

# REQUEST FOR QUOTATION

Quotations will be received until Thursday September 11th, at 10:00 AM AK TIME

RFQ No.: 2526N037

Req. No.: ASCS

## PURCHASING OFFICE

Department of Transportation & PF  
2301 Peger Rd. Building 4 Fairbanks, AK 99709

Page 1 of 5 Date: 9/4/2025

### VENDOR NOTICE (This is NOT a Purchase Order)

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

**DELIVERY LOCATION:** Nome, Alaska

**BUYER:** Sarah Conlon – [Sarah.Conlon@alaska.gov](mailto:Sarah.Conlon@alaska.gov) – 907-451-2222

### VENDOR QUOTATION

Item	Description of Supply or Service	Qty	Unit	Unit Price	Extended Price
1	<p><b>Nome State Office Building Janitorial Services</b></p> <p>Daily/Weekly/Monthly Services</p> <p><b>Attachment Listing:</b></p> <p>Exhibit A NSOB Floor Plans &amp; State of Alaska Janitorial Contract Project Requirements</p> <p><b>Dates of Service:</b> 10/1/2025 – 12/1/2025 with the option to renew month-to-month periods solely at the discretion of the State.</p> <p><b>Point of Contact:</b> Tyler Johnson 907-304-1299</p> <p>Award will be made by single Lot to the lowest responsive and responsible bidder. Responses exceeding \$100,000.00 will be considered non-responsive.</p>	2	Mo.		

### THIS SECTION MUST BE COMPLETED BY VENDOR

Delivery shall be made \_\_\_\_\_ calendar days after receipt of order.

Payment Terms: \_\_\_\_\_

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

**INSTRUCTIONS TO BIDDERS  
TERMS AND CONDITIONS**

**1. REQUEST FOR QUOTATION (RFQ) REVIEW:** Offerors shall carefully review this RFQ for defects and questionable or objectionable material. Offerors' comments concerning defects and questionable or objectionable material in the RFQ must be made in writing and received by the purchasing authority before the date and time set for receipt of quotes. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective quote, upon which award cannot be made, and the resultant exposure of offerors' prices. Offerors' original comments should be sent to the purchasing authority listed on the front of this RFQ.

**2. QUOTATION FORMS:** Offerors shall use this and attached forms in submitting quotes. A photocopied quote may be submitted.

**3. SUBMISSION:** Quotations shall be signed where applicable and received at the designated Purchasing Office no later than as indicated.

**4. QUOTE REJECTION:** The State reserves the right to reject any or all quotes, combinations of items, or lot(s), and to waive defects or minor informalities.

**5. EXTENSION OF PRICES:** In case of error in the extension of prices in the quote, the unit prices will govern; in a lot bid, the lot prices will govern. Negligence by the vendor in preparing the quotation confers no right for the withdrawal of the quotation after it has been opened.

**6. ALASKA PROCUREMENT CODE:** The Procurement Code (AS.36.30) and its Regulations (2 AAC Ch. 12), are made a part of this document as if fully set forth herein. Note: AS.36.30 and 2 AAC Ch. 12 are available at most public libraries and legislative information offices; and both are available for review at Alaska State Purchasing Offices.

**7. PRICES:** The offeror shall state prices in the units of issue on this RFQ. Prices quoted for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices quoted for services must be quoted in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost. Prices quoted must be exclusive of federal, state, and local taxes. If the offeror believes that certain taxes are payable by the State, the offeror may list such taxes separately, directly below the bid price for the affected item. The State is exempt from Federal Excise Tax except the following:

- Coal - Internal Revenue Code of 1986 (IRC), Section 4121 - on the purchase of coal;
- "Gas Guzzler" - IRC, Section 4064 - on the purchase of low m.p.g. automobiles, except that police and other emergency type vehicles are not subject to the tax;
- Air Cargo - IRC, Section 4271 - on the purchase of property transportation services by air;
- Air Passenger - IRC, Section 4261 - on the purchase of passenger transportation services by air carriers;
- Leaking Underground Storage Tank Trust Fund Tax (LUST) - IRC, Section 4081 - on the purchase of Aviation gasoline, Diesel Fuel, Gasoline, and Kerosene.

