactors, whether on carpet, tile or concrete surfaces both inside and outside buildings. The Contractor must ensure there are no stains from trash and trash bags before departing the campus each day
- 3.7.7. Any trash that may fall onto the facility or grounds during removal from the building shall be picked up immediately.
- 3.7.8. Daily refuse shall be deposited in the dumpster, or receptacle located nearest to the building being cleaned.
- 3.7.9. Trash bags shall not be placed in stairwells, on top of chairs, dumpsters, receptacles, the ground, or in flower beds.
- 3.7.10. The Contract Manager will be responsible for notifying the Contract Administrator when dumpsters are full. PWSC shall be responsible for emptying dumpsters.
- 3.7.11. Trash shall not be left in custodial closets or other areas overnight due to fire and safety hazards and possible odors.

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- 3.7.12. The Contractor shall be responsible for picking up loose debris around receptacles year-round.
- 3.7.13. Use damp cloths and detergent solution or cream cleanser and scrub pads to remove non-permanent stains and soil from the interior and exterior of trash receptacles, including recyclable materials containers.
- 3.8. **CLEANING WRITING BOARDS (chalkboards, marker-boards, etc.):**
 - 3.8.1. Unless marked "DO NOT ERASE: " or "SAVE", or similarly indicated, all writing boards shall be cleaned by removing all writing dust, streaks, and marks from surfaces and trays, leaving only a uniform residue for maximum performance of boards.
 - 3.8.2. Remove all chalk marks from chalkboard surfaces with an eraser, then damp sponge and immediately squeegee dry. Erasers may not be cleaned by banging them against buildings. Chalk dust on erasers, chalk trays, baseboards, walls, floors and carpet shall be removed by using a canister vacuum and utility brush daily.
 - 3.8.3. Marker-boards shall be cleaned with a soft cloth and Expo, Weber-Costello Marking Board Cleaner, or equivalent. No water is to be used on white marker-boards. Wall surfaces around marker-boards are to be spot cleaned to remove any marker dust that may have spilled over onto the walls.
- 3.9. **CLEAN FLOOR MAT:** Clean and empty floor mats. Use a wet/dry tank vacuum to remove soil food debris, stains, buildup and moisture. Use an upright carpet vacuum to clean carpeted floor mats. Use a hose to wash out non-absorbent floor mats when the mat cannot be cleaned by emptying or vacuuming.
- 3.10. **CLEAN ENTRANCE WALK OFF MATS:** Collected heavy contents in exterior entrance walk off-mats shall be emptied and discarded to appropriate dumpster. No dirt, rocks, debris, snow, ice, etc. may be left in walkways, discarded, dumped or swept into lawn, or flowerbeds.
- 3.11. **DUST BUILDING SURFACES:** Use treated dust cloths (NO FEATHER DUSTERS) or vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc. from the surfaces of ledges, heater convectors, window ledges and sills, fire extinguishers, counter tops, walls, door frames and sills, ceiling mounted fans, fixtures, partitions, rails, blinds, tops of curtains/drapes and other types of fixtures and surfaces which are not considered to be furniture surfaces or specialty equipment such as test equipment, computers, typewriters, calculators etc. below 9 feet from the floor surface. Dust up to a height of 20 feet from the floor surfaces at the interior and exterior of exterior entry areas. Dust by the removal of soil from the area, not by moving it from one surface to another. Areas may be divided, dusting some sub-areas each day, so that during any seven day period, all areas of all buildings have been dusted.
- 3.12. **OVERHEAD DUSTING AND CLEANING:** Remove all dust, spider webs, litter, soil, stains, etc. from all fixtures and surfaces from the top of the floor up to and including the ceiling that are visible from the floor surface below or adjacent floor levels, balconies, stairs, etc. This includes exposed surfaces of lights, grilles, light fixtures, pipes, sprinkler system (taking care not to accidentally activate), cables, ledges, walls, ceilings, vents, etc. High dust by using treated dust cloths, treated dusting tools and tank vacuums with crevice tools, brush attachments and wall attachments. Clean overhead by using treated dust cloths, treated dusting tools and tank vacuums with crevice tools, brush attachments and wall attachments, detergent solution, glass cleaner, squeegees, and wall washing equipment.
- 3.13. **WINDOW WASHING:** Glass shall be washed, using any generally acceptable method of the window washing trade, as approved by PWSC. Drop cloths shall be placed where required to protect adjacent surfaces, fixtures, and furniture. After washing, windows shall be dry and free of streaks with window frames and sill wiped clean of any dirt, water stains, dust soil, lime mineral deposit, cleaning compounds, etc. Foreign substances adhering to the glass, i.e. paint, putty and /or sealant shall be removed by scraping with a razor blade or sharp putty knife so as not to damage the glass surface. There shall be no water or drip marks on building panels underneath windows.
 - 3.13.1. Caustic, acid, or abrasive cleaners, which would tend to etch the glass or damage the window frames and surrounding surfaces shall not be used unless specifically approved by PWSC for the localized problem area. Surface mineral deposits on the glass, which cannot be removed, by scrubbing with a medium bristle fiber brush and normal washing solution, shall be left as is. Following cleanup, an area shall be ready for immediate use.
- 3.14. **DAMP WIPE AND SANITIZE:** Sanitize telephones, student desktops, public tables, light switches, and door knobs.

4. EQUIPMENT AND SUPPLIES

- 4.1. Equipment:

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- 4.1.1. General Requirements: PWSC requires the successful Contractor to provide commercial or industrial equipment, of the necessary capacity and quality, and in the sufficient quantities to effectively carry out the requirements of this contract. The equipment is to be used exclusively on this contract, unless otherwise approved in advance by the Contract Administrator.
 - 4.1.1.1. No UA-owned equipment or supplies are being provided for contractor use. In no case will UA provide tools or assistance to the Contractor for the purpose of servicing equipment or facilitating contractor operations in any way except when deemed appropriate by the Contract Administrator.
 - 4.1.1.2. Any Contractor owned equipment left on PWSC Property must be stored in a manner consistent with general AKOSH Safety Standards, in the provided janitorial closets.
 - 4.1.1.3. PWSC shall not be responsible in any way for damage to the contractor's equipment, supplies, or the contractor's employee's personal belongings brought to PWSC premises occasioned by fire, theft, storm, accident, vandalism or otherwise.
 - 4.1.1.4. The Contractor and his employees shall provide any and all vehicles needed to perform all duties outlined in this contract to include equipment to remove heavy or bulky refuse.
 - 4.1.1.5. All buildings must always contain at least one, well maintained canister vacuum with rotary brush mechanism in good working order with a crevice and floor tool attachment for use in detail vacuuming under desks, in corners, on stairs, under vending machines, under furniture, and along baseboards. Must have a wet extractor immediately available for wet spills.
 - 4.1.1.6. All ladders or other devices used to reach the surface of objects not otherwise accessible for the required cleaning operations shall be of sound construction, be firm and stable, and shall be maintained in good condition in accordance with AKOSH standards and regulations. All such equipment shall be moved onto the areas where they are required, placed, shifted where necessary, and removed from the areas in such a manner as to provide maximum safety to person and property in and around areas of cleaning operations.
 - 4.1.1.7. GFCI (ground-fault circuit interrupter): The Contractor is responsible for training all of its employees in the use of GFCI requirements when using appliances and equipment in wet environments as appropriate.
- 4.1.2. Brands and Models: Before beginning the work, the Contractor shall submit to the Contract Administrator for review a list of each type of equipment on hand for the contract in sufficient quantities. Serial numbered items shall be so identified. Equipment not on hand, must be on order. Such orders shall be verified by presenting confirmation documents from the manufacturer to prove that the equipment is on order, and is scheduled to arrive prior to contract start-up.
- 4.1.3. Maintenance, Repair & Operation:
 - 4.1.3.1. The contractor is responsible to ensure that all equipment is maintained in good, safe working order capable of operating at the manufacturers rated performance capacities at all times. The Contractor must provide for regular servicing and repairing equipment in a timely manner. Failure to have on hand equipment in the condition, and quantities necessary may be considered Non-Performance, subject to such corrective action, and/or assessments as deemed appropriate by the Contract Administrator.
 - 4.1.3.2. All tools, equipment and supplies used by the contractor in the performance of the services must meet all applicable safety requirements. All electrical equipment must operate at full rated performance levels using existing building electrical circuits. It shall be the responsibility of the contractor to prevent the operation or attempted operation of electrical equipment, or combinations of equipment, which require power exceeding the capacity of existing electrical circuits.
 - 4.1.3.3. The Contractor shall ensure that all equipment used by its employees shall be used in accordance with the manufacturers' instructions and good safety practices.
 - 4.1.3.4. If the Contract deems any equipment to be unsafe the Contractor shall immediately remove said equipment from the premises.
 - 4.1.3.5. Repairs, other than minor repairs, are to be carried out at contractor facilities off-campus.

4.2. Supplies:

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- 4.2.1. The contractor will be required to furnish all the materials required to do the work as specified in the Contract. Avoid using cleaning products that are dispensed from pressurized containers using propane, other combustible/flammable gases or CFCs, exceptions only per the Contract Administrator. The Contractor shall use only good quality cleaning and paper products that meet or exceed industry or trade standards, PWSC’s minimum janitorial requirements, and perform in a manner that equals or exceeds their intended use. All labs, classrooms, kitchens, conference rooms, etc. which contain paper towel and soap dispensers shall be filled daily with Contractor provided supplies including but not limited to the following products:
- 4.2.1.1. Soaps and detergents, including those used in dispensers for occupant use.
 - 4.2.1.2. Cleaning chemicals used on floors, walls, furniture, restrooms, glass, tile, brick, concrete or other building surfaces. Green Label products are preferred.
 - 4.2.1.3. Rags, cloths, sponges, brushes, sanitary napkins and bags.
 - 4.2.1.4. Germicides or fungicides.
 - 4.2.1.5. Paper products used in the cleaning process and those used in the dispensers for occupant use. All laboratories shall be stocked with paper towels and soap products daily. All products supplied by the contractor shall fit dispensers. Virgin or recycled paper products may be used. Recycled paper products are preferred.
 - 4.2.1.6. Air freshener refills.
- 4.2.2. At all times, Contractor must maintain a minimum supply of 2 cases each of paper towels, toilet paper, seat liners, and liquid soap in each building’s custodial closet, for emergencies during the day.
- 4.2.3. To protect walls and mirrors, no additional dispensers may be installed in restrooms and other areas. Liquid soap cannot be substituted into soap cartridges designed to fit existing dispensers. Original manufacturer's cartridges must be purchased and installed. Only existing dispensers, already installed in the building may be used. Any damage to walls, toilet paper holder, (locking system) soap dispensers or paper towel dispensers caused by the Contractor shall be replaced by the PWSC’s Physical Plant at the expense of the Contractor.
- 4.2.4. The Contractor shall provide the Contract Administrator with a semi-annual report that outlines the brand name and total quantity of all supplies consumed in performance of this contract.
- 4.2.5. Supplies Usage Data: The Contractor shall provide the Contract Administrator with a monthly annual report, at the end of each contract period, of janitorial supplies used, including, but not limited to the following:
- | | | |
|-----------------------------|-----------------------------|------------------------|
| Toilet Paper | Hand Soap Cartridges | Hand Soap |
| Roll Paper Towels, Restroom | Multifold Paper Towels | Toilet Seat Covers |
| Large Trash Liners | Small Trash Liners | Roll Paper Towels, Lab |
| Powdered Soap | Heavy Duty Trash Liners | |

