

Scope of Work

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:**

1. Empty all interior and exterior trash receptacles. Collect all designated waste paper and trash in plastic trash bags furnished by the successful bidder. Collect all bags in leak proof containers and dispose of immediately in dumpster. The Contractor shall also remove any containers or other items marked TRASH. Clean all ashtrays located at building entrances. Remove cigarette butts, wipe clean and place contents in a metal container separate from other waste material. Clean surfaces on all entrance and main hall trash receptacles. **Dumpster service will be 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 deodorize the interior and exterior of all soiled containers.

2. Pick up and deposit all recyclable papers into a State designated container, if such a container is provided.
3. Hot water, soap, deodorizer and appropriate disinfectant, such as a bleach solution or EPA registered germicide must be used for all janitorial services.
4. Sweep and damp mop with a neutral detergent all hard surface floors, landings, stairs and entryways in the interior of the building.
5.
 - a) Vacuum all carpeted traffic areas in the building. At a minimum this will include walk-off mats, entrances, corridors, and main traffic lanes in offices. Spot vacuum remainder of building. If there is a question as to where the carpeted traffic areas are located, the Project Manager will have the final decision.
 - b) Spot clean all carpets and walk-off mats to remove daily stains.

6.
 - a) Clean, disinfect, and deodorize toilet room floors.
 - b) Clean, disinfect, and deodorize all plumbing fixtures, toilets, urinals, and sinks. After cleaning toilets seats shall be left in the upright position.
 - c) Clean, disinfect, and deodorize all dispensers, mirrors, counters, baby changing stations, and cabinets.
 - d) Clean, disinfect, and deodorize all restroom walls and toilet and urinal stall partitions.
 - e) Clean, disinfect, and deodorize all restroom entry area walls and doors.
 - f) Clean, disinfect and deodorize all coffee room sinks, counters and cabinets.
 - g) Mineral and calcium deposits on any plumbing fixtures will not be accepted.
7. Provide and maintain adequate supplies of baby changing station bed liners, 2 ply toilet paper, seat covers, toilet and urinal deodorizers, room deodorizers, sanitary napkins, paper towels, and soap in restrooms. Paper towels shall be provided in all kitchen and coffee room areas. These supplies are to be of standard or better quality and are to be furnished by the Contractor. In case of conflict, Project Manager's decision will be final.
8. Clean, disinfect, deodorize and polish all drinking fountains and coffee room sinks. Mineral and calcium deposits will not be accepted.
9. Clean, disinfect, and deodorize table surfaces in break rooms, public areas and hallways, and all public counters in all offices. Use only non-abrasive cleaners.
10. Remove all fingermarks, dirt, smudges, wash splatter, and wax from walls, doors, door jambs, windows, woodwork, light switch cover plates, light switches, (surfaces), door knobs and handles, entrance door push rails (front and back) stairwell hand railings, and all associated surrounding areas.
11. 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.

12. Clean and disinfect elevator floors, doors, walls, ceiling panels, and selector panels. Clean and vacuum elevator door tracks, and carpet. Remove all debris from above ceiling panels.
13. Police all sidewalks, curb side gutters, parking areas, planter strips or boxes, grassed areas, rock gardens, shrubbery, 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. See attached drawing Litter Patrol.
14. Check function of all dispensers and fixtures in all restrooms. Report maintenance problems to designated state personnel.
15. At the end of each work 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. See attached drawings, FROB Security Doors.

B. WEEKLY SERVICES: Services to be performed on Sunday (by Midnight) of each week.

1. Damp mop with a neutral detergent and machine buff using a spray buff, all waxed floors to remove traffic marks and restore luster of wax, for an even wet look floor finish.
2. Wash all appliance exteriors, including refrigerators, microwaves, and coffee makers.
3. Replace plastic liners in all trash receptacles. Plastic liners must be adequately sized for the receptacle.
4. Vacuum all carpeted areas including all hard to reach areas such as under counters, and under furniture.
5. Replace vacuum paper filter bags. Clean and/or replace vacuum safety filter and exhaust filter to a new or like new condition.
6. Pour one gallon of clean fresh water with deodorizer and disinfectant, down the floor drains in all restrooms.
7. Vacuum the Occupational Safety and Health Administration (OSHA) office (180 square feet) located in Station J1 during normal State working hours.

