



STATE OF ALASKA
DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
DIVISION OF EDUCATION SUPPORT SERVICES
801 W. 10TH ST. STE 200
PO BOX 110500
JUNEAU, AK 99811-0500

Request For Proposals

RFP 2016-0500-2934

Date of Issue: April 17, 2015

Janitorial & Custodial Services for
MEHS Administration Offices, Classrooms, and Gymnasium

Offerors Are Not Required To Return This Form.

Important Notice: If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed in this document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

All times referenced in this RFP are the current Alaska Time, either AKST or AKDT.

[Rob Roys](#)

Procurement Officer

Department of Education and Early Development

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SECTION ONE

INTRODUCTION AND INSTRUCTIONS

1.01 RETURN MAILING ADDRESS, CONTACT PERSON, TELEPHONE, FAX NUMBERS AND DEADLINE FOR RECEIPT OF PROPOSALS

Offerors must submit an original and (two) copies of their proposal, in writing, to the procurement officer in a sealed package. **Submit only one Cost Proposal in a separate, sealed envelope. No portion of the cost proposal shall be included within the body of the proposal.** Proposal package must include one CD with electronic copies of the proposal and cost proposal.

Submissions must be addressed as follows:

Submissions must be addressed as follows:

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
DIVISION OF ADMINISTRATIVE SERVICES
ATTENTION ROB ROYS
RFP 2016-0500-2934
801 W TENTH STREET SUITE 200
PO BOX 110500
JUNEAU, ALASKA 99811-0500

If using U.S. mail, please use the following address:

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
DIVISION OF ADMINISTRATIVE SERVICES
ATTENTION ROB ROYS
PO BOX 110500
JUNEAU AK 99811-0500

If using a delivery service, please use the following address:

DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
DIVISION OF ADMINISTRATIVE SERVICES
ATTENTION ROB ROYS
801 WEST 10TH ST STE 200
JUNEAU AK 99801

Proposals must be received no later than **4:00 PM on May 22¹, 2015**. Fax proposals are **not** acceptable. Oral proposals are **not** acceptable.

Important Note: There is no overnight express mail delivery to Juneau, Alaska. Expedited mail service takes at least two nights.

An offeror's failure to submit a proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

Emailed proposals are acceptable but not encouraged. If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to EED.Procurement@alaska.gov as separate, clearly labeled attachments, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf" (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. It is the offeror's responsibility to contact the issuing agency at **(907) 465-8654** to confirm that the proposal has been received. Only receipt of an email may be confirmed: the email will not be opened until the deadline for receipt of proposals. The state is not responsible for unreadable, corrupt, or missing attachments. An emailed received after the deadline shall be treated as if the offeror's failed to submit a proposal prior to the deadline and will cause the proposal to be disqualified. Late emailed proposals or amendments will not be opened or accepted for evaluation.

PROCUREMENT OFFICER: *Rob Roys*- PHONE *907-465-8654* - FAX *907-465-3452* - TDD *907-465-2815*

1.02 CONTRACT TERM AND WORK SCHEDULE

The contract term and work schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from the date of award, approximately **July 1, 2015**, for approximately **365** calendar days until completion, approximately **June 30, 2016**. The State reserves the right to renew the contract for an additional four 1-year renewal options. Services during renewal options will change dependent upon the adopted school calendar. The contractor will be notified of the exact dates when they are established.

Unless otherwise provided in this RFP, 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 30-days before the desired date of cancellation.

The approximate contract schedule is as follows:

- Issue RFP **April 17, 2015**,
- Deadline to register for Pre-Proposal Facility Tour (see §2.02) 4:30 PM on **April 23, 2015**;
- Pre-Proposal Facility Tour (see §2.02) at 3:00 PM on **April 28, 2015**;

- Pre-proposal Teleconference (see §2.02) at **2:00 PM on May 4, 2015**;
- Deadline for Questions **4:30 PM on May 6, 2015**;
- Deadline for Receipt of Proposals **4:00 PM on May 22², 2015**;
- Proposal Evaluation Committee complete evaluation by **May 25, 2015**;
- State of Alaska issues Notice of Intent to Award a Contract **June 1, 2015**;
- State of Alaska issues contract **June 12, 2015**;
- First contractor work period **July 1, 2015 to June 30, 2016**;
- If exercised: first renewal option work period **July 1, 2016 to June 30, 2017**;
- If exercised: second renewal option work period **July 1, 2017 to June 30, 2018**;
- If exercised: third renewal option work period **July 1, 2018 to June 30, 2019**;
- If exercised: fourth and final renewal option work period **July 1, 2019 to June 30, 2020**.

1.03 PURPOSE OF THE RFP

The Department of Education and Early Development, Division of Administrative Services on behalf of Mt. Edgecumbe High School, is soliciting proposals for janitorial and custodial services for administrative offices, classrooms, and gymnasium at Mt. Edgecumbe High School.

1.04 BUDGET

The Department of Education and Early Development, Division of Education Support Services estimates a budget of between \$95,000 and \$120,000 dollars for completion of this project. Proposals priced at more than \$125,000 will be considered non-responsive.

Submit only one Cost Proposal in a separate, sealed envelope. No portion of the cost proposal shall be included within the body of the proposal.

1.05 LOCATION OF WORK

The location(s) the work is to be performed, completed and managed is at Mt. Edgecumbe High School located on Japonski Island in Sitka, Alaska.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with this requirement or to obtain a waiver may cause the state to reject the proposal as non-responsive, or cancel the contract.

1.06 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/g/tip/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

1.07 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

1.08 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the time set for opening.

1.09 QUESTIONS RECEIVED PRIOR TO OPENING OF PROPOSALS

All questions must be in writing and directed to the issuing office, addressed to the procurement officer. The interested party must confirm telephone conversations in writing. No further questions will be allowed after 4:30 PM on May 6, 2015.

Send questions to: robert.roys@alaska.gov

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

1.10 AMENDMENTS

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the procurement officer as having downloaded the RFP from the State of Alaska Online Public Notice web site.

1.11 ALTERNATE PROPOSALS

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

1.12 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest. **A proposal from a debarred or suspended offeror shall be rejected.**

1.13 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

1.14 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

1.15 SUBCONTRACTORS

Subcontractors will not be allowed.

1.16 JOINT VENTURES

Joint ventures will not be allowed.