4.3. Chemicals:

- 4.3.1. It is the Contractor’s responsibility to furnish, provide delivery for, and maintain an adequate supply of, all materials, chemicals and appurtenances necessary to perform services in accordance with contract specifications. Prior to commencement of services, the Contractor shall provide a list of all chemicals proposed for use in the performance of contract services. The list shall include, as a minimum, the Manufacturer, Brand Name or Model Number, and or Safety Data Sheet (when requested) of every product proposed for usage.
- 4.3.2. Safety Data Sheet (SDS): The Contract Manager shall maintain a file with duplicate copies of the SDS, as required by the AKOSH, for each chemical used in the performance of contract services. When requested by the Contract Administrator, the Contract Manager shall provide SDS copies for any or all chemicals used in the performance of contract services.
- 4.3.3. Approval:
- 4.3.3.1. All chemicals are subject to the approval of the Contract Administrator. PWSC reserves the right to determine the appropriateness of all chemicals proposed for usage by the Contractor in the

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- performance of contract services. All decisions made by the Contract Administrator regarding the allowance or prohibition of certain chemicals are final.
- 4.3.3.2. Should the Contractor desire, at any time during the contract period, to use a new chemical or product in the performance of services, the Contract Manager shall submit a written request to the Contract Administrator listing the Manufacturer, Brand Name, and intended usage of the product. When requested, SDS and chemical specifications must also be provided. PWSC reserves the right to request a sample of the proposed product for testing purposes, at no cost to PWSC.
- 4.3.3.3. Prior to using for the first time, the Contractor shall confirm with the Contract Administrator the appropriateness of any chemical for use on a surface or material, even if the chemical has already been approved.
- 4.3.3.4. The decision to allow usage of a new product is solely at the discretion of the Contract Administrator, and approval of a new product by one campus shall not be construed by the Contractor as approval by another campus.
- 4.3.4. Containers:
- 4.3.4.1. The Contractor shall purchase and issue all chemicals in their original containers. Chemical containers must meet Department of Transportation shipping requirements. No bulk chemicals may be stored or mixed in UA facilities or on UA property. Written requests for exceptions may be approved by the Contract Administrator, when sufficiently justified, to allow the Contractor to purchase bulk quantities for economic purposes, or for other good reasons. Storage of chemicals shall be coordinated with the Contract Administrator.
- 4.3.4.2. All containers shall be clearly labeled to identify its contents, proper use and application and any other safety concerns, including immediate first aid for exposure and digestion. Complete descriptive literature, including Safety Data Sheets for each chemical used shall be supplied at the time of each delivery. When approved, all secondary or repackaged chemicals must be clearly labeled in accordance with acceptable AKOSH Hazard Communications standards.
- 4.3.4.3. All containers containing delicate or fragile items shall be marked to clearly identify this condition. These markings shall be placed on not less than one side or end of the container. The Contractor shall provide a Safety Data Sheet, when applicable, to the Contract Administrator for all such materials.
- 4.3.4.4. Chemicals requiring precautionary warnings shall have affixed to all containers such labels or markings as are prescribed and approved by law, regulatory agency, and/or this contract. The marking or labeling of chemicals containing hazardous or toxic materials, substances, or wastes shall be in accordance with all Federal, State and Local laws, Ordinances, rules and regulations.
- 4.3.4.5. Chemical containers shall bear the Manufacturer's original label. Containers and labels may not be altered in any way to remove or obscure the name and address of the Manufacturer, instructions for use, any pertinent warnings and safety instructions, and/or the Manufacturer's quality control batch numbers.
- 4.3.5. The Contractor shall warrant that chemicals used will not endanger the health and safety of persons coming in contact with the materials and will not damage personal or real property when used in the manner described in the applicable instructions. The Contractor shall warrant that chemicals shall have no deleterious effects on the metallic and non-metallic components of the systems.
- 4.3.6. Manufacturer's Instructions: The Contractor is responsible for ensuring that its employees use chemicals in accordance with the Manufacturers' instructions. All chemicals shall be used in full compliance with any and all Federal, State and Municipal laws regulating their use and storage.
- 4.3.7. Germicidal Properties: The Contractor shall not use any germicidal detergents not bearing an Environmental Protection Agency (EPA) Registration Number.
- 4.3.8. All waste materials that are generated from contractor activities must be properly disposed of in accordance with all Federal, State and local regulations. All spills or accidental releases of regulated or listed hazardous materials must be reported to the Contract Administrator immediately. The Contractor is then responsible for all necessary or required remedial and disposal efforts. The Contract Administrator reserves the option to call in an independent remedial contractor if deemed necessary. All cost associated with remedial efforts as a result of Contractor operations will be the responsibility of the Contractor and may be charged against Contractor invoices.

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- 4.3.9. Slip Resistance: The Contractor shall verify that all floor finishes, seals, spray-buff solutions and other such chemicals applied to non-carpeted floors provide adequate slip protection. The Contractor shall immediately report any observed instances of slippery or slick floors to the Contract Administrator.
- 4.3.10. Failure to comply with hazard communication standard and EPA requirements to waste disposal requirements and resulting in damages, may result in a \$250.00 assessment, per occurrence, against the Contractor.
- 4.4. Delivery of Equipment and Supplies: The Contractor shall schedule all equipment and supply deliveries during times that cause minimal disruption to PWSC 's operations. The Contract Administrator has the unilateral right to define times during which deliveries are allowed.
- 4.5. Storage:
 - 4.5.1. The Contractor will be furnished at least one custodial closet per building for custodial equipment and material storage. Contractor shall keep closets in an orderly neat condition. The Contractor is not required to clean mechanical, telephone, or boiler rooms, unless the Contractor is responsible for the deficiency. Contractor shall not allow products or equipment to lean against phone or electrical panels, which may be located in some closets. Contractor must also ensure, by code, that there is a 36" clearance between any electrical panels and custodial supplies or equipment and below 18" of sprinkler heads.
 - 4.5.2. UA shall not be responsible in any way for damage to the Contractor's equipment or supplies, or personal belongings of the Contractor's employees which are not properly stored in the provided storage areas.
 - 4.5.3. Storing chemicals shall be coordinated with the Contract Administrator, prior to delivery to the PWSC campus.
- 4.6. Pest and Insect Control: Periodically, PWSC may request assistance setting and discarding sticky traps or traps for insect or animal control. If the Contractor is asked to assist, it will be at the standard labor rate and PWSC will provide the materials. If a rodent in a trap is noticed as part of the normal cleaning routine, the Contractor's employee shall dispose of it. Contractor shall notify the Contract Administrator so that a new trap can be distributed.

5. LIABILITY FOR COLLEGE OWNED PROPERTY AND CONTRACTOR EQUIPMENT

- 5.1. Contractor shall be responsible for all damages Contractor or any persons working for or on its behalf may cause to UA property or equipment. Care shall be exercised so vehicles or equipment do not damage UA lawns, building structures, contents, personal property, or grounds.
- 5.2. The Contractor is cautioned to exercise care not to damage carpets with cleaning chemicals or liquids leaking from trash bins. Any carpet determined damaged by the Contractor will be repaired/replaced by PWSC at the sole expense of the Contractor. To control accidental leaks, trash is to be transported through buildings in secondary containers, and not just trash bags.
- 5.3. PWSC and the Contractor will jointly inspect and agree to the condition of existing facilities, utilities, fixtures, landscaping, trees, and grounds condition prior to commencement of any work.
- 5.4. Any damage caused by the Contractor's work beyond the pre-existing condition shall be corrected, repaired, or replaced by the Contractor at no cost to the University. On Contractor's failure to do so, UA may repair such damage and Contractor shall reimburse the University promptly for all costs of said repair or the amount of said damage may be deducted from any sums owing the Contractor.

6. CONTRACT ADMINISTRATOR

- 6.1. UA shall designate a Contract Administrator to act on its behalf in regard to all aspects of this Contract. The Contract Administrator shall have complete authority to require the Contractor to strictly and promptly follow the specifications of the contract, and the instructions of the Contract Administrator.
- 6.2. UA's Contract Administrator will be the PWSC Facilities Manager, or designee(s).
- 6.3. The Contractor shall meet with the Contract Administrator or his/her designee upon request. The purpose of these meetings shall be to review the Contractor's performance and monitor services performed. Prior to commencement of services, the Contractor shall meet with the Contract Administrator to discuss the schedule of services, building access, and any other issues pertaining to the contract.
- 6.4. All disputes and interpretations of the contract which cannot be settled by the Contractor and the Contract Administrator shall be forwarded to UA Procurement & Contract Services for a determination.

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- 6.5. The Contract Administrator is empowered to make changes related to temporary increases or decreases for services (such as a decrease for remodeling or an increase for a special event) with existing pricing established as a result of this bid or subsequent negotiation, this without a formal contract modification. The Contract Administrator and Contractor's Contract Manager shall determine which method of communication shall be used for these temporary changes. All suspensions or additions of service initiated by the Contract Administrator, or designee, shall be binding on PWSC and the Contractor. Formal contract modifications will not be issued for frequent temporary changes. Formal contract modifications will be issued for prolonged building closures, suspensions of service greater than 60 days, permanent changes in frequency and additions in service.
- 6.6. The Contract Administrator has no authority to change the terms and conditions of the contract. This may be accomplished only by written Change Order/Modification to Contract issued by UA Procurement & Contract Services. .
- 6.7. The Contract Administrator will assign Inspectors for each building serviced. The Contract Administrator has the full authority of an Inspector as well.
- 6.8. The Contract Administrator will inform the Contract Manager of deficiencies or complaints received from building occupants.
- 6.9. The Contractor shall provide the Contract Administrator, or designees, free and easy access to inspect progress of the services at all times. This shall include inspection of the types and quantities of tools, equipment, chemicals, supplies and all other materials used to assure compliance with the requirements of the contract.

