

Janitorial Scope of Work

Weekly Service:

The services listed below shall be performed Weekly (once per week) from April 16th through November 15th and Bi-Weekly (once every two weeks) from November 16th through April 15th. Weekly Service (4/16 – 11/15) Bi-Weekly Service (11/16 – 4/15)

- Empty all waste baskets and wipe clean kitchen/lab and bathroom surfaces.
- Secure trash in plastic garbage bags and dispose of garbage bags away from the premises or in a designated on-site container. After disposal, the Contractor must close and secure the container lid(s)/door(s).
- Clean all mirrors and interior glass. Leave all the interior glass in a clean and streak-free condition.
- Vacuum all carpeted floors.
- Clean spots from carpeted floors with carpet shampoo.
- Mop all vinyl floors with liquid detergent and water, rinse vinyl floors with clean water and mop vinyl floors dry.
- Clean/sweep all vinyl floors with a treated dust mop.
- Dust all flat surfaces.
- Clean all dirt and smudge marks from walls and fixtures.
- Clean all kitchen/lab and bathroom fixtures with a liquid disinfectant.
- Maintain all kitchen/lab and bathroom fixtures (including toilet and shower) in a clean, sanitary condition.
- Maintain all entry mats and throw rugs in a clean, dirt free, and functional condition.
- Replace plastic wastebasket liners. This is required once a week or whenever the plastic wastebasket liner is torn or soiled.
- *As needed: Replace the burned light fixture bulb. Bulb are to be furnished by the State.
- *As needed and as the weather permits: Wash the inside and outside of all exterior glass (windows, doors and walls) and leave all glass in a clean streak-free condition.

OTHER SERVICES:

The services listed below shall be performed in the winter (December, January, or February) of each year, on a date and at a time specified by the State and agreed to by the Contractor.

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- Remove all light fixture covers from the light fixture and wash all light fixture covers.
- Shampoo all carpets; ensure that all shampooed carpeting is completely dry prior to the beginning of the State's normal business hours.
- Strip all wax from vinyl floors, scrub all vinyl floors with detergent and water, rinse all vinyl floors with clean water, mop all vinyl floors dry, apply new wax to all vinyl floors, and buff all vinyl floors to a luster finish.
- Clean all window coverings.

Additional Conditions:

JANITORIAL SERVICES / SUPPLIES / EQUIPMENT:

The Contractor shall provide all of the janitorial services as described and must furnish all of the labor, equipment, supplies and materials necessary to accomplish the work described in this contract.

The Contractor must comply with all applicable Federal and State labor, wage and hour, safety and associated laws which have a bearing on the services provided.

All equipment required to perform this contract must be Contractor-owned.

The State shall supply light fixture lamps, trash can liners, toilet paper and paper towels (except those used by the Contractor for cleaning services). All other supplies shall be provided by the Contractor. Standard commercial-grade products, supplies, equipment, paper goods, and restroom supplies, of types and sizes to fit existing state-provided dispensers must be provided by the Contractor. These items are subject to inspection and approval by the State. The Contractor may not use alternative restroom product dispensers in lieu of those already in place without the approval of the State. The State may require the Contractor to submit a list of proposed brand names and/or actual product samples of the supplies the Contractor intends to use.

MISCELLANEOUS SUPPLIES: The Contractor shall furnish and maintain all cleaning supplies such as mops, brooms and cleansers.

SUPPLY AND EQUIPMENT STORAGE: When possible, satisfactory storage room(s) will be made available to the Contractor for storage of equipment, materials and supplies used in

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the performance of this contract. The Contractor must keep this area neat, orderly and odor free at all times.

WORK AREA INCLUDED: All offices, foyers, hallways, entryways, stairways, closets and restrooms. This also includes interior windows, partitions and glass doors, exterior entryway glass and the inside and outside surfaces of exterior windows.

WORK AREA EXCLUDED: No work is required in the electrical/switching areas and those rooms specifically excluded by the State due to special requirements (e.g.: computer rooms and telephone equipment rooms).