C. **MONTHLY SERVICES:** Services to be performed by second Sunday (Midnight) of each month.

1. Dust all surfaces over six feet in height, 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.
2. High traffic area carpets: Hallways and Lobby Areas, and Walk-off Mats. The Contractor shall remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall shampoo areas such as corners, which are inaccessible, with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern which will give the carpet pile a uniform appearance. Use portable floor and carpet blowers/dryers to completely dry areas before traffic. See attached drawing, High Traffic Areas.
3. Thoroughly sweep and wash down with water, both the entrance and exit ramps to the parking area, all sidewalks, entry walks and steps, April through October. Contractor shall provide all labor, tools, hoses, and equipment.
4. Remove oil spills or other spots from vehicle parking areas. This may require special cleaning agents and extra effort to remove all residue.
5. Wash the exterior surface of all skylights leaving no streaks or unwashed places. Wipe water spots from sills and frames. Use drop cloths as required to protect adjacent surfaces (May through September).
6. Clean and polish all door kickplates.

D. **QUARTERLY SERVICES:** Services to be performed by third Sunday (midnight) of March, June, September and December.

1. Remove all dirt and wax from all hard surface floors and cove base by mopping or scrubbing with a detergent and wax remover. Rinse thoroughly and apply skid resistant wax of a type recommended by the flooring manufacturers. When wax is dry, machine buff to a smooth sheen, for an even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.
2. Shampoo 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, shampoo using hot water extraction equipment and supplies, and completely re-vacuum

all carpet. The Contractor shall shampoo areas such as corners which are inaccessible, with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern which will give the carpet pile a uniform appearance. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.

3. Remove wash splatter, wax, and dirt off of cove base in all corridors and rooms. Restore cove base to a polished appearance.
4. Vacuum all fabric office furniture and wall partitions. Wash all hard surface and vinyl office furniture, and wall partitions with an appropriate cleaner. Remove all stains, foreign material, etc.
5. Damp mop with a neutral detergent all carpet protectors (chair desk mats) in the interior of the building.
6. Sweep lower parking garage. Method of removal must remove all dried mud and oil. Contractor shall take precautions to avoid sweeping sand and debris into floor drains. All swept-up debris shall be disposed of by the contractor off the site.

E. SEMI-ANNUAL SERVICES: Services to be completed by the fourth Sunday (Midnight) of April and September.

1. Wash and wipe clean all surfaces over six feet in height. This will include, but is not limited to, moldings, overhead pipes, fire alarm bells, emergency lighting, ceiling fans, etc.
2. Wash walls in all public halls, and stairwells where wall covering permits. Wash all pipes and rails in stairwells.
3. Clean and wax all woodwork, wood paneling, hand rails (front & back), door push rails (front & back), and doors in all areas of the building. This may require special cleaning tools.
4. Wash the interior and exterior of all windows, skylights 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. (4th weekend of April and 2nd weekend of September) (Non-freezing weekends).
5. Clean and wax all hallway woodwork, handrails (front and back), and door push rails (front and back).

F. ANNUAL SERVICES: Services to be completed during the following dates.

1. February: Vacuum and/or wash dirt from all air grilles and diffusers using neutral cleaners. Rinse thoroughly, leaving no streaks or unwashed areas. Carefully avoid damage to ceiling tiles. Vacuum all surrounding dirty ceiling tiles and grid metal with brush attachments.
2. June: Hose down walls and paved surface of parking area. Avoid ceiling lights and electric panels. Coordinate power outage with Project Manager.
3. July: Clean, disinfect, and deodorize to remove nonpermanent stains and soil from the interior and exterior of all trash receptacles. Change plastic liners in all trash receptacles. Plastic liners must be adequately sized for the receptacle.
4. August: Clean the interior and exterior of all light diffuser lenses. Clean the interior of all light fixtures (reflector). Clean all lamps. Only use a non-abrasive cleanser. Leave no streaks on lenses or reflectors. Use drop cloths as required to protect adjacent surfaces, fixtures, and furniture.
5. August: Parking Garage Lights. Clean the interior and exterior of all light lenses. Clean the interior of all light fixtures (reflectors). Only use a non-abrasive cleanser. Leave no streaks on lenses or reflectors.
6. September and October: Wash **All** interior walls, doors, and cove base to remove all dirt, grime and wax.
7. November: Vacuum and shampoo all fabric office furniture, and wall partitions. Wash all hard surface and vinyl office furniture, and wall partitions with an appropriate cleaner. Remove all dirt, grime wax, stains, foreign material, etc.
8. November: Vacuum or wash window coverings (drapes, curtains and blinds) with an appropriate cleaning solution to remove all dirt and grime. Method of cleaning to be approved by the Project Manager.