**8. PAYMENT FOR STATE PURCHASES:** Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a State agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement which establishes a lower interest rate or precludes the charging of interest.

**9. PAYMENT DISCOUNT:** Discounts for prompt payment will not be considered in evaluating the price you quote. However, the State shall be entitled to take advantage of any payment discount(s) offered by the vendor provided payment is made within the discount period. Payment discount periods will be computed from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice.

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**10. VENDOR TAX ID NUMBER:** If goods or services procured through this RFQ are of a type that is required to be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the State of Alaska before payment will be made.

**11. INDEMNIFICATION:** The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

**12. SEVERABILITY:** If any provision of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**31. CONSUMER ELECTRICAL PRODUCT:** AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer

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products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this quote the offeror certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.

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

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

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

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

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

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

**38. ALASKA MILITARY SKILLS PROGRAM PREFERENCE:** If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska Military Skills Program preference of two percent (2%). The preference will be given to an entity which (1) Employs at least one person who is currently enrolled in, or within the previous two years graduated from, a United States Department of Defense SkillBridge or United States Army career skills program for service members or spouses of service members that offers civilian work experience through specific industry training, pre-apprenticeships, registered apprenticeships, or internships during the last 180 days before a service member separates or retires from the service; or (2) has an active partnership with an entity that employs an apprentice through a program described above, and may not exceed \$5,000. The bidder must also add value by actually performing, controlling, managing, and supervising the

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services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other governments, or the general public. AS 36.30.321(i)

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

**40. USE OF LOCAL FOREST PRODUCTS:** In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010 and AS 36.30.322.

**41. LOCAL AGRICULTURAL AND FISHERIES PRODUCTS PREFERENCE:** When agricultural, dairy, timber, lumber, or fisheries products are purchased using state money, a seven percent (7%) preference shall be applied to the price of the products harvested in Alaska, or in the case of fisheries products, the products harvested or processed within the jurisdiction of Alaska, in accordance with AS 36.15.050.

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

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

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

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

As evidence of an individual's or a business' qualification for a certain preference, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences 43 or 44 above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list at the time the quote is opened, and must attach a copy of their certification letter to their quote. The bidder's failure to provide this certification letter with their quote will cause the State to disallow the preference.



STATE OF ALASKA  
JANITORIAL CONTRACT/PROJECT REQUIREMENTS

(Janitorial contracts procured under the authority of AS 36.30)

1. **REGULAR JANITORIAL SERVICES WORK OUTLINE:** The successful bidder is responsible for janitorial services as outlined below:

**A. DAILY SERVICES:** Services to be performed Sunday through Thursday nights after normal state office hours.

1. Empty all interior and exterior trash receptacles. Collect all designated wastepaper and trash in plastic trash bags furnished by the State and dispose of immediately in dumpster. The Contractor shall also remove any containers or other items marked TRASH. **Dumpster service is provided by the State.**

Replace all soiled, torn, or wet trash receptacle liners with new liners. Plastic liners must be correctly sized for the receptacle. Clean and disinfect the interior and exterior of all soiled containers.

2. Hot water, soap, deodorizer and appropriate disinfectant, such as a bleach solution or EPA registered germicide, must be used for all janitorial services. Extreme care shall be taken to use cleaning agents that follow manufacturers' specifications and that do not damage surfaces.
3. Sweep and damp mop all hard surface floors, landings, and stairs, including all hard-to-reach areas such as under counters, furniture, and all corners. Use a neutral detergent and replace mop water and cleaner after each area has been mopped.
4. a) Vacuum all carpeted traffic pattern areas in the building. At a minimum this will include walk-off mats (straighten all mats), entrances, corridors, and main traffic lanes in offices and around desks. If there is a question as to where the carpeted traffic areas are located, the Project Manager will make the final decision.
- b) Spot clean all carpets and walk-off mats to remove daily stains.
5. a) Clean and disinfect toilet room floors.
- b) Clean and disinfect all plumbing fixtures, toilets, urinals, sinks, and shower stalls.
- c) Clean and disinfect all dispensers, mirrors, counters, and cabinets.

