

STATE OF ALASKA

Department of Natural Resources
Support Services Division



ITB 2026-1000-0280 JANITORIAL SERVICES IN THE NORTHERN REGION OFFICE

ADDENDUM 1

ISSUED APRIL 14, 2026

This addendum serves to answer questions from vendors.

Important Note to Offerors: You are **NOT** required to sign and return this page of the addendum document with your bid. Only the ITB terms and conditions referenced in this addendum are changing. All other terms and conditions of the ITB remain the same. This Addendum is hereby made part of the ITB and is a total of three pages.

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COMPANY SUBMITTING BID

AUTHORIZED SIGNATURE

DATE

QUESTIONS SUBMITTED BY VENDORS AND ANSWERS FROM THE STATE

Question 1: *Could you provide the historical frequency or estimated volume of unscheduled/emergency cleaning services, including weekend or holiday work?*

Answer 1: There are typically less than 2 unscheduled or emergency cleaning service events per year.

Question 2: *During peak fire season, what is the typical and maximum occupancy, and how does this affect cleaning expectations?*

Answer 2: Winter staffing levels are approximately 100 employees; summertime levels can increase to 130-150 employees, depending on the number of traveling ICS personnel based out of the office.

Question 3: *Are historical usage averages available for supplies such as toilet paper, paper towels, soap, and trash liners?*

Answer 3: We do not have this data as materials are contractor provided.

Question 4: *Could you provide a sample inspection checklist or clarify how service deficiencies are evaluated?*

Answer 4: We do not have an inspection checklist. Reported concerns are evaluated against the contract requirements (i.e. vacuuming frequency). Questions or concerns are communicated with the contract point of contact.

Question 5: *Are there minimum staffing requirements, or can you share the approximate staffing levels used by the current or previous contractor?*

Answer 5: There are no minimum staffing requirements. There most typically 1-2 staff observed cleaning.

Question 6: *Could you confirm the approximate percentage of carpet versus hard flooring and identify any areas requiring specialized maintenance?*

Answer 6: Less than 5% of the building is hard surfaces that require mopping, primarily the bathroom and the kitchen area.

Question 7: *Can you share any information regarding previous contract performance challenges or specific areas of focus for improvement?*

Answer 7: Transitioning into the summer season on May 1st can be more challenging due to the increased number of staff.

END OF ADDENDUM 1