1.17 OFFEROR'S CERTIFICATION

By signature on the proposal, offerors certify that they comply with the following:

- [a] the laws of the State of Alaska;
- [b] the applicable portion of the Federal Civil Rights Act of 1964;
- [c] the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- [d] the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- [e] all terms and conditions set out in this RFP;
- [f] a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- [g] that the offers will remain open and valid for at least 90 days; and
- [h] that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

1.18 CONFLICT OF INTEREST

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner, Department of Education and Early Development, reserves the right to **consider a proposal non-responsive and reject it or** cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

1.19 RIGHT TO INSPECT PLACE OF BUSINESS

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

1.20 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

1.21 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.

1.22 ASSIGNMENT

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

1.23 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

1.24 SEVERABILITY

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of

the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

1.25 FEDERAL REQUIREMENTS

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

1.26 FEDERAL DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Expenditures from this contract may involve federal funds. The U.S. Department of Labor requires all state agencies that are expending federal funds to have a certification filed in the bid (by the bidder) that they have not been debarred or suspended from doing business with the federal government. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (§8.00 Attachment 04) must be completed and submitted with your bid.

SECTION TWO

STANDARD PROPOSAL INFORMATION

2.01 AUTHORIZED SIGNATURE

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the opening date.

2.02 PRE-PROPOSAL FACILITY TOUR

A pre-proposal facility tour will be held at 3:00 PM, on April 28 at the MEHS campus in Sitka, Alaska. The purpose of the facility tour is allow prospective offerors to view the facilities. No questions will be allowed during the tour. Offerors wishing to participate in the tour **must** confirm in writing before **4:30 PM on April 23, 2015** by contacting the Procurement Officer at robert.roys@alaska.gov.

No other tours of the facilities will be provided to prospective offerors.

If there are no registrants for the tour, the tour will not occur.

It is expected that this tour will take no more than an hour.

2.03 PRE-PROPOSAL CONFERENCE

There will be a pre-proposal teleconference held at **2:00 PM on May 4, 2015**. This will be a teleconference and potential bidders are invited to attend the teleconference by calling (800) 315-6338, code **58654**. The purpose of the conference is to discuss the work to be performed with the prospective offerors and allow them to ask questions concerning the RFP. Participants should read the RFP and be prepared to discuss any concerns. Questions submitted in writing to robert.roys@alaska.gov more than 24 hours in advance will be answered in this conference. Questions that arise during the conference may or may not be answered during the conference. Questions and answers will be transcribed and sent to prospective offerors as soon as possible after the meeting.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

2.04 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection. See §5.01.7 for additional information.

2.05 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

2.06 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with Section **1.11 Right of Rejection**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b) if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

2.07 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the proposal evaluation committee may be adjusted as a result of a clarification under this section.

2.08 DISCUSSIONS WITH OFFERORS

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

2.09 PRIOR EXPERIENCE

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements.

- At least two years within the last five years providing janitorial services for at least two facilities of at least 10,000 square feet in size. These locations must be used as references and will also be scored by the process described in §6.07, §7.05, and Attachment 05.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

2.10 EVALUATION OF PROPOSALS

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in Section SEVEN of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

2.11 VENDOR TAX ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

2.12 F.O.B. POINT

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

2.13 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau,

Alaska 99811-0806, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- (a) copy of an Alaska business license;
- (b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

2.14 APPLICATION OF PREFERENCES

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Service's web site:

<http://doa.alaska.gov/dgs/policy.html>

Alaska Products Preference - AS 36.30.332

Recycled Products Preference - AS 36.30.337

Local Agriculture and Fisheries Products Preference - AS 36.15.050

Employment Program Preference - AS 36.30.321(b)

Alaskans with Disabilities Preference - AS 36.30.321(d)

Alaska Veteran's Preference - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.

2.15 5 PERCENT ALASKA BIDDER PREFERENCE AS 36.30.170 & 2 AAC 12.260

An Alaska Bidder Preference of five percent will be applied to the price in the proposal. The preference will be given to an offeror who:

- (1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- (2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- (3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- (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 (LLC) 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.

Alaska Bidder Preference Affidavit

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

If the offeror is a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

2.16 5 PERCENT ALASKA VETERAN PREFERENCE AS 36.30.175

An Alaska Veteran Preference of five percent, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- (a) sole proprietorship owned by an Alaska veteran;
- (b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- (c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- (d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

Alaska Veteran Preference Affidavit

In order to receive the Alaska Veteran Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

2.17 FORMULA USED TO CONVERT COST TO POINTS AS 36.30.250 & 2 AAC 12.260

The distribution of points based on cost will be determined as set out in 2 AAC 12.260 (c). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out below. In the generic example below, cost is weighted as 40% of the overall total score. The weighting of cost may be different in your particular RFP. See section SEVEN to determine the value, or weight of cost for this RFP.

EXAMPLE

Formula Used to Convert Cost to Points

[STEP 1]

List all proposal prices, adjusted where appropriate by the application of all applicable preferences.

Offeror #1	-Non-Alaskan Offeror	\$40,000
Offeror #2	-Alaskan Offeror	\$42,750
Offeror #3	-Alaskan Offeror	\$47,500

[STEP 2]

Convert cost to points using this formula.

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

The RFP allotted 40% (40 points) of the total of 100 points for cost.

Offeror #1 receives 40 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

Offeror #2 receives 37.4 points.

$$\begin{array}{ccccccc} \$40,000 & \times & 40 & = & 1,600,000 & \div & \$42,750 & = & 37.4 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#2} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\ & & & & & & \text{The Application Of} & & \\ & & & & & & \text{All Applicable} & & \\ & & & & & & \text{Preferences} & & \end{array}$$

Offeror #3 receives 33.7 points.

$$\begin{array}{ccccccc} \$40,000 & \times & 40 & = & 1,600,000 & \div & \$47,500 & = & 33.7 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#3} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\ & & & & & & \text{The Application Of} & & \\ & & & & & & \text{All Applicable} & & \\ & & & & & & \text{Preferences} & & \end{array}$$

2.18 ALASKA OFFEROR PREFERENCE AS 36.30.250 & 2 AAC 12.260

2 AAC 12.260(e) provides Alaska offerors a 10 percent overall evaluation point preference. Alaska bidders, as defined in AS 36.30.170(b), are eligible for the preference. This preference will be added to the overall evaluation score of each Alaskan offeror. Each Alaskan offeror will receive 10 percent of the total available points added to their evaluation score as a preference.

EXAMPLE

Alaska Offeror Preference

[STEP 1]

Determine the number of points available to Alaskan offerors under the preference.