7. CONTRACT MANAGER

- 7.1. The Contractor shall designate a Contract Manager, who shall have full authority to act for the Contractor in all matters relative to the performance of the work. The name of this person and contact phone number(s) shall be designated in writing to UA Procurement & Contract Services prior to commencement of services. Except as otherwise specified herein, the Contract Manager will be responsible for coordinating all matters with the Contract Administrator. The Contract Manager will be available to meet with the Contract Administrator whenever necessary, submit, and receive reports, and discuss any deficiencies in performance or other matters of concern to both parties.
- 7.2. The Contract Manager shall be adequately trained in all aspects related to this contract. The Contractor certifies that the Contract Manager shall be adequately trained in the compliance of all applicable Federal, State and Local laws and regulations regarding materials and operations that may be encountered in the performance of the contract.
- 7.3. The Contract Manager shall ensure compliance with the performance standards and task frequencies, physically inspect, correct deficiencies, monitor, assure quality standards and supervise Contractor employees, if necessary, ensuring adherence to the service schedule.
- 7.4. The Contract Manager, or designee, shall be able to maintain daily communications, via telephone, cell phone, E-mail, etc., to facilitate prompt resolution of problems.
- 7.5. The Contract Manager shall carry a cell phone and shall be on-call at all times, and must be able to report within 30 minutes to any of the locations covered by this contract.
- 7.6. The Contract Manager shall maintain a list of the Contractor's employees, their social security numbers, I9 forms as applicable, location, number of hours worked in each building and the specific hours worked (start and end time for each employee) for each daily cycle on the contract. These records shall be available to UA at all times. A complete personnel listing shall be delivered to the Contract Administrator each time Contractor hires, adds and/or terminates an employee who will be performing duties under this contract.

8. CONTRACT SUPERVISOR

- 8.1. **CONTRACT SUPERVISOR:** The Contractor shall provide sufficient qualified supervision for this contract to ensure compliance with the performance standards and task frequencies: to physically inspect, correct deficiencies, monitor, assure quality standards and supervise Contractor employees, ensuring adherence to the custodial services schedule. The Supervisor shall have full authority to act for the Contract Manager.
 - 8.1.1. The Contract Administrator shall approve the Supervisor's work schedule. The workweek of the Supervisor may be adjusted to overlap weekend work required under this contract.
 - 8.1.2. At the end of each work shift, the supervisor shall inspect the entire work area to ensure that all work is complete, all necessary doors are locked, and lights are turned off. The Inspection Sheet is to be completed

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- by the Supervisor daily for each employee who worked on campus. It shall be the responsibility of the Contract Manager to obtain an acknowledgement on this document prior to departing the premises.
- 8.1.3. The Contract Supervisor requires the approval of the Contract Administrator. A detailed resume shall be submitted prior to the assignment of any new or replacement personnel to this Contract for approval by the Contract Administrator.
- 8.1.4. The Supervisor must be fluent in the English language. For these purposes, fluency is defined as the ability to speak, read and write the English language so as to be easily understood. This requirement is essential to facilitate necessary, on-going communications between the Supervisor, Inspectors and Contract Administrator. Final determination of fluency will be made by the Contract Administrator and is not subject to contest.
- 8.1.5. The Contract Supervisor shall be responsible for the management and scheduling of all work to be performed under this Contract. The Supervisor shall be responsible for the conduct and performance of all Contract employees while on UA property and is responsible for enforcing the Employee Conduct guidelines listed in this solicitation.

9. LABOR

- 9.1. Nothing in this solicitation precludes the Contractor from exercising all of the rights and responsibilities of an employer, including hiring, disciplinary actions, and/or termination of employment.
- 9.2. All work shall be performed by personnel directly employed by the Contractor. No actual work or services shall be subcontracted without approval of the Contract Administrator. Personnel used in the performance of this work shall be properly trained and qualified for work of this type.
- 9.3. The Contractor shall maintain control of its employees while on the University Campus. Any employee whose work performance or conduct is objectionable may be immediately removed from UA premises. The Contractor shall maintain a work force of sufficient size to perform all work as scheduled.
- 9.4. The Contractor shall maintain a list of its employees, their Social Security numbers, and number of hours worked each day on this contract. These records shall be available to UA at any time during the contract period. The Contractor shall abide by the provisions of the Alaska Employment Practices and Working Conditions section of the Alaska Statutes. Specifically, hourly workers must be paid for all hours worked, including overtime.
- 9.5. The Contractor's employees shall be capable and experienced in the contract work to be performed. UA may also require removal of any worker from the work area whose continued employment on the premises is deemed contrary to the public's or to UA's best interest.

10. EMPLOYEE CONDUCT

- 10.1. The Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted on UA property and are subject to all laws and regulations related to operating under the influence.
- 10.2. Any employee whose conduct is objectionable or who does not meet qualifications set forth in the contract may be immediately removed or barred from UA premises.
- 10.3. The Contractor and its employees shall have the right to use only those UA facilities that are necessary to perform the services called for in the Contract and shall have no right of access to any other UA facilities. Access routes, entrance gates or doors, parking and storage areas, etc., and any imposed time limitations on the Contractor shall be designated and specified by the Contract Administrator. The Contractor shall conduct its operations in strict observation of the access routes and other areas established as described above. The Contractor shall ensure that under no circumstances are any of its employees to enter any area not authorized by the Contract Administrator. UA shall grant Contractor's personnel reasonable access to the areas where the services are to be performed and to the extent necessary to perform them, subject to UA security and safety rules and regulations. Any such loss caused by the Contractor shall be deducted from payments due to the Contractor.
- 10.4. No business solicitations from the Contractor or the Contractor's employees soliciting additional private business from building occupants shall be allowed. This also prohibits notes or advertisements posted on bulletin boards.
- 10.5. UA is a No-Smoking establishment. Smoking is prohibited on all UA premises.
- 10.6. UA is a "Drug-Free Workplace."

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- 10.6.1. The Contractor's management and employees shall not use controlled substances not prescribed for them, nor illegal substances.
- 10.6.2. Alcohol may not be used on or off UA premises during work shifts, nor preceding work shifts, when to do so would in any way affect performance. Contractor's employees appearing to be under the influence of alcohol or drugs will not be permitted on UA premises.
- 10.7. The Contractor's employees are not to be accompanied on the premises by acquaintances, family members, or any other person unless said person is an authorized Contractor employee performing work under the contract.
- 10.8. Contractor's employees shall not remove, use, or tamper with UA office machines, computers, equipment and PWSC employee's personal property, and shall not open desks, cabinets, or furniture drawers, at any time.
- 10.9. No power sources to computers or other technical equipment shall be disconnected. Any such loss caused by the Contractor shall be deducted from the contractor's payment.
- 10.10. Contractor's employees shall not use UA telephones for personal calls.
- 10.11. The Contractor shall ensure that none of its employees scavenges any item from UA. This shall include, but not be limited to items to be placed in, or already in trash containers, or dumpsters. The Contractor shall include this as a point of new employee orientation and/or training.
- 10.12. Science labs may be set up to run experiments over a period of days. Exam rooms may contain lab equipment and test materials. It is imperative that equipment and glassware not be disturbed.
- 10.13. Employee Food Service: No access will be given to food storage areas and food service equipment storage areas. Food and drink items shall not be disturbed, moved, removed or consumed by Contractor employees.
The Contractor shall not be allowed to bring on to UA property any food or beverage catering trucks, vending machines, or other serving facilities. This does not apply to personal food and beverage items brought to the job site for personal consumption during the meal period. Contractor's employees are to eat meals only in the student commons area, and are required to clean the area after eating meals.

11. THEFT REIMBURSEMENT

- 11.1. Contractor is responsible for selecting and supervising its employees sufficiently to prevent any theft from UA premises by Contractor's employees. Contractor shall reimburse UA for all losses and associated expenses arising because of theft of property at UA under any one or more of the following circumstances:
 - 11.1.1. UA establishes by a preponderance of the evidence that an employee of the Contractor took property without permission; or,
 - 11.1.2. UA establishes by a preponderance of the evidence that:
 - 11.1.2.1. Property was taken by someone without permission, and;
 - 11.1.2.2. An employee of the Contractor has taken or assisted in taking property of UA without permission under circumstances that are sufficiently similar to cast reasonable suspicion on that employee as to taking the property referenced in subparagraph 8.1.2.1. above, and;
 - 11.1.2.3. The Contractor does not establish by a preponderance of the evidence that that employee did not take or assist in the taking of the property.
 - 11.1.3. UA proves by a preponderance of the evidence that some employee of the Contractor took property of UA without permission, even though UA cannot identify which employee was involved.

12. EMPLOYEE IDENTIFICATION

- 12.1. The Contractor's employees must have in their possession at all times a photo ID card, such a State of Alaska Driver's License. The Contractor's employees are to show their Photo ID's immediately upon request by any UA employee. Failure by a Contractor's employee to show an acceptable photo ID upon demand may be grounds for that individual's removal from UA premises. The Contractor will be responsible for any and all costs associated with removal of a Contractor's employee for any reason.
- 12.2. The Contractor shall ensure all of its employees are appropriately attired, wearing safe, suitable shoes and garments at all times during the performance of services.

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13. CONTRACTOR'S ACCESS

- 13.1. Contractor and its employees shall have the right to use only those UA facilities that are necessary to perform the services called for in this RFQ and shall have no right of access to any other facilities of UA. Access routes, entrance gates or doors, parking and storage areas, etc., and any imposed time limitations on the Contractor shall be designated by the Contract Administrator.
- 13.2. The Contractor shall conduct its operations in strict observation of the access routes and other areas established as described above. The Contractor shall ensure that under no circumstances shall any employees of the Contractor enter any area not authorized by the Contract Administrator. UA shall give Contractor's personnel reasonable access to the areas where the services are to be performed to the extent necessary for the performance of the services subject, however, to UA's security and safety rules and regulations.
- 13.3. Security and alarm systems are located in Campus buildings. An orientation to alarms will be conducted by the Contract Administrator before contract work begins. If alarms are accidentally sounded by Contractor employees or activity, and Fire Department, Police or PWSC personnel respond by arriving at PWSC locations, Contractor is responsible for any costs generated as a result of the false alarm.
- 13.4. Cleaning Locked Areas: All external and internal doors normally closed and locked shall be closed and locked at all times. Only the room being cleaned may be unlocked and open when required. It is an unacceptable practice, and a breach of security to have all doors on a floor open at the same time. No rooms shall be left unattended with doors open and unlocked. When a service worker has completed cleaning a room, it must be closed and locked. At the Contract Administrator's discretion, failure to comply with this requirement may result in \$250.00 assessment against the Contractor.
- 13.5. All exterior doors and windows will remain locked until 7:00 AM.
- 13.6. There may be occasions where the Contractor is responsible for keeping interior doors locked or unlocked based on utilization and demand. These will be by written requests from the Contract Administrator to the contract manager on a case per case basis.
- 13.7. To the extent allowed by the law, UA reserves the right to investigate and pursue any apparent breach of security or other misconduct. Such investigation may include questioning and/or fingerprinting as deemed necessary.