G. AS REQUIRED SERVICES:

1. Shampoo 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, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall shampoo areas such as corners which are inaccessible, with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern which will give the carpet pile a uniform appearance.

Use portable floor and carpet blowers/dryers to completely dry area before traffic.

2. Remove spots, stains, and all foreign matter (gum, smudges, etc.) from carpets, walk-off mats, tiles, floors, stairs, handrails, furniture, wall partitions, walls, and sides of desks.
3. Clean, disinfect, and deodorize to remove nonpermanent stains and soil from the interior and exterior of all trash receptacles. Change plastic liners in all trash receptacles. Plastic liners must be adequately sized for the receptacle.
4. Change cartridges, batteries, and aerosol cans for deodorizers in all bathrooms.
5. Clean walls, doors and cove base.
6. Sweep and remove all leaf debris from the concrete or paved walking and driving surfaces. (Fall of year)

H. ONE TIME INITIAL CLEANING SERVICE: All work must be completed within 30 days from receipt of Contract Award.

1. Clean the interior and exterior of all light diffuser lenses. Clean the interior of all light fixtures (reflector). Clean all lamps. Only use a non-abrasive cleanser. Leave no streaks on lenses or reflectors. Use drop cloths as required to protect adjacent surfaces, fixtures, and furniture.
2. Shampoo 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, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall shampoo areas, such as corners which are inaccessible to the equipment, with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern which will give the carpet pile a uniform appearance. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.
3. 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.
4. Wash all interior walls, doors, windows, and cove base to remove all dirt, grime and wax. Wipe water spots from sills and frames. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture.

5. Remove all dirt and wax from all hard surface floors and cove base by mopping or scrubbing with a detergent and wax remover, rinse thoroughly and apply skid resistant wax of a type recommended by floor manufacturers. When wax is dry, machine buff to a smooth sheen, for an even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.
6. Vacuum and/or wash dirt from all air grilles and diffusers using neutral cleaners. Rinse thoroughly, leaving no streaks or unwashed areas. Carefully avoid damage to ceiling tiles. Vacuum all dirty ceiling tiles and grid metal with brush attachments.
7. Vacuum and shampoo all fabric office furniture, and wall partitions. Wash all hard surface and vinyl office furniture and wall partitions with an appropriate cleaner. Remove all dirt, grime wax, stains, foreign material, etc.
8. Clean, disinfect, and deodorize to remove nonpermanent stains and soil from the interior and exterior of all trash receptacles. Change plastic liners in all trash receptacles. Plastic liners must be adequately sized for the receptacles.
9. Clean and wax all woodwork, wood paneling, hand rails (front & back), door push rail (front & back), and doors in all areas of the building. This may require special cleaning tools.

I. 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 and when Contractor will be finished with the cleaning. 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. Monthly payment will be withheld until work is completed, and notice and inspection requirements are met.

J. EQUIPMENT, MATERIALS AND SUPPLIES:

1. Minimum Vacuum Specification: A commercial grade, two-motor upright vacuum, such as a NSS MARSHALL, Windsor Versamatic EC or equal. In new condition.
 - A. Two stage vacuum motor, with at least 850 watts, 120 volts, 7.7 amps. Capable of not less than 69 inches of water lift and 91 cfm.
 - B. A top fill two-ply collector bag, disposable type with a 5 liter dry capacity. Vacuum filter bag should be housed in a sealed compartment and be a high-efficiency type.
 - C. Capable of edge cleaning with built in hose and auxiliary tools.
 - D. Brush drive motor at least 150 watts, 1.4 amps.
 - E. Brush assembly at least 14 inches wide. (Wider units require higher power and suction ratings).
 - F. Capable of height adjustment.
2. Minimum Carpet Shampooer/Extraction Unit Specifications: A commercial grade carpet extraction cleaning unit such as a NSS Pony Plus 8 SC, Uni-Matic Plus II or equal. In new condition.
 - A. Self-contained unit, consisting of clean supply tank, recovery tank, vacuum motor, supply pump, vacuum shoe(slot), spray jets, brush unit (with separate motor), and small area accessory tool.
 - B. The extraction machine must be capable of cleaning stairs.
3. Minimum Portable Floor and Carpet Blower/Dryer Specifications: A commercial grade unit such as a NSS Aero, Kent KD-3S or equal. In new condition.
 - A. 2000 - 3000 cubic feet of air per minute.
 - B. 110 volt electric motor.
4. Waterproof trash collection container: Rubbermaid Brutes, Big Wheel Carts, or equal.
5. Plastic Liners (Trash Receptacles)
 - A. Proper liner size for size of receptacle.