DUMPSTER / TRASH REMOVAL FROM SITE: Dumpster service shall be provided by the State. The contractor shall place trash/debris from the facility into the dumpster or trash container. After disposal, the Contractor shall close and secure the dumpster lid/door. The Contractor shall not use the dumpster for any other uses outside this contract.

BILLINGS: Payments for services will be made monthly after the services have been satisfactorily performed.

CONTRACTOR WORK SCHEDULING: The Contractor shall schedule work to be accomplished between the hours of 6:00 p.m. and 6:00 a.m. The Contractor shall provide the State with a work schedule showing the anticipated day and time the services will be completed each month.

CONDUCT OF WORK: All services shall be performed without interfering with the performance of State business or work being done by other contractors. The Contractor shall prevent its employees from disturbing material on desks, opening drawers or cabinets, or using telephones provided for official State use. If removed for cleaning convenience, furniture and wastebaskets shall be replaced in their original locations.

BUILDING SECURITY: The Contractor will ensure that outside doors are kept locked at all times except when the building is normally open to the public. The Contractor or employees of the Contractor shall not let anyone who is not an employee of their firm enter the building. Doors shall not be propped open for any reason.

KEY CONTROL: Special emphasis shall be placed on key control. If the Contractor or one of its employees loses any key, all locks affected will be re-keyed and all keys will be revised/reissued. The Contractor shall be held financially liable for all re-keying and replacement costs in this instance.

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CONTRACTOR AND EMPLOYEE QUALIFICATIONS: The Contractor and its employees shall be capable and experienced in the contract work to be performed. The State may require removal of any worker from the work area whom it deems incompetent, insubordinate, or otherwise objectionable. The State may also require removal of any worker from the work area whose continued presence is deemed contrary to the public or State's best interests.

DEFECTIVE WORK: The Contractor shall, at its own expense, remedy and correct any defect in work when the defect is brought to his attention. The Contractor shall, without additional cost to the State, make good and be fully responsible for all injury or damage to persons or property which may result from its fault or negligence or that of its employees. This includes damages resulting from the use of materials and equipment or from workmanship which is inferior, defective, or not in accordance with the terms and conditions of this contract. Where or when a defect in the Contractor's work could result in injury to a private citizen or State employee, the State reserves the right to immediately correct the deficiency, using the most expedient method available (State employee or private contractor), and deduct the costs incurred from monies owed the Contractor.

TERMINATION OF CONTRACT FOR LACK OF APPROPRIATION: This contract is subject to appropriations made available by the Legislature of the State of Alaska and may be terminated due to the lack of such appropriation with thirty (30) days advance written notice.

CANCELLATION OF CONTRACT: The State reserves the right to cancel the contract if the State quits or surrenders the premises for any reason, by providing the contractor with a thirty (30) day advance written notice. Cancellation shall be immediate if for any reason the premises become temporarily or permanently untenable. If temporarily untenable, once the premises are again usable, the State shall so notify the Contractor and the janitorial services shall resume as though no disruption had occurred, except that payment shall be adjusted to reflect services not performed.

LOCATION: The Alaska Department of Fish & Game building located at Mile 1 Haines Highway, Haines, Alaska.

CONTRACT PERIOD: Will be one year starting the date the contract is signed. Note: Services within the Technical Building are NOT to be performed between November 16th and April 15 throughout the life of this contract.

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RENEWAL(S): The contract may be renewed for 4 additional 1- year periods upon mutual consent of the Contractor and the State.

PRICE ADJUSTMENT: The contract price will remain firm through the first year of the contract. Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor, Bureau of Labor and Statistics, Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Urban Alaska. The Contractor must request a CPI price adjustment 30 days prior to the Contract renewal date, the adjustment will be effective 30 days after the State or Contractor receives their written request.

FREQUENCY OF WORK: Estimated frequency of work listed above. no minimum or maximum guarantee.

PRESENCE OF MINORS: Minors, including family members of the Contractor or its employees, are not to be on the contract site during after office hours and are prohibited from performing any work under this contract.