14. KEY CONTROL

- 14.1. The Contractor is responsible for the security of all keys, key cards, other entry devices and codes provided by PWSC. The Contractor shall maintain a record of the key numbers and key rings issued to its employees and shall establish and implement methods of ensuring that all keys issued to the contractor by PWSC are not lost, or misplaced, and are not used by unauthorized persons.
- 14.2. The Contractor's Supervisor must complete and sign a "Request for Key Transfer" form to obtain required keys. Anytime a key holder is hired or terminated, keys must be returned and a "Request for Key Transfer" form must be completed and signed by workers, and given to the Contract Administrator the following workday. PWSC shall provide "Key Transfer Forms" to Contractor. Keys will be returned to PWSC upon request by PWSC for any reason.
- 14.3. The Contractor's Supervisor shall issue keys or key devices only to designated Contractor's employees at the beginning of each work shift and must collect them at the end of each shift.
- 14.4. PWSC keys, issued to Contractor's employees, other than the Contractor's Supervisor, shall not leave PWSC premises. With PWSC's consent, the Contractor's Supervisor may retain one set of keys in possession during non-working hours, but the keys may be retrieved if requested by PWSC.
- 14.5. The Contractor shall not duplicate, and shall prevent duplication of key devices issued by PWSC.
- 14.6. The Contractor shall immediately report any lost, missing or stolen keys devices to the Contract Administrator. Failure to do so may result in a \$250.00 assessment against the Contractor. If the Contractor loses keys, or Contractor's employees and a building or door requires re-keying, the Contractor is responsible for paying PWSC for re-keying costs.
- 14.7. All keys will be returned to PWSC when the contract period is terminated or requested.

15. QUALITY CONTROL AND TRAINING

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- 15.1. The Contractor shall conduct quality control inspections as outlined in the Quality Control Program (QCP), to ensure that all requirements defined herein shall be performed at least as a minimum. The program shall be kept up to date and maintained in loose-leaf manual format, or equivalent.
- 15.2. The QCP's work instructions may be audited as a function of the Quality Program to assure performance is in compliance with procedures and work hours identified.
- 15.3. All inspection records are subject to audit by Contract Administrator or designee. Failure to maintain inspection records shall cause PWSC to terminate the contract for default.
- 15.4. Each employee shall be adequately trained in the use of hazardous materials, or materials that can be made hazardous through improper usage that may be used under this contract. The Contractor shall conduct adequate training in safe work procedures and practices. Such training shall include ensuring that all employees know the location of emergency safety showers, the location of fire alarms, and be made familiar with evacuation routes in the event of an emergency. The Contractor shall include a description of the formal training provided to its employees in the Quality Control Program submitted to the Contract Administrator. These requirements shall apply equally to the Contractor's pool of available substitute service workers, and Supervisors. The Contractor agrees to hold harmless the University of Alaska for any injuries, emotional stress, deaths or loss of UA's property resulting equally to the Contractor's pool of available substitute service workers, and Supervisors. The Contractor agrees to hold harmless the University of Alaska for any injuries, emotional stress, deaths or loss of UA's property resulting from, or attributable to, inadequate training of its employees.
- 15.5. The Contract Administrator has the right to disallow the use of any Contractor employee that he deems to be inadequately trained in the proper usage of supplies, or equipment, or in matters of safety.
- 15.6. An adequate training program should include, but not be limited to the following:
 - 15.6.1. Introduction to PWSC's Policies and Procedures
 - 15.6.2. The provisions of this contract, (with emphasis on contractor employee's conduct & safety) Hazard Communications (proper use of chemicals and dealing with hazards)
 - 15.6.3. Tools & Equipment, (proper usage, and safe practices) Performance Standards and Schedules
 - 15.6.4. Common cleaning mistakes Proper lifting techniques
 - 15.6.5. Proper use of PPE safety gear, e.g., eyewear, hardhats, footwear, etc., as appropriate for the task
 - 15.6.6. Emergency procedures
 - 15.6.7. Biohazardous materials Lockout/tagout
 - 15.6.8. Title IX
- 15.7. The Contractor shall conduct safety inspections. The Contractor shall have an active and effective safety program and demonstrate that it has a history of safe work practices, that regular safety education is given to its employees, and that all federal safety mandates are complied with and properly documented.
- 15.8. Written Safety Program: The Contractor will have a written safety program or employee handbook, which contains the safety policies governing: general safety rules, hazard communication, personal protective equipment, fall protection and a range of potentially hazardous job site conditions. The Contractor will have trained its employees on this policy or handbook. The Contractor will have an ongoing safety training program to continuously educate employees on safety issues and to fulfill the federal training requirements. Contractor may be periodically required to provide proof of an ongoing and viable safety program.
- 15.9. The Contractor will be familiar with and operate within guidelines set forth by the Occupational Safety and Health Act and all Municipality or State regulations, which affect custodial and housekeeping operations. The contractor will ensure that all employees assigned to UA are knowledgeable of the current guidelines/regulations affecting custodial and housekeeping operations. These guidelines/regulations include but are not necessarily limited to Hazard Communication Program and Blood borne Pathogen Regulations.
- 15.10. Federal Requirements: Contractor must be in compliance with AKOSH training and hazard communication requirements, i.e., company policy, training brochures, training programs overviews, minutes of training program meetings, professional, trade, or union safety certifications.
- 15.11. Safe Work History: The Contractor shall maintain an excellent record of safety. For companies with 10 or more employees, the Contractor must document ratings for Lost Time Incident Rate and Lost Time Severity Rate (AKOSH Form 300A Summary) and submit the previous year's 300A form to the Contract Administrator for prior to each contract renewal.

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16. LEGAL COMPLIANCE

- 16.1. Contractor shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for the performance of the service called for under this order, and shall post or display in a prominent place such permits and/or notices as are required by law.
- 16.2. The contractor shall comply with all relevant city, state, and federal statutes, regulations, codes and ordinances. The Contractor is responsible for adhering to all AKOSH and DOSH guidelines for services and material handling. Failure to comply with AKOSH safety requirements that results in damages, may lead to a \$250.00 assessment, per occurrence, to be assessed against the Contractor.
- 16.3. Violations issued by government agencies shall be immediately corrected. Any and all costs associated with code violations will be the responsibility of the Contractor. The Contractor will be informed immediately of any Contractor regulatory infractions discovered by the Contract Administrator.
- 16.4. The Contractor will be familiar with and operate within guidelines set forth by the Occupational Safety and Health Act and all city or State regulations pertaining to specified services. The contractor will ensure that all employees assigned to UA are knowledgeable of the current guidelines/regulations pertaining to specified services.
- 16.5. In accordance with A.S. 18.60, the Contractor shall acquire, file and maintain up-to-date records pertaining to Material Safety Sheets for substances and products used by the Contractor on UA premises. The Contractor shall assume full responsibility for conformance with the law in regard to Contractor's employees.

17. LABOR ACTIVITY

- 17.1. The Contractor is hereby given notice that PWSC has collective bargaining agreements with the University of Alaska Higher Education Crafts and Trades Employees Local 6070, hereinafter referred to as 6070, which represents University of Alaska employees in "trade maintenance and custodial positions", as well as, faculty organizations such United Academics (UNAC).
- 17.2. The Contractor shall be responsible for its own labor relations with any trade or union representative among its employees, if any, and shall be responsible for all disputes between itself and its employees. Whenever the Contractor has knowledge that any actual or potential labor dispute threatens performance of the contract, the Contractor shall immediately give written notice to PWSC.
- 17.3. If any labor action, by the Contractor's employees, results in the curtailment or discontinuation of services under the contract, UA has the right to seek these services either in-house, or from another contractor, whichever is in the best interest of the University. This may include the use of the Contractor's tools, equipment, chemicals and supplies for a reasonable period of time. If UA elects to use the tools, equipment, chemicals and supplies of the Contractor, UA agrees to reimburse the Contractor for all reasonable and documentable costs of such use.

18. NON-PERFORMANCE OF SERVICES

- 18.1. The Contract Administrator has the authority and responsibility to determine whether services are being performed in accordance with the contract. Failure to comply with the directions of the Contract Administrator in resolving non-performance may lead to liquidated damages, suspended or reduced payments, breach of contract, and/or termination of the contract for default.
- 18.2. Services shall be considered not to have been performed properly when, in the sole judgment of the Contract Administrator, or designee, that services in an area were not performed in strict accordance with the contract specifications.
- 18.3. Correction of Non-Performance of Services:
 - 18.3.1. The Contractor will be made aware of all deficiencies. When the Contractor has been made aware of a deficiency by the Contract Administrator, the Contract Manager shall, within two (2) hours, re-deploy the Supervisor, and/or Service Workers as necessary, to remedy deficiency to the satisfaction of the Contract Inspector, or present a plan of action for correcting the deficiency. Unless otherwise approved by the Contract Administrator, all deficiencies must be corrected within four (4) hours. The cost of all labor, supplies, equipment and support necessary to correct such deficiencies are the sole responsibility of the Contractor. Upon completion of the corrective efforts, but before dismissing the crew, the Contract Manager shall contact the Contract Administrator to request a re-inspection.

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- 18.3.2. In the event quality control measures fail to produce acceptable work and deficiency corrections are still unacceptable to UA after two (2) hours (after notice), an assessment in the amount of \$250 per day for each such occurrence may be deducted from payment otherwise due the Contractor. In addition, any and all costs incurred by UA to remediate the situation will be deducted from the Contractor payment.
- 18.3.2.1. Assessments are to offset the expenses incurred by UA for direct and indirect costs associated with the additional burden of compelling compliance. This assessment is separate and distinct from any other payments that may be withheld, or prorated that might otherwise be due the Contractor. UA’s decision to impose any assessment is final.
- 18.3.3. Repeat deficiencies: In the event that multiple callback requests in a 30-day period are necessitated to correct deficiencies, the Contract Administrator shall request a written plan to cure unsatisfactory performance. The plan shall identify methods of improving level of service to ensure callbacks are eliminated. Continued performance deficiencies may result in termination of the contract.