- B. Minimum mil thickness.
 - 1. Office wastebaskets .5 mil.
 - 2. Large receptacles 1.5 mil.

- 6. The required equipment, materials and supplies must be present on-site, and in good operating condition at all times. This will include but is not limited to keeping equipment clean such as laundering mop heads, washing mop buckets, and washing trash removal containers.
- 7. Some required services will require special equipment, such as a lift for cleaning the skylights, etc.

K. 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, clean, and odor free at all times.**

L. GENERAL:

- 1. Carpet and hard surface floor maintenance performed in accordance with manufacturer's specifications.
- 2. If in the opinion of the Project Manager the Contractor damages, any State owned property, or 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 dispensers full.

M. CALL-OUT CLEANING SERVICE:

- 1. Contractor shall respond and have employees on site and be ready to work within **ONE** hour upon receiving a call from the Building Foreman.
- 2. Contractor shall be capable of being contacted 24 hours a day, either by pager or cell phone.

STATE OF ALASKA ITB # 2514N009
Fairbanks Regional Office Building Janitorial Contract

KEY CONTROL: Special emphasis is placed on security access card and key control. If any security access card and/or key is lost by a contract employee, all doors and locks affected will be recarded and/or rekeyed and all cards and/or keys will be revised/reissued. This is a very expensive process and the successful bidder shall be held financially liable for all recarding, rekeying and reissue costs.

BID SCHEDULE

Project Number: 2514N009
Project Name: Fairbanks Regional Office Building Janitorial Contract

Bidders Please Note: Before preparing this Bid Schedule, read carefully the Project Documents.

OPTIONAL SERVICES: The State reserves the right to purchase or not to purchase the services in Items 2, 3, 4, and 5 at its sole discretion. If these services are purchased they may be purchased fewer than the times specified in the Project Requirements. The State will notify the contractor each time it wants these services to be performed. The contractor shall not provide these services unless specifically asked to do so by the DOT&PF Project Manager.

BASIC BID

Item 1: Monthly Price for Work in the Project Requirements Sections:
A. Daily Services
B. Weekly Services
C. Monthly Service
G. As Required Services

\$ _____ x 12 months = \$ _____ Yearly Price (1)

Item 2: Price for Work in the Project Requirements Section:
D. Quarterly Services

\$ _____ x 4 times/year = \$ _____ Yearly Price (2)

Item 3: Price for Work in the Project Requirements Section :
E. Semi-Annual Services

\$ _____ x 2 times/year = \$ _____ Yearly Price (3)

Item 4: Price for Work in the Project Requirements Section :
F. Annual Services

\$ _____ x 1 times/year = \$ _____ Yearly Price (4)

Item 5: Price for work in the Project Requirements Section:
H. One Time Initial Cleaning Service

One time payment for the life of the Contract \$ _____(5)

TOTAL

Basic Bid
Items (1)+(2)+(3)+(4)+(5) \$ _____ Yearly Price

The extended cost for a Yearly Price will be used strictly to determine the apparent low bid. The State does not guarantee the amount of services that will be purchased during the contract period.

If, in checking the bids, the Contracting Agency discovers a discrepancy between the unit price amount and the extended amount, the unit price amount will prevail. Conditioned bids, unless expressly requested, shall not be considered.

Award will be made on the basis of the Basic Bid and subject to availability of funds.

Enter the cost per hour for additional **scheduled** cleaning services in the event they are needed. The State does not guarantee a minimum use for these additional services. They will be on as needed basis only.

\$ _____ per hour. This is for informational purposes only and will not be considered a factor in the total bid price.

CONTRACTOR: _____

Date: _____