Total number of points available - 100 Points

$$\begin{array}{ccccccc} 100 & \times & 10\% & = & 10 \\ \text{Total Points} & & \text{Alaskan Offerors} & & \text{Number of Points} \\ \text{Available} & & \text{Percentage Preference} & & \text{Given to Alaskan Offerors} \\ & & & & \text{Under the Preference} \end{array}$$

[STEP 2]

Add the preference points to the Alaskan offers. There are three offerors: Offeror #1, Offeror #2, and Offeror #3. Offeror #2 and Offeror #3 are eligible for the Alaska Offeror Preference. For the purpose of this example presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. Their scores at this point are:

Offeror #1 - 89 points

Offeror #2 - 80 points

Offeror #3 - 88 points

Offeror #2 and Offeror #3 each receive 10 additional points. The final scores for all of the offers are:

Offeror #1 - 89 points

Offeror #2 - 90 points

Offeror #3 - 98 points

Offeror #3 is awarded the contract.

2.19 CONTRACT NEGOTIATIONS

2 AAC 12.315 CONTRACT NEGOTIATIONS After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held in the School Finance conference room on the 2nd floor of the Goldbelt Building at 801 W 10th Street in Juneau, Alaska.

If the contract negotiations take place in Juneau, Alaska, the offeror will be responsible for their travel and per diem expenses.

2.20 FAILURE TO NEGOTIATE

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

2.21 NOTICE OF INTENT TO AWARD (NIA): OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

2.22 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- (a) the name, address, and telephone number of the protester;
- (b) the signature of the protester or the protester's representative;
- (c) identification of the contracting agency and the solicitation or contract at issue;
- (d) a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

SECTION THREE

STANDARD CONTRACT INFORMATION

3.01 CONTRACT TYPE

This contract is a **Fixed Price with Adjustment** contract. Contract prices for equipment and/or service will remain firm through the conclusion of the first renewal option.

Contractors must request price adjustments, in writing, 30 days prior to the renewal date. If a contractor fails to request a CPI price adjustment 30 days prior to the adjustment date, the adjustment will be effective 30 days after the State receives their written request.

Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Anchorage Area.

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six month average (January through June 2015); and each January through June six month average thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed.

3.02 CONTRACT APPROVAL

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Education and Early Development, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

3.03 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign and submit the attached State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). The contractor must comply with the contract provisions set out in Attachment 08 to this RFP. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

3.04 PROPOSAL AS A PART OF THE CONTRACT

Part or all of this RFP and the successful proposal may be incorporated into the contract.

3.05 ADDITIONAL TERMS AND CONDITIONS

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

3.06 INSURANCE REQUIREMENTS

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form **APPENDIX B¹**, (Attachment 09), for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in **APPENDIX B¹** must be set out in the offeror's proposal.

3.07 PERFORMANCE BOND

Not applicable to this RFP.

3.08 CONTRACT FUNDING

Approval or continuation of a contract resulting from this is contingent upon legislative appropriation.

3.09 PROPOSED PAYMENT PROCEDURES

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

3.10 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Commissioner of the Department of Education and Early Development or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

3.11 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

3.12 CONTRACT PERSONNEL

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

3.13 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

3.14 TERMINATION FOR DEFAULT

If the project director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached.

3.15 LIQUIDATED DAMAGES

Not applicable to this RFP.

3.16 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Education and Early Development or the Commissioner's designee.

3.17 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

3.18 NONDISCLOSURE AND CONFIDENTIALITY

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines (i) provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or (ii) acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

Additional information that the contractor shall hold as confidential during the performance of services under this contract include:

- Student names;
- Students' state school identification numbers;
- Students' test scores or grades; and
- Any other student personal information, such as address, birth date, school name, health or disciplinary information; and
- Library records described in AS 40.25.140.

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

SECTION FOUR

BACKGROUND INFORMATION

4.01 BACKGROUND INFORMATION

Mt. Edgecumbe High School is a public boarding school operated by the Alaska Department of Education and Early Development. Initially established in 1947 by the Bureau of Indian Affairs, Mt. Edgecumbe provided Alaska Native students in grades 1-12 the opportunity to acquire a traditional education unavailable in rural Alaska. Serving as many as 600 students at its largest, the school closed temporarily in 1983 as the Bureau of Indian Affairs reduced its role in Alaskan Education. Two years later, the school reopened under the governance of the Alaska Department of Education and Early Development. The central role of Mt. Edgecumbe High School in Alaskan education is to provide a broad range of academic and extra-curricular opportunities that are unavailable to students in isolated home schools and communities. Academic expectations are high and students who attend are expected to enroll in higher education. The official governing body charged with oversight is the Alaska State Board of Education.

Demographics: Currently, over 400 students from over 100 communities throughout Alaska attend Mt. Edgecumbe. 63 percent of the student body is female and 37 percent are male. Alaska Native students comprise 79 percent of the student population, 10 percent are Caucasian and 6 percent are mixed ethnicity. 65 percent of students in attendance meet federal guidelines for free & reduced lunches. 84 percent of 2013 graduates were accepted into a post-secondary university or training programs.

MEHS students are Alaska residents of high school age who possess a demonstrated interest in learning and who are capable of living successfully in a residential setting. The State Board of Education has established the following criteria: availability of a high school program in the student's home community, any particular requirements (educational, emotional or family) that make the structured, residential setting provided at Mt. Edgecumbe High School advisable, degree to which the student is expected to benefit from the academic and social programs, the degree to which the student will bring background experiences, skills and abilities that will enhance the diversity or academic potential of the student body and academic performance demonstrated by transcripts and test scores.

The mission of MEHS is to provide a challenging, unique education in a residential setting that values rich cultural diversities and traditions, inspiring Alaskan students to become successful, responsible, global citizens.

The vision of MEHS is to inspire students to discover and expand their talents with multiple innovative opportunities, develop their dreams, meet high expectations for learning and living, prepare for a changing world, form meaningful and long lasting relationships, learn from and appreciate one's own and other's cultures and become ethical leaders.

SECTION FIVE

SCOPE OF WORK

5.01 GENERAL REQUIREMENTS

5.01.1. COMMUNICATION

The contractor will provide to the Project Director with a 24-hour available cell phone number with text receipt capability (see “Primary Contact” below), a business phone number, a mailing address and an email address prior to start of services.

The contractor will provide one person to be the Primary Contact. Communications between the contractor and the Project Director will be maintained by the Primary Contact to insure that work related issues are dealt with quickly. The Primary Contact must be fluent in speaking, reading, and writing English. The Primary Contact must be available 24 hours a day, seven days a week. The Primary Contact must have a cell phone with text receipt capability. This cell phone must be kept with the Primary Contact at all times. The Primary Contact must have a working email address that is checked at least twice a day: once in the morning and once in the afternoon. The normal working day for the contact person must be all regular and scheduled school days, scheduled Saturday school, school day holidays from 8:00 AM to 4:00 PM and any required special events. The Primary Contact may only be changed with approval by the Project Director.