19. PAYMENTS

- 19.1. Payments for services furnished under this contract will be due thirty (30) days after the latter of (1) acceptable performance of services, (2) receipt and approval of proper billing for such services, or (3) receipt of any and all other documents required by the contract.
- 19.2. Payment for services shall only be made after they have been performed. No invoices may be submitted for services which have yet to be performed. Payment will be based on actual quantities ordered and accepted by the Contract Administrator.
- 19.3. The invoice shall indicate the dates of service, additional services as requested, if any, and any services required by the Contract which were not performed for any reason. The Contract Administrator shall then forward the approved invoice to PWSC Accounts Payable for payment processing.
- 19.4. Any discrepancies regarding the invoice amount or the amount approved for payment shall be resolved by the Contract Administrator and the Contractor. If an agreement cannot be reached, the matter may be forwarded to UA Procurement & Contract Services for resolution.

20. PRICE ADJUSTMENTS

The rates offered on the Response Form shall be the guaranteed contract price from the first day of contract performance through January 31, 2026. These rates shall also be the base rates for all subsequent rate adjustments described herein.

Rate adjustments shall be based primarily upon the Consumer Price Index (CPI) for the Municipality of Anchorage and the U.S. (<http://live.laborstats.alaska.gov/cpi/index.cfm>). Adjustments shall be commensurate with the percentage change in the CPI for All Urban Consumers, All Items, Not Seasonally Adjusted. Any price adjustment will be determined by comparing the percentage difference between the CPI in effect for the current year (annual column – 2023) and the Annual figure for each year preceding. The percentage difference between those two CPI issues will be the price adjustment rate.

On or about February 15 each year, the U.S. Department of Labor shall make available the calendar year CPI for Anchorage. UA will compare the new Annual CPI with the previous year’s Annual CPI to determine the percentage change, and the contract pricing shall be adjusted accordingly.

For example:

| | |
|---|--------------|
| CPI Annual Average for current period (2023) | 260.372 |
| Less CPI Annual Average for previous period (2022) | 256.423 |
| Equals Index Point Change | 3.949 |
| Divided by previous period CPI | 256.423 |
| Equals | 0.0154 |
| Result multiplied by 100 | 0.0154 x 100 |

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| | |
|------------------------------|-------|
| Equals Percent Change | 1.54% |
|------------------------------|-------|

Therefore, the contract price(s) would be adjusted upwards by 1.54%.

21. INSURANCE

21.1. Prior to commencement of services, the Contractor must provide proof of insurance in accordance with the requirements of Paragraph 10 of the Non-Personal Services Contract General Provisions herein.

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NON-PERSONAL SERVICES GENERAL PROVISIONS

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1. UTILIZATION OF SMALL BUSINESS, MINORITY-OWNED, WOMAN-OWNED, AND ECONOMICALLY DISADVANTAGED SMALL BUSINESS CONCERNS AND LABOR SURPLUS AREA FIRMS

In the event the Contractor subcontracts any part of the work to be performed under this contract, the Contractor agrees to make good faith efforts to utilize small business concerns; woman-owned, minority-owned, and other economically disadvantaged small business enterprises; and federally identified labor surplus area firms to the maximum extent consistent with the efficient performance of this contract. The Contractor shall include this provision, including this statement, in every subcontract.

2. EXCUSABLE DELAYS, EXTENSION OF PERFORMANCE PERIOD - COST REIMBURSEMENT CONTRACT (This provision is applicable only to cost-reimbursement contracts.)

(a) A party to this contract shall not be held responsible for failure to perform the terms of this contract when performance is prevented by causes beyond the control and without the fault or negligence of the party. An extension of time may be allowed in circumstances of such delay provided that (1) reasonable notice and full particulars are given to the other party, and (2) that the cause of such failure or

omission (other than strikes and lockouts) is remedied so far as possible with reasonable dispatch.

(b) Circumstances or causes which may be deemed beyond the control of the party include acts of God, earthquakes, fire, flood, war, civil disturbances, governmentally imposed rules, regulations or moratoriums or any other cause whatsoever whether similar or dissimilar to the causes herein enumerated, not within the reasonable control of the party which through the exercise of due diligence, the party is unable to foresee or overcome. In no event shall any normal, reasonably foreseeable, or reasonably avoidable operational delay be used to excuse or alter a party's obligation for full and timely performance of its obligations under this contract.

3. TERMINATION OR SUSPENSION OF WORK (COST-REIMBURSEMENT CONTRACT) (This provision is applicable only to cost-reimbursement contracts.)

(a) This contract may be terminated by either party upon 10 days' written notice if the other party fails substantially to perform in accordance with its terms through no fault of the party initiating the termination (default termination). If the Contracting Agency terminates this contract, the Contracting Agency will pay the Contractor for work completed that can be substantiated in whole or in part, either by the Contractor to the satisfaction of the Contracting Agency, or by the Contracting Agency. If the Contracting Agency becomes aware of any nonconformance with this contract by the Contractor, the Contracting Agency will give prompt written notice thereof to the Contractor. Should the Contractor remain in nonconformance, the percentage of total compensation attributable to the nonconforming work may be withheld.

(b) The Contracting Agency may at any time terminate (convenience termination) or suspend work under this contract for its needs or convenience. In the event of a convenience termination or suspension for more than 3 months, the Contractor will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination or suspension plus reasonable termination settlement costs as determined by the Contracting Agency. No fee or other compensation for the uncompleted portion of the services will be paid except for already incurred costs applicable to this contract which the Contractor can establish would have been compensated for over the life of this contract and because of the termination or suspension would have to be absorbed by the Contractor.

(c) If federal funds support this contract, and the Contracting Agency's prime contract or grant agreement is terminated by the federal sponsor, resulting accordingly in termination of this contract, settlement for default or convenience termination must be approved by the primary funding source and shall be in conformance with the applicable sections of the 48 Code of Federal Regulations (CFR), Federal Acquisition Requirement (FAR), 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

(d) In the event of termination or suspension, the Contractor shall deliver all work products, reports, estimates, schedules and other documents and data prepared pursuant to this contract to the Contracting Agency.

(e) Upon termination by the Contracting Agency for failure of the Contractor to fulfill its contractual obligations, the Contracting Agency may take over the work and may award another party a contract to complete the work under this contract.

(f) If after termination for failure of the Contractor to fulfill its contractual obligations, it is determined that the Contractor had not failed to fulfill contractual obligations, or that such failure was excusable under criteria set forth in the provision hereof entitled, "Excusable Delays, Extension of Performance Period," the termination shall be deemed to have been for the convenience of the Contracting Agency. In such an event, settlement costs and the contract price may be adjusted as provided in this clause for convenience termination.

4. ANTI-KICKBACK PROVISIONS AND COVENANT

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AGAINST CONTINGENT FEES

(a) The Contractor assures that regarding this contract, neither the Contractor, nor any of its employees, agents, subcontractors, or representatives has violated, is violating, or will violate the provisions of the "Anti-Kickback" Act of 1986 (41 U.S.C. 51-58) which is incorporated by reference and made a part of this contract.

(b) The Contractor warrants that it has not employed or retained any organization or person, other than a bona fide employee, to solicit or secure this contract and that it has not paid or agreed to pay any organization or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the Contracting Agency has the right to annul this contract without liability or, in its discretion, to deduct from the contract price or allowable compensation the full amount of such commission, percentage, brokerage or contingent fee.

(c) The Contracting Agency warrants that neither the Contractor nor the Contractor's representative has been required, directly or indirectly as an express or implied condition in obtaining or carrying out this contract, to employ or retain, any organization or person or to make a contribution, donation or consideration of any kind.

5. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

This provision is applicable if the contract amount exceeds \$100,000, or if for construction, the contract amount exceeds \$2,000 (40 U.S.C. 3141-3148).

The Contractor and its subcontractors shall comply with applicable federal labor standards provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C.3701-3708).

6. CLEAN AIR AND WATER (This provision is applicable if the contract amount exceeds \$150,000.)

(a) The Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

(b) The Contractor will include a provision substantially the same as this, including this paragraph (b) in every non-exempt subcontract.

7. PROCUREMENT OF RECOVERED MATERIALS (2 CFR § 200.322)

All Contractors/subcontractors/vendors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. All purchases of items designated in 40 CFR Part 247, which are in excess of \$10,000, must contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

8. INDEPENDENT CONTRACTOR

(a) The Contractor and its agents and employees shall act in an independent capacity and not as officers or agents of the Contracting Agency in the performance of this contract except that the Contractor may function as the Contracting Agency's agent as may be specifically set forth in this contract.

(b) Any and all employees of the Contractor, while engaged in the performance of any work or services required by the Contractor under this contract, shall be considered employees of the Contractor only and not of the Contracting Agency and any and all claims that may or might arise under the workers' compensation act on behalf of said employees, while so engaged and any and all claims made by a third party as a consequence of any negligent act or omission on the part of the Contractor's employees, while so engaged in any of the to be rendered herein, shall be the sole obligation and responsibility of the Contractor.

(c) This contract may be declared null and void should the Contracting Agency determine that by Internal Revenue Service criteria the Contractor is an employee of the Contracting Agency.

9. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

(a) The Contractor shall indemnify, save harmless and defend the University of Alaska, its Board of Regents, officers, agents, and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent or wrongful act of the Contractor, subcontractor, or anyone directly or indirectly employed by them in the performance of this contract.

(b) All actions or claims including costs and expenses resulting from injuries or damages sustained by any person or property arising directly or indirectly from the Contractor's performance of this contract which are caused by the joint negligence of the Contracting Agency and the Contractor shall be apportioned on a comparative fault basis; however, any such joint negligence on the part of the Contracting Agency must be a direct result of active involvement by the Contracting Agency.

10. INSURANCE

(a) It is agreed that the Contractor, and any subcontractor, shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the insurance and endorsements required under this Clause, and to provide within (10) days of the Notice-of-Intent-to-Award a contract and prior to receiving a fully executed contract, proof of insurance and endorsements of the kind and amounts stated. Limits may be a combination of primary and excess (umbrella) policy forms. Without limiting its indemnification, the Contractor shall maintain, until acceptance of the project by the University, coverage of the kinds and minimum amounts set forth below.