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d) Clean and disinfect all restroom walls and toilet and urinal stall partitions.

e) Clean and disinfect all restroom entry area walls and doors.

f) Mineral and calcium deposits on any plumbing fixtures will not be accepted. Extreme care shall be taken to use cleaning agents that follow manufacturers' specifications and that do not damage surfaces.

g) Check the function of all dispensers and fixtures in all restrooms. Report on any maintenance problems to the Project Manager.

6. Maintain adequate supplies of toilet paper, seat covers, room deodorizers, sanitary napkins, paper towels, and anti-bacterial soap in restrooms. These supplies will be provided by the State.
7. Clean, disinfect and polish all drinking fountains. Mineral and calcium deposits will not be accepted.
8. Clean and disinfect table surfaces in conference rooms, breakrooms, public areas, hallways, and all public counters in all offices. Use only non-abrasive cleaners.
9. Spot clean all entryway doors, door handles, door frames, and door glass.
10. Clean and disinfect the elevator, including floors, doors, walls, ceilings, and selector panels. Clean and vacuum elevator door tracks.
11. Police all sidewalks, entryways and dumpster areas and deposit waste in dumpster. Remove all trash and discarded materials including cigarette butts and pea gravel/sand (except when in place for winter traction purposes) from these areas.
12. At the end of each day, the supervisor shall inspect all buildings and ground areas to ensure that all work is complete, all necessary doors and windows are locked, and all lights are turned off.

**B. WEEKLY SERVICES:** Services to be performed on Sunday of each week.

1. Break Room: Wash all appliance exteriors, including refrigerators, microwaves, and coffee makers.
2. Vacuum all carpeted areas, including all hard-to-reach areas such as under counters

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and under furniture.

3. Dust all surfaces up to six feet using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another.
4. Empty and clean all cigarette receptacles located at building entrances.

**C. MONTHLY SERVICES:** Services to be performed on the second Sunday of each month.

1. High Traffic Area Carpets and Walk-Off Mats (see attached floor plans): The Contractor shall remove carpet stains, completely vacuum, clean using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall clean areas such as corners which are inaccessible to the equipment with manual scrubbing devices. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.
2. High Traffic Hard Surface Floors: Remove all dirt from all hard surface floors and cove base by mopping or scrubbing with a detergent. Rinse thoroughly.
3. Summer Months Only: Sweep all sidewalks, steps, building entrance areas and ramps. Remove all accumulated gravel and sand from sidewalks, ramps, and dispose of at an approved off-site dump site.

**D. SEMI-ANNUAL SERVICES:** Services to be performed in June and November.

1. Clean all carpets and walk off mats, including all hard-to-reach areas such as under counters and under furniture (move chair mats). The Contractor shall remove carpet stains, completely vacuum, clean using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall clean areas such as corners which are inaccessible to the equipment with manual scrubbing devices. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.
2. Remove, wash splatter and dirt off the cove base and walls in all corridors and rooms. The restore cove base to a polished appearance.
3. Damp mop with neutral detergent all carpet protectors (chair desk mats) in the

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interior of the building.

4. Remove all finger marks, dirt, smudges and wash splatter from walls, doors, windows, woodwork, light switch cover plates, light switches, doorknobs and handles, stairwell hand railings, and all associated surrounding areas.

Clean all doors and door glass, sidelights, push plates, handles, and kick plates.