After hours communications and the response shall be possible within no more than four hours for routine needs and no more than two hours for emergencies.

Any routine cleaning problems noticed by MEHS will be communicated by a call and/or text to the cell phone of the Primary Contact during school hours. When possible, an email and/or phone call will also be made to the Primary Contact’s specified email and number.

The contractor is required to immediately notify the Project Director or his designee of any misconduct or inappropriate action with MEHS students (e.g., sexual contact, physical abuse or other inappropriate social contact) on the part of any contractor employee. Failure to do so is grounds for immediate termination of this contract. (See “Personnel and Employee Conduct” below.)

5.01.2. PERSONNEL AND EMPLOYEE CONDUCT

Hiring of employees will be done by the contractor. All contractor staff working at Mt. Edgecumbe High School (MEHS) will be required to submit to a background check through the State of Alaska’s Department of Health and Social Services (DHSS) which includes submitting fingerprints to the Federal Bureau of Investigation. To satisfy this requirement, the contract employees will be required to provide personal information to the designated MEHS Administrative Staff member and contractor will pay all fees associated with this background check. This background process must be completed PRIOR to any contract employee being allowed to work on the MEHS campus. If DHSS initially or later prohibits an employee from working on campus, the contractor will be notified by MEHS and that employee will be immediately prohibited from working at the school at any time. Such an event will not relieve the contractor from fulfilling the required services for any length of

time under this agreement. In no event will the contractor allow an employee to work on the MEHS campus at any time without prior approval of the project director.

Minors under the age of 18, including family members of the contractor or contractor's employees, are not to be on the project site unless affiliated with the school. Minors under the age of 18 are prohibited from performing any work under this contract.

Socialization or fraternization between contractor staff and MEHS students is not permitted. A violation of this requirement may be grounds for immediate termination of the contract. No tobacco, alcoholic beverages or illegal substances will be permitted on MEHS property nor will work be conducted while under the influence of drugs or alcohol. Smoking is not permitted on MEHS property at any time.

5.01.3. TRAINING

The contractor shall be familiar with and comply with all applicable laws, regulations, specifically including all applicable health and safety standards. The contractor shall maintain responsibility for filing all necessary and required federal, state, and local forms as applicable. Each contractor employee shall be trained in proper cleaning and janitorial methods and techniques and must also be familiar with proper chemical handling procedures, including interactive hazards for any chemical products that are being used. Documentation of all training must be provided to the project director upon request.

The contractor will notify the school of any maintenance and repair issues as they are discovered. The project director will provide contact phone numbers and methods to report maintenance and repair issues. Issues that might result in additional damage or create a hazard will be reported immediately regardless of the day or hour. Routine maintenance and repair issues will be reported the following school day.

5.01.4. LOST KEYS

The contractor will be issued sufficient keys to access all areas of the campus where services are to be performed. The contractor will be charged \$200 per key for any keys lost by an employee of the contractor. Any keys issued to the contractor will be turned into the project director at the completion of each school year.

5.01.5. SUPPLIES & MATERIALS

It is the intent of these specifications that the contractor supply all cleaning material and cleaning equipment necessary to meet the cleaning specifications to the quality identified. The contractor shall be responsible for providing all trash bags, vacuum bags, rags, cleaners, waxes, polishes, buffing and scrubbing pads and other routine materials, both consumable and non-consumable, needed to conduct required service operations as defined in this contract. The contractor will be responsible for supplying biodegradable receptacle liners and trash bags (both small and large), and any and/all other supplies that might be required that are not specified as being provided by MEHS in order to complete the service requirements of this contract. Receptacle liners will only be reused as much as

cleanliness will allow. All materials must be of high quality, commercial grade and provide good service for the purpose required.

Material Safety Data Sheets (MSDS): In accordance with federal law and as a condition of contract award, the contractor shall provide to the project director copies of all MSDS relating to all chemical and cleaning agents that are to be used in the performance of this contract and evidence that copies are available to their employees. The contractor shall establish and maintain a chemical plan that follows the LEED-EB O&M requirements, documenting compliance of cleaning products that meet the Green Seal GS-37, GS-40 or GS-41 standard as applicable to the type of cleaning required. During the course of the contract, MSDS for newly acquired products not identified at award time shall also be made available. Within two hours of request, the contractor shall provide the project director copies of any requested MSDS.

MEHS shall be responsible for supplying and maintaining sufficient stocks of paper hand towels, toilet paper, sanitary napkin disposal bags, and liquid soap used for filling the facility dispensers. The contractor will be responsible for stocking these items on a daily basis, and as needed during a regular school day in the bathrooms, classrooms, and any other specified locations where dispensers are located. The contractor will maximize the use of all supplies and paper products that are supplied by MEHS. Items supplied by MEHS but stocked in dispensers by the contractor will be done as the existing stocked item is fully or nearly fully consumed or used. The contractor will advise the project director of the actual number of MEHS provided stock items being used on a weekly basis so that the school can properly plan for maintaining adequate inventory of supplies and will request replacement quantities of these supplies to be maintained by the contractor for weekly replacement (See Attachment 14: "Supplies Inventory Disbursement Record").

5.01.6. MINIMUM EQUIPMENT REQUIRED TO PERFORM SERVICES

The contractor will provide all necessary equipment to perform service responsibilities included in this contract at a high level of quality. All equipment used on this contract will be of good quality capable of performing the duties in a professional manner. MEHS will provide one or more secure locations for the contractor to maintain supplies and equipment for the contractor's exclusive use.

Required equipment includes:

- (1) Wide area commercial vacuum(s) of not less than 26 inch cleaning path (for example, Castex Magma Twin).
- (2) Dual motor upright vacuum(s), 14 to 16 inch cleaning path or equivalent back pack vacuum with at least 70 inches of static water lift (for example, Castex Viper).
- (3) Wet/dry vacuum(s), with 10 gallon minimum water container with at least 90 inches of static water lift, with attachments for picking up liquid and/or stripping solution (for example, Nobles Typhoon).
- (4) Floor machine(s), 20 inch with dual speed 2000 or higher rpm (for example, Nobles Speedshine) for floor buffing.
- (5) Floor machine(s), 17 to 20 inch, 175 rpm for stripping, scrubbing, spray buffing, sanding or bonnet buffing floors, 1.5 horsepower (for example, Nobles Speedshine).