(b) All insurance limits are minimum. If the Contractor's policy contains higher limits, the University shall be entitled to coverage to the extent of such higher limits. The University, at its sole discretion, may raise or lower the limits required. Certificates of Insurance and Endorsements, on forms reasonably acceptable to the University, must provide for a 30-day prior notice to the University of cancellation or non-renewal of the policies except in the event of non-payment of premium, in which case, ten (10) days prior notice shall be provided. Failure to furnish satisfactory evidence of insurance or endorsements or lapse of a policy is a material breach and grounds for termination of the Agreement. All certificates shall reference the policy number and this Contract. The University is the "University of Alaska" and is to be so identified on all certificates.

(c) Comprehensive (Commercial) General Liability Insurance (CGL): With coverage limits not less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregates where generally applicable and shall include premises-operations, independent Contractors, products/completed operations, broad form property damage, blanket contractual, and personal injury endorsement. Each CGL policy required of the Contractor and sub-Contractors by this Agreement shall be endorsed to name the University as an additional insured.

(d) Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees of the Contractor engaged in work under this Contract, Workers' Compensation Insurance as required for the states where work is performed. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in work and employer's liability protection not less than \$100,000 per person, \$100,000 per occurrence. This coverage must include statutory coverage for states in which employees are engaging in work. Where applicable, coverage for all federal acts (i.e., U.S.L. & H and Jones Act) must also be included. Each Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the University.

(e) Business Auto Liability Insurance: Contractor is required to maintain automobile liability insurance with a limit of not less than \$500,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Each policy required of the Contractor and subcontractors by this Agreement shall be endorsed to name the University as an additional insured, and shall be endorsed with a waiver of subrogation in favor of the University.

(f) Proof of Insurance: The Contractor shall furnish the University with a Certificate of Insurance or, where requested by the University, the policy declaration page, with required endorsements attached thereto showing the type, amount, effective dates, and dates

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of expiration of all policies. The Contractor agrees, to the extent and in the manner required by the Contracting Officer, to submit for the approval of the Contracting Officer, copies of any insurance policies maintained by the Contractor specified in connection with the performance of this contract.

11. ACCESS TO FACILITIES AND INSPECTION BY CONTRACTING AGENCY

The Contracting Agency has the right to inspect, in the manner and at reasonable times it considers appropriate during the period of this contract, all facilities and activities of the Contractor as may be engaged in the performance of this contract. The Contractor shall provide reasonable access to accommodate such inspections at its own and subcontractor's facilities. The substance of this clause shall be incorporated in subcontracts by the Contractor.

12. AUDIT, EXAMINATION AND RETENTION OF RECORDS

(a) The Contracting Agency and its primary funding source may at reasonable times and places, audit the books and records of the Contractor and its subcontractors and may review the Contractor's accounting system, overhead rates, and internal control systems to the extent they relate to costs or cost principles applicable to this contract. The audit will be scheduled at a mutually agreeable time.

(b) In the conduct of audits or in meeting the audit requirements of the primary funding source, the Contracting Agency may require and evaluate Contractor compliance with 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

(c) The Contractor shall, at any time during normal business hours and as often as the Contracting Agency, the Comptroller General of the United States, or their agents may deem necessary, make available for examination all of its records with respect to all matters covered by this contract for a period ending three (3) years after date of final payment under this contract or any subcontract whichever is later. Upon request, and within a reasonable time, the Contractor shall submit such other information and reports relating to its activities under this contract in such form and at such times as the Contracting Agency or the Comptroller General may reasonably require. The Contractor shall permit the Contracting Agency, the Comptroller General, or their agents to examine and make copies of such records, invoices, materials, payrolls, records of personnel, and other data relating to all matters covered by the contract.

(d) The Contractor shall include the substance of this provision, including this statement, in all subcontracts.

13. CONFIDENTIALITY OF INFORMATION

(a) There shall be no dissemination or publication, except within and between the Contracting Agency, the Contractor, and any subcontractors, of information developed under this contract without prior written approval of the Contracting Agency's Contract Administrator.

(b) Alaska Statute AS 14.40.453 provides for the confidentiality of research conducted by the University of Alaska. The public records inspection requirements of AS 09.25.110 - 09.25.121 do not apply to writings or records that consist of intellectual property or proprietary information received, generated, learned, or discovered during research conducted by the University of Alaska or its agents or employees until publicly released, copyrighted, or patented, or until the research is terminated, except that the university shall make available the title and a description of all research projects, the name of the researcher, and the amount and source of funding provided for each project. (AS 14.40.453)

(c) The Family Educational Rights and Privacy Act (FERPA) limits the use and redisclosure of personally identifiable information from student education records in paper, electronic or other form. Contractor agrees to hold education records of the Contracting Agency in strict confidence. Contractor shall not use or disclose information from education records except as permitted or required by this contract. Contractor and its officers, employees, and agents

shall use the information only for the purposes for which the disclosure was made. Contractor shall not disclose the information to any other party without the prior consent of the student. Contractor shall conduct the Work in a manner that does not permit personal identification of students by individuals other than representatives of Contractor that have legitimate educational interests in the information. Contractor shall destroy or return the information to the Contracting Agency upon termination, cancellation, expiration or other conclusion of this contract, or when the information is no longer needed by Contractor for the purposes of this contract. If Contractor violates these conditions, the Contracting Agency will not allow Contractor access to education records for at least five years.

(d) Contractor shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality of information from education records. These measures shall be extended by contract to any subcontractors used by Contractor. Contractor shall, within one day of discovery, report to the Contracting Agency any use or disclosure of information from education records that is not authorized by this contract.

14. OWNERSHIP OF WORK PRODUCTS

Work products and non-expendable property produced or purchased under this contract are the property of the University of Alaska, except as otherwise specifically stated in the contract. Payments to the Contractor for services hereunder include full compensation for all such products produced or acquired by the Contractor and its subcontractors.

15. SUBCONTRACTORS, SUCCESSORS, AND ASSIGNS

(a) The Contracting Agency must concur in the selection of all subcontractors for services to be engaged in performance of this contract.

(b) If any Scope of Work under this contract includes named firms or individuals, then such firms or individuals shall be employed for the designated services, unless the contract is changed by modification.

(c) The Contractor shall not assign, sublet or transfer any interest in this contract without the prior written consent of the Contracting Agency, which may be withheld for any reason.

(d) The Contractor binds itself, its partners, its subcontractors, assigns and legal representatives to this contract and to the successors, assigns, and legal representatives of the Contracting Agency with respect to all covenants of this contract.

(e) The Contractor shall include provisions appropriate to effectuate the purposes of these General Provisions in all subcontracts executed to perform services under this contract which exceed a cost of \$10,000.

16. GOVERNING LAWS

This contract is governed by the laws of the State of Alaska, federal laws, local laws, regulations, and ordinances applicable to the work performed. The Contractor shall be cognizant and shall at all times observe and comply with such laws, regulations, and ordinances which in any manner affects those engaged or employed in the performance, or in any way affects the manner of performance, of this contract.

17. PATENT INDEMNITY AND COPYRIGHT INFRINGEMENT

(a) Patent Rights and Copyright of Works Under Contract:

(1) Any discovery or invention resulting from work carried on with the funding of this contract shall be subject to the applicable provisions of the University of Alaska regulations and Board of Regents Policies.

(2) University of Alaska regulations and Board of Regents Policies shall govern regarding copyrightable materials developed in the course of or under this contract.

(b) Patent Indemnity and Copyright Infringement:

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The Contractor shall indemnify and save harmless the University of Alaska, its Board of Regents, and its officers and employees from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the University of Alaska. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the contract price includes all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

(c) The Contractor shall include provisions appropriate to effectuate the purposes of this provision in all subcontracts under this contract.

18. OFFICIALS NOT TO BENEFIT

(a) No member of or delegate to Congress, or other officials of the federal, State, political subdivision or local government, shall be admitted to any share or part of this contract or any benefit to arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

(b) Contractors that apply or bid for an award exceeding \$100,000 must file the required certification subject to the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

19. GRATUITIES

(a) If the Contracting Agency finds after a notice and hearing that the Contractor or any of the Contractor's agents or representatives offered or gave gratuities (in the form of entertainment, gifts or otherwise) to any official, employee or agent of the Contracting Agency, the State of Alaska, or any government agency in an attempt to secure a contract or subcontract or favorable treatment in awarding, amending or making any determinations related to the performance of this contract, the Contracting Agency may, by written notice to the Contractor, terminate this contract. The Contracting Agency may also pursue other rights and remedies that the law or the contract provides. However, the existence of the facts on which the Contracting Agency bases such findings shall be in issue and may be reviewed in proceedings under the Disputes provision of this contract.

(b) In the event this contract is terminated as provided in paragraph (a), the Contracting Agency may pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor, and any other damages to which it may be entitled by law.

20. ORDER OF PRECEDENCE OF DOCUMENTS AND PROVISIONS

In the event of any inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order:

- (a) Contract Form;
- (b) Schedules;
- (c) Specifications;
- (d) General Provisions;
- (e) Special Provisions;
- (f) Other attachments.

21. ASSIGNMENT

(a) Rights under this contract are not transferable, or otherwise assignable without the express prior written consent of the University of Alaska Chief Procurement Officer, or his designee.

(b) The Contractor shall include provisions appropriate to effectuate the purpose of this provision in all subcontracts under this contract.

22. CONTRACT ADMINISTRATION

(a) The Contract Administrator is responsible for the technical aspects of the project and technical liaison with the Contractor. The Contract Administrator is also responsible for the final inspection and acceptance of all work required under the contract, including the review and approval of any and all reports, and such other responsibilities as may be specified in the Scope of Work or elsewhere in the contract.

(b) The Contract Administrator may be changed by the Contracting Agency at any time. The Contractor will be notified in writing by the Procurement Officer of any changes.

(c) The Contract Administrator is not authorized to make any commitments or otherwise obligate the Contracting Agency or authorize any changes which affect the contract price, terms, or conditions. No changes to price, terms, or conditions shall be made without the express prior authorization of the Procurement Officer.

(d) All Contractor requests for changes shall be in writing and shall be referred to the Contracting Agency Procurement Officer.

23. TAXES

(a) As a condition of contract performance, the Contractor shall pay when due all federal, state and local taxes and assessments applicable to the Contractor. The Contractor shall be responsible for its subcontractor's compliance with the requirements of this provision, including this statement, in every subcontract.

(b) The University of Alaska is a tax-exempt institution.

24. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Contractor shall comply with all applicable state and federal rules governing equal employment opportunity and non-discrimination, including, but not limited to: E.O. 11246 as amended and applicable orders and regulations issued by the U.S. Secretary of Labor or designee (41 CFR 60). The Contractor shall include this provision in all subcontracts. If applicable, the parties hereby incorporate the requirements of 41 CFR §§60-1.4(a)(7), and 29 CFR Part 471, Appendix A to Subpart A.

If applicable, this Contractor and subcontractor shall also abide by the requirements of 41 CFR § 60-300.5(a) and 41 CFR § 60-741.5(a). These regulations prohibit discrimination against qualified protected veterans and qualified individuals on the basis of disability, and require affirmative action by covered prime Contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. Both parties subscribe to the policy of equal opportunity and will not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Both parties shall abide by these principles in the administration of this agreement and neither party shall impose criteria which would violate the principles of non-discrimination. Both parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, and related regulations, and further shall comply with all applicable federal and state laws, rules, regulations, and Executive Orders. The University is required to follow Board of Regents' Policy and University Regulation regarding harassment and discrimination reporting and investigation, regardless of where the alleged conduct occurs; Contractor agrees to cooperate with any related processes, including interim measures and investigation. Contact information, applicable laws, and complaint procedures are included on the University of Alaska's statement of nondiscrimination available at www.alaska.edu/titleIXcompliance/nondiscrimination.

25. PROTECTION OF MINORS

(a) Contractor shall defend, indemnify and hold harmless the University, its Board of Regents, officers and employees, from and against any and all claims, causes of action, losses liabilities, damage or judgments directly or indirectly related to any mental or

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physical injury or death arising out of its contact or its conduct or the contact or conduct of its directors, employees, subcontractors, agents or volunteers with minors including sexual abuse of minors as defined by Alaska statute.

(b) For contracts which include direct contact with minors Contractor shall purchase an insurance rider, endorsement, or secondary policy that names the University as an additional insured and covers and protects the University from claims and losses for the abuse defined in A. above and provide the University with a copy of that rider prior to the commencement of work under this contract. The Campus Risk Manager will have the authority to waive this requirement with written approval from the Chief Risk Officer and the UA General Counsel's Office.

(c) Contractor shall present the University with certification, prior to the commencement of work under this contract, that all employees, directors, subcontractors, agents, or volunteers that may have contact with minors shall:

(1) Be trained and certified in the identification, prevention and reporting of the sexual abuse of minors;

(2) Undergo a local, state, and nationwide criminal background check and national sex offender registry check as defined in this policy and, if requested, provide a copy of the background check to UA;

(3) Be prohibited from working under this contract involving minors if they:

- i. have been convicted of a crime of violence, neglect, reckless endangerment, or abuse against a minor or vulnerable adult;
- ii. are a registered sex offender;
- iii. have been convicted of possession of child pornography.

(4) Adhere to the Contractor's written policies related to the supervision of minors. At a minimum the Contractor's supervision procedures should include:

- i. Minimum adult to minor ratios;
- ii. How to supervise minors during overnight activities;
- iii. A signed Code of Behavior;
- iv. How to supervise minors during activities that are associated with water use, including, but not limited to pools, showers, bathing areas, swimming, etc.;
- v. How to supervise minors during transition times, including drop-off and pick-up;
- vi. Mandatory reporting of incidents or allegations of sexual misconduct, (involving adults or minors) according to existing University procedures.
- vii. Missing Child Protocols

(5) Meet all applicable requirements in this policy.

(d) It is the expectation of UA that all Contractors shall, at all times, be respectful of minors.

26. PERMITS AND RESPONSIBILITIES

The Contractor shall be responsible for obtaining any necessary licenses and permits, and for complying with any applicable federal, state and municipal laws, codes, and regulations, in connection with the performance of the work under this contract.

27. CHANGES - FIXED PRICE CONTRACT (This provision is applicable only to fixed price contracts.)

(a) The Procurement Officer may at any time, by written order, and without notice to any surety, make changes within the general scope of this contract in any one or more of the following:

- (1) Drawings, designs, or Specifications.
- (2) Method of shipment or packing.
- (3) Place of inspection, delivery or acceptance.

(b) If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this contract, the Procurement Officer shall make an equitable adjustment in the

(1) price, performance or completion schedule, or both; and (2) other affected terms and shall modify the contract accordingly.

(c) The Contractor must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order. However, if the Procurement Officer decides that the facts justify it, the Procurement Officer may receive and act upon a proposal submitted before final payment of the contract. No claim by the Contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

(d) Any adjustment in contract price pursuant to this provision shall be determined in accordance with the Price Adjustment provision of this contract.

(e) Failure to agree to any adjustment shall be resolved in accordance with the Disputes provision of this contract. However, failure to agree to an adjustment shall not excuse the Contractor from proceeding with the contract as changed. By proceeding with the Work, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

(f) Except as otherwise provided in this contract, no payment for any extras, for either services or materials, will be made unless such extras and the price therefore have been authorized in writing by the Procurement Officer.

28. PRICE ADJUSTMENT - FIXED PRICE CONTRACT

(This provision is applicable only to fixed price contracts.)

(a) Any adjustment in contract price pursuant to a provision of this contract shall be made in one or more of the following ways:

- (1) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- (2) by unit prices specified in the contract or subsequently agreed upon;
- (3) by costs attributable to the event or situation covered by the provision, plus appropriate profit or fee, all as specified in the contract or subsequently agreed upon;
- (4) in such other manner as the parties may mutually agree; or
- (5) in the absence of agreement between the parties, by a unilateral determination by the Procurement Officer of the costs attributable to the event or situation covered by the provision, plus appropriate profit or fee, all as reasonably and equitably computed by the Procurement Officer. Adjustments made pursuant to this subsection, absent agreement between the parties may be a dispute under the Disputes provision of this contract.

(b) The Contractor shall provide cost and pricing data for any price adjustments pursuant to the requirements of Alaska Statutes 36.30 and University of Alaska Procurement Regulations R05.06.

29. CHANGES - COST-REIMBURSEMENT CONTRACT

(This provision is applicable only to cost-reimbursement type contracts.)

(a) The Procurement Officer may at any time, by written order, and without notice to any surety, make changes within the general scope of this contract in any one or more of the following:

- (1) Drawings, designs, or specifications.
- (2) Method of shipment or packing.
- (3) Place of inspection, delivery or acceptance.

(b) If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this contract, the Procurement Officer shall make an equitable adjustment in the (1) estimated cost, performance or completion schedule, or both; (2) amount of any fixed fee; and (3) other affected terms and shall modify the contract accordingly.

(c) The Contractor must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order. However, if the Procurement Officer decides that the facts justify it,

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the Procurement Officer may receive and act upon a proposal submitted before final payment of the contract. No claim by the Contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

(d) Failure to agree to any adjustment shall be resolved in accordance with the Disputes provision of this contract. However, failure to agree to an adjustment shall not excuse the Contractor from proceeding with the contract as changed subject to the limitation set forth in paragraph (e) of this provision. By proceeding with the work, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

(e) Notwithstanding the terms and conditions of paragraphs (a) and (b) above, the estimated total cost of this contract shall not be increased or considered to be increased except by specific written modification of the contract indicating the new contract estimated total amount. Until such a written modification is made, the Contractor shall not be obligated by any change directed under this provision to continue performance or incur costs beyond the then current total estimated dollar amount of the contract not including the prospective modification.

30. PAYMENTS TO THE CONTRACTOR - FIXED PRICE CONTRACT (This provision is applicable only to fixed-price contracts.)

(a) The Contracting Agency will pay the contract price as hereinafter provided. The Contractor shall be paid, upon the submission of proper invoices, the prices stipulated herein for work products delivered and accepted or services rendered and accepted, less deductions, if any, as herein provided. Unless otherwise specified, payment will be made on partial deliveries accepted by the Contracting Agency when the amount due on such deliveries so warrants.

(b) Payments shall be based on approved Contractor's invoices submitted in accordance with this provision. The sum of payments shall not exceed allowable compensation stated in purchase order(s) and no payments shall be made in excess of the maximum allowable total for this contract.

(c) The Contractor shall not perform any services or deliveries of products without a purchase order or other written notice to proceed with the work. Accordingly, the Contracting Agency will not pay the Contractor for any goods, services or associated costs, if any, performed outside those which are authorized by the applicable purchase order. The Contracting Agency will exert every effort to obtain required approvals and to issue purchase orders in a timely manner.

(d) The Contractor shall submit a final invoice and required documentation within 90 days after final acceptance of goods or services by the Contracting Agency. The Contracting Agency will not be held liable for payment of invoices submitted after this time unless prior written approval has been given.

(e) In the event items on an invoice are disputed, payment on those items will be held until the dispute is resolved. An item is in "dispute" when a determination regarding an item has been made by the Procurement Officer that the performance called for and or price invoiced is not in compliance with the terms and conditions of the contract.

31. PAYMENT TO CONTRACTOR - COST REIMBURSEMENT CONTRACT (This provision is applicable only to cost-reimbursement type contracts.)

(a) Payments shall be based on approved Contractor's invoices submitted in accordance with this article. The sum of payments shall not exceed allowable compensation stated in purchase order(s) and no payments shall be made in excess of the maximum allowable total for this contract.

(b) Contractor's invoices shall be submitted when services are completed, or monthly for months during which services are

performed, as applicable, in a summary format, which details costs incurred for each item identified in the project budget. Backup documentation including but not limited to invoices, receipts, proof of payments and signed timesheets, or any other documentation requested by the Contracting Agency's Contract Administrator, is required, and shall be maintained by the Contractor in accordance with cost principles applicable to this contract. Contractor invoices shall be signed by the Contractor's official representative, and shall include a statement certifying that the invoice is a true and accurate billing. Cost principles contained in the federal acquisition regulations, 48 CFR, Subpart 31.3 and 2 CFR 200 shall be used as criteria in the determination of allowable costs.

(c) In the event items on an invoice are disputed, payment on those items will be held until the dispute is resolved. Undisputed items will not be held with the disputed items.

(d) The Contractor shall submit a final invoice and required documentation within 90 days after final acceptance of services by the Contracting Agency. The Contracting Agency will not be held liable for payment of invoices submitted after this time unless prior written approval has been given.

32. TERMINATION FOR CONVENIENCE - FIXED PRICE CONTRACT (This provision is applicable only to fixed-price contracts)

The Procurement Officer, by written notice, may terminate this contract, in whole or in part, when it is in the Contracting Agency's interest. If this contract is terminated, the Contracting Agency shall be liable only for payment under the payment provisions of this contract for acceptable services and performance rendered before the effective date of termination, and the contract total price will be adjusted accordingly.