E. **ANNUAL SERVICES:** Services to be completed in September.

1. Wash the interior and exterior of all windows and glass doors. Leave no streaks or unwashed places. Wash and wipe all windowsills and frames, leaving no water spots. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture. This work item may require special equipment.

F. **AS REQUIRED SERVICES:**

1. Clean walls, doors, and cove base.
3. Clean windows and glass doors.
4. Vacuum chairs.
5. Restroom Exhaust Vents. Wash dirt from all air grills and diffusers. Vacuum all surrounding dirty ceiling tiles with brush attachments.

G. **ONE-TIME INITIAL CLEANING SERVICE:** All work must be completed within 60 days from receipt of Contract Award.

1. Clean all carpets and walk off mats including all hard-to-reach areas such as under counters and under furniture (move chair mats). The Contractor shall remove carpet stains, completely vacuum, clean using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall clean areas such as corners which are inaccessible to the equipment with manual scrubbing devices. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.

Wash all chair mats and reinstall after the carpet is dry.

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2. Dust all areas using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another
3. Wash all interior walls, doors, windows and cove base to remove all dirt. Wipe water spots from windowsills and frames. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture.
4. Remove all dirt from all floors and cove base by mopping or scrubbing with a detergent, rinse thoroughly.
5. Restroom Exhaust Vents. Wash dirt from all air grills and diffusers using neutral cleaners. Rinse thoroughly, leaving no streaks or unwashed areas. Carefully avoid damage to ceiling tiles. Vacuum all dirty ceiling tiles with brush attachments.
6. Weather Permitting: Wash the interior and exterior of all windows and glass doors. Leave no streaks or unwashed places. Wash and wipe all sills and frames, leaving no water spots. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture.
7. Clean and disinfect the interior and exterior of all trash receptacles. Change plastic liners in all trash receptacles. Plastic liners must be adequately sized for the receptacle.
8. Remove all mineral and calcium deposits from all plumbing fixtures. This will include but is not limited to toilets, urinals, sinks, drinking fountains, and faucets.

## H. INSPECTIONS

1. **All monthly, quarterly, semi-annual, annual and one-time initial cleaning services are to be coordinated with and inspected by the Project Manager.** Before commencing work on any of these items the Contractor will contact the Project Manager and a written work schedule will be submitted stating what will be done, where Contractor will be cleaning, time of day Contractor will be performing the work, when Contractor will be finished with the cleaning, and the names and social security numbers of the workers performing the services. If no contact is made for coordination and inspection and no work schedule is submitted, work may be required to be redone at no charge to the State. Payment will be withheld until work is completed and notice and inspection requirements are met.

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**I. SUPPLY AND EQUIPMENT STORAGE**

1. When possible, satisfactory storage room(s) will be made available to the contractor for storage of equipment, materials, and supplies used in the performance of the contract. The contractor must keep this area neat, orderly, and odor free at all times.

**J. GENERAL**

1. The Contractor shall perform all services so as to keep the facility in new condition. The Contractor will follow manufacturer's cleaning and maintenance specifications unless the project requirements call for more stringent requirements. Refer uncertain instances to the Project Manager for a decision.
2. If the Contractor damages any State-owned property, state employee-owned property, or general public owned property the Contractor will make replacements and repairs to the satisfaction of the Project Manager, or the Contracting Agency may either hire another firm, or assign State personnel to repair the damage. This cost will be deducted from the contract.
3. On the last scheduled day of performance, the Contractor shall provide all required services. Clean the building and leave all the dispensers full.
4. KEY CONTROL: Special emphasis is placed on key control. If **any** key is lost by a contract employee, all locks affected will be re-keyed and all keys will be revised/reissued. This is a very expensive process, and the successful bidder shall be held financially liable for all re-keying and reissue.

**K. CALL-OUT CLEANING SERVICE**

1. Contractor shall respond and have employees on site and ready to work within two hours upon receiving a call from the Project Manager.
2. Contractor shall be capable of being contacted 24 hours a day.