- (6) A walk behind style, self-propelled, 28 gallon capacity carpet extractor with affixed power brush and with compatible attachments for confined areas (for example, Cartex Falcon 2800), or a canister style with minimum 15 gallon, 250 PSI and able to heat water to 170 degrees (for example, Castex Explorer 1500H).
- (7) An automatic tile scrubber for cleaning tile floors.
- (8) All other tools and equipment such as brooms, mops, buckets, sponges, etc. necessary to complete the tasks outlined in this ITB.
- (9) Power window washer.

5.01.7. PRE-BID AWARD INSPECTION

Prior to award of the contract, an MEHS designee will inspect the equipment the bidder proposes to use in fulfilling contract obligations. If equipment is not available for inspection, the bidder may be required to show proof of purchase with anticipated delivery date of equipment, prior to award of the contract.

Failure of the bidder to produce the equipment required within the time set by the state will be cause to consider the bid non-responsive or to cancel the contract.

5.01.8. EQUIPMENT MAINTENANCE

Empty vacuum bag after 2 hours use (or after each use if less than two hours). Replace as needed due to tears and wear. Check cloth filter on vacuum and shake out every two hours. Rinse and dry foam filters, foam diffuser and cloth filter weekly. Wash micro fiber mops and clothes as needed to ensure cleanliness.

5.01.9. WORK PRACTICES

All work will be conducted in a thorough and professional manner consistent with high standards of cleanliness as itemized in Attachment 13 "Definition of Quality." Work will be done expeditiously. Contractor agrees to schedule services to maximize cleaning during periods of low or non-occupancy. All work practices will be conducted in a safe and responsible manner insuring that proper notices and barricades are used whenever appropriate. Hazards will be identified and communicated to appropriate MEHS staff that may be affected by activities. All safety issues will be reported to the project director immediately after they occur. All work, materials, equipment, supplies and other tangibles will be provided in a timely and efficient manner to insure no deficiency occurs at the school.

Building security shall be maintained by the contractor whenever work is being conducted in school facilities. Lights will be kept off when actual work is not being conducted in a specific area. Prior to securing doors, the contractor must insure no one unauthorized has entered the area being secured. No unsecured access will be left unattended while contractor staff is working in an area. The contractor's staff will secure all doors and windows when they finish in the area. An exception will only be made if sanctioned activities are being held and a MEHS employee is present.

Complete confidentiality of all materials and information in documents and on desks, computer screens and other equipment throughout the school will be maintained at all times. Violation of this requirement is grounds for contract termination.

5.01.10. WORK SCHEDULE

Contractor will provide an anticipated schedule for work listed under daily, weekly and monthly that indicates the building, day, and approximate times that work will be scheduled to be performed (“daytime” or “evening” is sufficient). Schedule for daily, weekly and monthly services will be provided to the project director prior to the arrival of the teachers at the start of the school year. Contractor will also provide a completed checklist to the project director within 5 days of the end of each week (Sunday), indicating when required work was performed under the daily, weekly, and monthly schedule of activities. The checklist will sufficiently identify the employee who actually completed the work, the cleaning activities performed, building, date, and approximate time that the required work was performed (“daytime” or “evening” is sufficient).

All work performed under the terms of this contract other than that which is referred to as “weekend work” (when Academic part of school is closed – observed holidays, non-school Saturday class days) will be conducted between the hours of 9:00 PM and 7:00 AM. This restriction will not apply to work performed during periods of student absence from the campus other than in those areas regularly occupied by MEHS staff. Modification of this schedule will be made with the approval of the project director.

At least one contract employee will be assigned to work during the academic day (8:00 AM to 4:00 PM), as specified in the school calendar each year. This includes several state holidays that are not observed and some Saturdays (not considered “weekend work”, totaling 8 to 10 days per year). This employee’s work times will be provided to the superintendent. This employee will confer daily with the project director, or his designee, about custodial needs and address those needs as prescribed by the contract. The day employee is required to carry a working cell phone with text receiving capabilities and the phone number shall be provided to the academic and administrative office.

5.02 DELIVERABLES

Janitorial Services shall be provided to the listed areas on a daily, weekly, and monthly schedule. Certain services shall be completed prior to the arrival of teachers at the start of the school year, and during the Winter and Spring Breaks.

Daily, weekly, and monthly services shall begin the first day teachers arrive for the school year.

The Administrative Offices, Building 1330 A are occupied all year, and thus require daily, weekly, and monthly services all year (See item 6 below “During Summer and Winter Breaks”).

Services listed under #4 and #5 in “Scope of Work / Frequency” will be performed (including freshly shampooed carpets being completely dry) prior to the teachers’ first day returning from break as listed on the attached school calendar, or August 11, 2010 and January 2, 2011. Contractor will provide a schedule for the completion of all items listed under #4 and #5 in “Scope of Work / Frequency” for

both the summer and winter breaks to the project director by July 15, 2010. Schedules will identify types of cleaning by building with the scheduled date of completion for each building.

Services listed under #6 in "Scope of Work / Frequency" will occur between the ending and starting dates for both the summer and winter breaks as appropriate. Costs for these services must be included in the daily rate. These dates may be changed if the project director deems necessary.

5.02.1. FREQUENCY OF SERVICES

(A) Daily (Monday through Friday and Saturday school)

- (1) Empty and disinfect all trash receptacles, replace plastic trashcan liners, secure trash in plastic garbage bags and dispose of in designated on-site containers. After disposal, the contractor must close and secure the container lids and/or doors.
- (2) Vacuum all carpeted surfaces (Team Rooms are to be vacuumed weekly and upon request after use)
- (3) Clean and disinfect all restroom tubs, showers, sinks, counters, toilets, counters, fixtures and water fountains in all buildings (unless otherwise specified).
- (4) Mop all restroom floors with liquid detergent and water, rinse floors with clean water, then mop dry. A floor scrubber machine is acceptable so long as it picks up all of the water used in the process of cleaning.
- (5) Fully broom sweep clean all smooth surface floors in all areas, removing loose dirt and trash. Any grime or soiled areas on the floors will be mopped with liquid detergent and water, then rinsed with clean water and dried, (or when an area is specified for spot cleaning by a school staff member).
- (6) Fill all paper hand towel, toilet paper, liquid soap, sanitary napkin disposal bag and other required dispensers with products of the proper size and type in ALL bathrooms, sink areas and classrooms as applicable (unless otherwise specified)
- (7) Maintain all paper, soap and other dispensers in a clean and usable condition
- (8) Maintain all entry mats in a clean, dirt-free and functional condition (both inside and outside each building specified for janitorial service and immediately adjacent to entranceways where responsible for service)
- (9) Keep building covered entryways free of ice, snow, and slush. Mop and clean tracked-in water and mud to maintain clean, non-slippery floor surfaces. This is especially required on the concrete surfaces of the ground floor of the Field House. This floor should be checked throughout the day by the day janitor for necessary spot cleaning of dirt and liquids that might be present.
- (10) Pick up trash around the exterior of buildings 1330 and 1331 (50' proximity)
- (11) Inspect and clean all interior walls. Remove graffiti daily on all surfaces, including bathroom stalls and walls
- (12) Clean spills throughout the buildings and treat floor surfaces and carpeting to prevent staining or other damage using methods and materials recommended by the manufacturers
- (13) Sweep dirt and pick up trash from all areas of the Field House Gym area including all bleachers and media booth, removing all trash from on and under the bleachers (if collapsible bleachers are expanded in the open position).