33. TERMINATION FOR DEFAULT; DAMAGES FOR DELAY; TIME EXTENSIONS - FIXED PRICE CONTRACT (This provision is applicable only to fixed-price contracts.)

(a) The Contracting Agency may, subject to the provisions of subsection (c) below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances:

- (1) If the Contractor fails to make delivery of the work products or to perform the services within the time specified herein or any extension thereof; or
- (2) If the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and

in either of these two circumstances does not cure such failure within a period of 10 days (or such longer period as the Procurement Officer may authorize in writing) after receipt of notice from the Procurement Officer specifying such failure.

(b) In the event the Contracting Agency terminates this contract in whole or in part as provided in subsection (a) of this provision, the Contracting Agency may procure, upon such terms and in such manner as the Procurement Officer may deem appropriate, work products or services similar to those so terminated, and the Contractor shall be liable to the Contracting Agency for any excess costs for such similar work products or services; provided, that the Contractor shall continue the performance of this contract to the extent not terminated under this provision.

(c) Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform arises out of causes beyond the control and without the fault or negligence of the Contractor. Such cause may include acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the

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failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies, work products, or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

(d) If this contract is terminated as provided in subsection (a) of this provision, the Contracting Agency, in addition to any other rights provided in this provision, may require the Contractor to transfer title and deliver to the Contracting Agency, in the manner and to the extent directed by the Procurement Officer, such completed and partially completed reports, materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights and any other work product as the Contractor has specifically produced or specifically acquired for the performance of such part of this contract as has been terminated; and the Contractor shall, upon direction of the Procurement Officer, protect and preserve the property in possession of the Contractor in which the Contracting Agency has an interest. Payment for completed work and work products delivered to and accepted by the Contracting Agency shall be at the contract price. Payment for partially completed work and work products delivered to and accepted by the Contracting Agency shall be in an amount agreed upon by the Contractor and the Procurement Officer, and failure to agree to such amount shall be a dispute concerning a question of fact which shall be resolved under the Disputes clause of this contract.

(e) The rights and remedies of the Contracting Agency provided in this provision shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

(f) If after termination for failure of the Contractor to fulfill its contractual obligations, it is determined that the Contractor had not failed to fulfill contractual obligations, or that such failure was excusable under criteria set forth herein, the termination shall be deemed to have been for the convenience of the Contracting Agency. In such an event, settlement costs and the contract price may be adjusted as provided in the Termination for Convenience provision of this contract.

34. DEFINITIONS

(a) **CHANGE ORDER** - A written order signed by the Procurement Officer, directing the Contractor to make changes that the Changes provision of this contract authorizes the Procurement Officer to order without the consent of the Contractor.

(b) **CONTRACT ADMINISTRATOR** - The individual appointed to administer the contract for the Contracting Agency.

(c) **CONTRACT MODIFICATION** - A written alteration in specifications, delivery point, rate of delivery or performance, period of performance, price, quantity or other provisions of the contract accomplished by mutual action of the parties to the contract.

(d) **CONTRACTOR** - The entity providing services under this contract.

(e) **NOTICE TO PROCEED** - Written authorization from the Contracting Agency to the Contractor to provide all or specified services in accordance with the contract.

(f) **PROCUREMENT OFFICER** - The person who signed this contract on behalf of the University of Alaska, and includes a duly appointed successor or authorized representative.

(g) **SCOPE OF WORK** - Services and work products required of the Contractor by this contract.

(h) **SUBCONTRACTOR** - Entity engaged to provide a portion of the products or services by contract or purchase order with the Contractor which is a party to this contract. The term includes subcontractors of all tiers.

35. ALTERATIONS IN GENERAL PROVISIONS

Any deletion or modification of these General Provisions shall be specified in detail in subparagraphs added to this provision. Deletions or modifications of General Provisions, if any, are listed herein, and were made prior to the signature of the parties to the contract.

(a) Wherever in these general provisions the statement is made that "This provision is applicable only to cost-reimbursement type contracts," or "This provision is applicable only to fixed-price type contracts," it shall also be deemed to mean that the provision is applicable only to cost-reimbursement type items or fixed-price items, respectively, within a contract.

36. CONTRACT SUBJECT TO THE AVAILABILITY OF FUNDS

(a) Unless this Contract is accompanied by a University of Alaska Purchase Order, funds are not presently available for this Contract. The CONTRACTING AGENCY'S obligation under this Contract is contingent upon the availability of funds from which payment for Contract purposes can be made. No legal liability on the part of the CONTRACTING AGENCY for any payment may arise until funds are made available to the University of Alaska for this Contract and until the CONTRACTOR receives notice of such availability, confirmed by issuance of a purchase order by the CONTRACTING AGENCY.

(b) Issuance of a University of Alaska Purchase Order shall constitute notice of funding for the Contract in accordance with this provision.

37. DISPUTES

(a) Any dispute which may arise between the Contractor and the Contracting Agency, in any manner, concerning this contract, shall be resolved in accordance with Alaska Statutes 36.30.620 - 632, AS 36.30.670 - 695, and University of Alaska regulations and procedures.

(b) Penalties for making misrepresentations and fraudulent claims relating to a procurement or contract controversy are prescribed in AS 36.30.687.

38. DEBARRED, SUSPENDED AND INELIGIBLE STATUS

Contractor certifies that it has not been debarred, suspended, or declared ineligible nor is it included on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with Executive Orders #12549 and #12689. Contractor will immediately notify the Contracting Agency if Contractor is placed on this list.

QUOTE FORM

The contract for these services will be awarded to the low responsive, responsible Quoter using the Estimated Annual Total. All payments issued under contract will be made using the offered and accepted unit prices. The University reserves the right to purchase more than, less than, or none of the quantities indicated, as needed, throughout the duration of the contract term or any extensions.

Prices quoted must include all costs associated with the successful completion of routine janitorial services per the contract specifications, including all management, supervision, personnel, supplies, and equipment.

| ITEM | DESCRIPTION | QTY | UO M | UNIT PRICE | EXTENDED PRICE |
|------|-----------------------------|-----|---------|------------|----------------|
| 1 | Routine Janitorial Services | 12 | MO | \$ _____ | \$ _____ |

All quantities listed are estimates included for evaluation purposes only. Non-routine services are for any increases or decreases in services or any special additional cleaning tasks required. Non-routine service areas may include the Museum, Health and Fitness Center, and Student Housing. Examples of non-routine services may include an annual deep clean of these areas. Non-routine services may also include general cleaning services requested on an as-needed basis by the Contract Administrator.

| ITEM | DESCRIPTION | QTY | UO M | UNIT PRICE | EXTENDED PRICE |
|--|---------------------------------|-----|---------|------------|----------------|
| 2 | Non-Routine Janitorial Services | 25 | HR | \$ _____ | \$ _____ |
| Estimated Annual Total (Combined Extended Price of Items 1 & 2): | | | | | \$ _____ |

Company Name: _____

Preparer's Name: _____

Preparer's Email: _____

If your intention is not to quote on this request, please return Page 1 of this RFQ stating "No Quote" in order to be considered for future solicitations.

**QUOTES MUST BE RECEIVED IN A TIMELY MANNER
DEADLINES ARE INDICATED ON THE COVER PAGE
EMAIL YOUR QUOTE TO:
ecpenn@alaska.edu**

**ATTACHMENT A
FREQUENCY OF REQUIRED TASKS**

| The following tasks apply to all buildings. Non-Office Space includes common and public areas, classroom, labs, restrooms, break rooms, kitchen areas, and hallways, to be cleaned 5 days per week (Sunday through Thursday). All Office Space is to be cleaned THREE times per week (Sunday, Tuesday, Thursday), which includes all “daily” cleaning tasks below. | D A I L Y | W E E K L Y | B I W E E K L Y | M O N T H L Y | Q U A R T E R L Y | S E M I A N N U A L |
|---|-----------------------|----------------------------|--------------------------------------|---------------------------------|---|--|
| GENERAL PERFORMANCE STANDARDS | X | | | | | |
| VACUUM CARPET – COMPLETELY | X | | | | | |
| REMOVE CARPET STAINS | X | | | | | |
| SHAMPOO ALL CARPETS | | | | | | X |
| DUST MOP OR SWEEP NON-CARPETED FLOOR | X | | | | | |
| DAMP MOP NON-CARPETED FLOOR | X | | | | | |
| MACHINE SCRUB NON-CARPETED FLOOR | | | | | X | |
| SPRAY, BUFF, AND BURNISH NON-CARPETED FLOOR | | | X | | | |
| RECONDITION FINISHED NON-CARPETED FLOOR | | | X | | | |
| SPOT CLEAN FURNITURE | X | | | | | |
| DUST FURNITURE SURFACES | | X | | | | |
| VACUUM UPHOLSTERED FURNITURE | | | | X | | |
| CLEAN AND DISINFECT RESTROOM FIXTURES | X | | | | | |
| DISINFECT ALL RESTROOM SURFACES | X | | | | | |
| REFILL RESTROOM DISPENSERS | X | | | | | |
| SPOT CLEAN RESTROOM FIXTURES | X | | | | | |
| DE-SCALE RESTROOM TOILETS AND URINALS | | X | | | | |
| SPOT CLEAN BUILDING SURFACES | X | | | | | |
| DRINKING FOUNTAIN – CLEAN AND DISINFECT | X | | | | | |
| CLEAN ELEVATOR DOOR TRACKS | X | | | | | |
| CLEAN AND REFILL FLOOR DRAINS (includes restroom and custodial closets, including any under counters or sinks) | X | | | | | |
| GRAFFITI REMOVAL | X | | | | | |
| STAINLESS STEEL CLEANING | X | | | | | |
| TRASH REMOVAL | X | | | | | |
| CLEANING WRITING BOARDS | X | | | | | |
| CLEAN FLOOR MAT | X | | | | | |
| CLEAN ENTRANCE WALK OFF MATS | X | | | | | |
| DUST BUILDING SURFACES | | X | | | | |
| OVERHEAD DUSTING AND CLEANING | | | | | X | |
| WINDOW WASHING | | X | | | | |
| DAMP WIPE AND SANITIZE - Sanitize student desktops, public tables, light switches, door knobs, daily | | X | | | | |

ATTACHMENT B PWSC MAIN CAMPUS FLOOR PLAN

Note: Areas in **RED** will not be included in the contract requirements. Original, unmarked, map can be found here: <http://fpgis.uaa.alaska.edu/Buildings/PW104-01.pdf>