- (14) Spot clean with a damp mop any soiled or wet areas on the concrete floor of the Field House Gym prior to 7 AM each morning, throughout the day to remove visible dirt and liquids, or as requested by school staff for specific issues.
- (15) Maintain assigned janitor's closets and storage areas in a clean and odor-free condition

(B) Weekly:

- (1) Clean interior side of all windows and mirrors, including all display or trophy cases, leaving glass in a streak-free condition.
- (2) Mop all smooth surface floors, including the Activity Center, with liquid detergent and water, rinse floors with clean water, then mop dry. Buff all waxed floors to a luster finish. All floors will be dry and buffed by 7 AM the day following the cleaning.
- (3) Scrub/scour all shower/tub walls and tile floors and walls with non-abrasive disinfecting cleanser. Keep all green water & soap residue off of walls and shower fixtures
- (4) Dust all flat surfaces
- (5) Spot clean carpets removing grime spots and gum using methods and materials recommended by the manufacturer
- (6) Maintain air vent grills in a dust and lint free condition
- (7) Damp wipe and polish all table and counter tops
- (8) Sweep exterior covered concrete walkways (building 1330)
- (9) Clean gymnasium broadcast booth/press booth
- (10) The Team room will require trash removal each work day, and will require vacuuming immediately after each use.
- (11) Clean all stainless steel water fountains with a stainless steel cleaner
- (12) Wet mop or machine scrub all the concrete surface areas of the Field House Gym, with liquid detergent and water, rinse floors with clean water, then mop (or vacuum dry). A floor scrubber machine is acceptable so long as it picks up all of the water used in the process of cleaning. All floors will be dry by 7 AM the day following this cleaning.

(C) Monthly:

- (1) Clean exterior windows at ground level, signs, doors and knobs, painted surfaces and hand rails by washing with appropriate cleaners. Windows to be streak free and rails and knobs to be disinfected.
- (2) Remove all gum from cement covered walkway, cement courtyard, walkway between the Administration building and the Field house along with the sidewalk in front of the Field house.

(D) Prior to the arrival of teachers at the start of the school year:

- (1) Building 291 / Dining Hall - Strip and wax all vinyl floors in Dining Hall area including cafeteria, kitchen, hallways and restroom floors with high solids wax as approved by the project director
- (2) Building 295 / Heritage Hall - Strip and wax the Heritage Hall Culture Room and Student Union with high solids wax as approved by project director
- (3) Building 299 / Kuspuk - Strip and wax all vinyl floors with high solids wax as approved by the project director

- (4) Building 1330 / All Rooms in all areas – Strip and wax all vinyl floors with high solids wax as approved by the project director
- (5) Building 1331 / Field House / Gymnasium – Strip and wax the upstairs, gymnasium classroom hallway with high solids wax as approved by the project director
- (6) Shampoo all carpeted surfaces in all buildings, insuring that all shampooed carpets are completely dry prior to 7 AM on the day of the arrival of teachers.
- (7) Clean and disinfect all lockers
- (8) All assignments listed under #3 / Monthly

(E) During the school's Winter Break:

- (1) Building 291 / Dining Hall - Strip and wax all vinyl floors in Dining Hall area including cafeteria, kitchen, hallways and restroom floors. with high solids wax as approved by the project director
- (2) Building 295 / Heritage Hall – Strip and wax the Heritage Hall Computer Lab and Student Union with high solids wax as approved by project director
- (3) Building 299 / Kuspuk – Strip and wax all vinyl floors with high solids wax as approved by the project director
- (4) Building 1330 / All Rooms in All Areas – Strip and wax all vinyl floors with high solids wax as approved by the project director
- (5) Building 1331 / Field House / Gymnasium – Strip and wax the upstairs, gymnasium classroom hallway with high solids wax as approved by the project director
- (6) Shampoo all carpeted surfaces in all buildings, insuring that all shampooed carpets are completely dry prior to 7 AM on the day of the arrival of teachers.

(F) During Summer and Winter Breaks

Building 1330A, Administrative Offices:

Weekly (includes time not included in those dates specified for daily, weekly, and monthly service as indicated under “Contract Period”):

- (1) Empty and disinfect all trash receptacles
- (2) Vacuum all carpeted surfaces
- (3) Clean and disinfect restroom sinks, toilets, and fixtures
- (4) Clean sink area from copy room
- (5) Mop all smooth-finished floors, with liquid detergent and water, rinse floors with clean water, then mop dry.
- (6) Fill all paper hand towel, toilet paper, liquid soap, sanitary napkin disposal bag
- (7) Maintain all paper, soap and other dispensers in a clean and usable condition
- (8) Maintain all entry mats in a clean, dirt-free and functional condition
- (9) Pick up trash around the exterior of buildings 1330 and 1331 (50' proximity)
- (10) Inspect and clean all interior walls.
- (11) Clean spills throughout the buildings
- (12) Maintain assigned janitor's closets and storage areas in a clean and odor-free condition

5.02.2. BUILDINGS AND AREAS TO BE CLEANED

(A) **Building 1330** – Main administration/classrooms/library/science buildings/Activity Center (Auditorium). Also includes the entire exterior cement courtyard in the center of the complex, all covered and uncovered walkways, and planter areas to within 50 feet from the buildings. This includes the following more specific areas:

(B) **Building 1330A: Administrative Offices**

- (1) All Hallways and Common Areas
- (2) Room/Area 100: Entrance and Reception Area, both visitor and staff areas
- (3) Room 101: Academic Principal Office
- (4) Room 102: Admissions and Enrollment Office
- (5) Room 103: Superintendent Office
- (6) Room 104: Vault, File Storage
- (7) Room 105: Accounting Offices
- (8) Rear Entryway and Hall
- (9) Migrant Education Office
- (10) Administrative Officer Office
- (11) Room 108: Copier, Mail, Kitchen
- (12) Room 108A: Counselor #2 Office
- (13) Counselor #1: Office
- (14) 2 Restrooms
- (15) Room 110A: Janitor Closet (Exterior Entrance in Courtyard)

(C) **Building 1330A: Classrooms**

- (1) Room #111: Entrance and Hallway
- (2) Room #112: Classroom
- (3) Room #113: Classroom
- (4) Room #114: Classroom
- (5) Room #115: Classroom
- (6) Room #116: Office
- (7) Room #118: Entrance and Hallway
- (8) Room #119: Classroom / Computer Lab
- (9) Room #120: Classroom / Computer Lab
- (10) Room #121: Library
- (11) Room #123: Library Work Room and Kitchen
- (12) Room #124A: Entrance and Hallway
- (13) Room #124: Classroom
- (14) Room #125: Classroom
- (15) Room #126: Classroom
- (16) Room #126A: Teacher Offices
- (17) Room #127: Classroom

(D) Building 1330B: Activity Center

- (1) Room #137A: Entrance and Hallway
- (2) Room #138: Men's Large Restroom
- (3) Room #139: Women's Large Restroom
- (4) Room #140: Auditorium
- (5) Room #140B: Janitor Closet

(E) Building 1330C: Classrooms / Science Wing

- (6) Entrance and Hallway
- (7) Room #141: Science Room, including 7 sinks
- (8) Room #142: Science Room, including 7 sinks
- (9) Room #143: Science Room, including 7 sinks
- (10) Restroom
- (11) Room 145: Office, not to include sink
- (12) Room 146: Computer Room
- (13) Room 147: Classroom

(F) Building 1331: Gymnasium/Field House/Classroom Building (GYM) - including classrooms, all offices, teacher's lounge, bathrooms, locker rooms, bleachers, painted and unpainted concreted surfaces, weight room, sports area, and hardwood court floors.**(G) Building 1331, GYM Ground Floor: Teacher's Lounge (Room/Area 100: Teacher's Lounge with Kitchen)****(H) Building 1331, GYM - Ground Floor: Gym and Entrance Areas**

- (1) Both Entrances and Stairwells
- (2) Fenced Weight Lifting Area
- (3) Entire Concrete Floor, painted and unpainted, surrounding finished basketball courts
- (4) Collapsible Bleachers (both on the bleachers and under bleachers)
- (5) Permanent Bleachers (Seats, floor, steps)
- (6) Media Box Area
- (7) Breezeway under permanent bleachers (concrete floor)
- (8) 1 cage room to be assigned to Janitor for MEHS issued Supply Storage

(I) Building 1331, GYM - Ground Floor: Restrooms, Locker Rooms and Offices

- (1) Both Men's and Women's Restrooms at South end
- (2) Janitor Closet
- (3) Girls' Locker Room, Bathrooms, and Showers
- (4) Hallway between Girls' Locker Room and Team Rooms
- (5) Girls' Team Room, Bathrooms, and Showers
- (6) Room #113: Coach's Office
- (7) Boys' Team Room, Bathrooms, and Showers
- (8) Hallway between Boys' Team Room and Locker Rooms
- (9) Boys' Locker Room, Bathrooms, and Showers

(10) Room #22: Coach's Office and restroom

(J) Building 1331, GYM Upper Floor Classrooms and Restrooms

- (1) Entire Length of Hallway, stairs and landings
- (2) Room 201 - Classroom
- (3) Women's Restroom
- (4) Janitor Closet
- (5) Room 204: Classroom
- (6) Room 206: Classroom
- (7) Room 207/208: Classroom
- (8) Men's restroom with Janitor Closet

(K) Building 290 and 291: First and second floor classrooms, the Team Rooms and adjacent hallway. The dining hall/kitchen area and hallways only requires strip and waxing during the two school breaks. The Team Rooms will have trash removed and will be vacuumed after use by a visiting team. If the Team Room(s) is in use on a scheduled day for vacuuming, contractor will clean the room(s) the next appropriate day or shift after it is vacated.

(L) Building 290: Home Economics and Team Room Areas - Upstairs

- (1) Room 203: Home Economics Classroom
- (2) Team Rooms Entrance
- (3) Team Rooms and joining hallway
- (4) Room 205: Vestibule
- (5) Room 201A: Boys' Bathroom
- (6) Room 206A: Girls Bathroom
- (7) Janitor's Closet
- (8) Corridor and Stairs
- (9) Corridor 101
- (10) Entrance to ETT/Video Production Classroom
- (11) Classroom: Video Production with bathroom

(M) Building 291 -Dining Area - Downstairs

- (1) Entrance area to Corridor 101
- (2) Dining Hall and hallways (Twice a year stripping and waxing only)

(N) Building 295: Heritage Hall - Computer lab and Student Union, offices and lounge area, specifically:

- (1) Classroom 169: Culture Room
- (2) Entire Student Union including:
- (3) 2 Restrooms and restroom hallway
- (4) Lounge area including all floors, carpeted and smooth, and including the area behind the counter, but not the kitchen
- (5) The Main entrance stairwell to the exterior entry doors
- (6) The Student Union Supervisor's Office

(7) Both rear exit stairwells

(O) Building 299: Kuspuk - Art room, two classrooms, four bathrooms and hallway

- (1) Entrance, including exterior landing
- (2) All hallways
- (3) Janitor's closet
- (4) Classroom: Art Room
- (5) Office
- (6) Two bathrooms
- (7) Office and Art Supply Room
- (8) Cleaning Room with sink
- (9) Classroom: Computer Lab
- (10) Classroom: Spanish Language

5.02.3. EXCLUDED AREAS

The following areas are excluded from janitorial services under this contract except for those specifically included under "Frequency of Services, items #4 and #5."

(A) Bldg. 1330A: Rooms 117 and 122: Closets

(B) Bldg. 1330B: Rear chair and table storage room, stairwells, entire upper floor

(C) Bldg. 1330C: Room 144: Chemical Storage Room between classrooms

(D) Bldg. 1331: Room 100 Teacher's Lounge: Washroom and storage rooms only

(E) Bldg. 1331: Ground Floor / Gym Area:

- (1) Fenced storage cages against west wall
- (2) Enclosed cages under the permanent bleachers (except for the one(s) designated for Janitorial supply storage)
- (3) Mechanical electrical rooms
- (4) Locked concessions areas (two)
- (5) Court Floors

(F) Bldg. 1331: Upper Floor / Classrooms: Rooms 210, 211 and 212

(G) Bldg. 290: Upper Floor: Electrical room, Dark Room, storage closet, Video Production closet

(H) Bldg. 292: Boys' Dorm: All areas

(I) Bldg. 293: Main Girls' Dorm: All areas

(J) Bldg. 295: Mail room and locked concessions room

(K) Bldg. 297: Ivy Hall: All areas

(L) Bldg. 299: Kuspuk Upper floor: Storage (archive) room and Kiln Room

5.02.4. AFTER HOURS

If janitorial services are required outside of normal hours the response time shall be no more than four hours for routine needs and no more than two hours for emergencies.

5.02.5. SPECIAL SERVICES

Building 1331 / Gymnasium to include broadcast booth, bathrooms, locker rooms, bleachers, weight room, sports area and hardwood court floors on weekends following sports events. Contract price is

to include up to a maximum of 30 of such events per year. Additionally services will be negotiated as specified in "Work Schedule" above.

5.02.6. NORMAL SPECIAL EVENTS

MEHS will hold a number of events (25 to 30) that occur after academic hours, such as sporting events or social programs. Such events involve members of the public outside of staff and students, usually have 200 to 600 persons in attendance, have a typical duration of less than six hours, and take place in Building 1331 Field House (Gym) or the Building 1330B - Activity Center. Events such as these include but are not limited to school sporting events, Founders' Week events, pep rallies, etc. These events are not considered to be outside of the contractor's normal level of activity for which janitorial services will be provided as the contractor will be expected to maintain normal work schedules with the same personnel to have the facility clean by the start of the next working day.

5.02.7. LENGTHY SPECIAL EVENTS

Occasionally MEHS may need custodial services provided as a result of more lengthy special events or "weekend work" where students and public visitors may be utilizing facilities in the evenings or weekends. Such events, that might include hosting a state level sporting event over a number of days and for extended hours, will require the janitorial services to be increased by the number of times that cleaning might be needed during a day. Such services will be offered to the contractor by the project director at the bid hourly rate for a negotiated number of hours of services above what we otherwise be completed under this contract. MEHS reserves the right to provide such services by other means if an agreement cannot be reached with the contractor. It is estimated there could be as many as 8 to 10 such events each school year, or as few as none.

SECTION SIX

PROPOSAL FORMAT AND CONTENT

6.01 PROPOSAL FORMAT AND CONTENT

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

6.02 INTRODUCTION

Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

6.03 UNDERSTANDING OF THE PROJECT

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

6.04 METHODOLOGY USED FOR THE PROJECT

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

6.05 MANAGEMENT PLAN FOR THE PROJECT

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule.

6.06 EXPERIENCE AND QUALIFICATIONS

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- a. title,
- b. resume,
- c. location(s) where work will be performed,
- d. itemize the total cost and the number of estimated hours for each individual named above.

Offerors must provide reference names and phone numbers for similar projects the offeror's firm has completed.

6.07 REFERENCES

The method used to score References is fully described in Attachment 05.

6.08 COST PROPOSAL

Offerors shall use Attachment 16: "Rate Schedule" for submission of proposal costs.

6.09 EVALUATION CRITERIA

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in Section SEVEN.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

In the cases of a tie the first tiebreaker shall be the total cost, the second tie breaker shall be the score for References, the third tiebreaker shall be the score for Experience and Qualifications, the fourth tiebreaker shall be a coin toss.

SECTION SEVEN

EVALUATION CRITERIA AND CONTRACTOR SELECTION

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

7.01 UNDERSTANDING OF THE PROJECT (5 PERCENT)

Proposals will be evaluated against the questions set out below:

1. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
2. How well has the offeror identified pertinent issues and potential problems related to the project?
3. To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
4. Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

7.02 METHODOLOGY USED FOR THE PROJECT (5 PERCENT)

Proposals will be evaluated against the questions set out below:

1. How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
2. How well does the methodology match and achieve the objectives set out in the RFP?
3. Does the methodology interface with the time schedule in the RFP?

7.03 MANAGEMENT PLAN FOR THE PROJECT (5 PERCENT)

Proposals will be evaluated against the questions set out below:

1. How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
2. How well is accountability completely and clearly defined?
3. How well does the management plan illustrate the lines of authority and communication?
4. To what extent does the offeror already have the equipment and licenses necessary to perform the contract?
5. Does it appear that the offeror can meet the schedule set out in the RFP?
6. Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
7. To what extent has the offeror identified potential problems?
8. How well does the management plan account for the needs of students?

7.04 EXPERIENCE AND QUALIFICATIONS (10 PERCENT)

Proposals will be evaluated against the questions set out below:

Questions regarding the personnel:

1. Do the individuals assigned to the project have experience on similar projects?
2. Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
3. How extensive is the applicable education and experience of the personnel designated to work on the project?

Questions regarding the firm:

4. How well has the firm demonstrated experience in completing similar projects on time and within budget?
5. How successful is the general history of the firm regarding timely and successful completion of projects?
6. Has the firm provided letters of reference from previous clients?
7. Does the firm already have the equipment that meets or exceeds the needs of the RFP?

7.05 REFERENCES (10 PERCENT)

Overall, 5% of the total evaluation points is assigned to References. The method used to score References is described in Attachment 05.

7.06 CONTRACT COST (55 PERCENT)

Offerors shall use Attachment 16: "Rate Schedule" for submission of proposal costs.

Overall, **55%** of the total evaluation points is assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.15.

7.07 ALASKA OFFEROR PREFERENCE (10 PERCENT)

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

SECTION EIGHT ATTACHMENTS

8.00 ATTACHMENTS

Attachment 01	§8.01 Proposal Checklist & Document Order
Attachment 02	§8.02 Proposal Cover Sheet
Attachment 03	§8.03 Location of Work & Conflict of Interest Statement
Attachment 04	§8.04 Federal Debarment Certification Form
Attachment 05	§8.05 Experience and Reference Form
Attachment 06	§8.06 Offeror's Certification
Attachment 07	§8.07 Preference Worksheet
Attachment 08	§8.08 Sample Standard Agreement Form
Attachment 09	§8.09 Indemnity and Insurance Requirements
Attachment 10	§8.10 Proposal Evaluation Form
Attachment 11	§8.11 Sample Notice of Intent to Award
Attachment 12	§8.12 MEHS Campus Map
Attachment 13	§8.13 Definition of Quality
Attachment 14	§8.14 Supplies Inventory Disbursement Record
Attachment 15	§8.15 Estimated Area of Buildings
Attachment 16	§8.16 Rate Schedule

¹ Amendment 01 change of date for the deadline.

² Amendment 01 change of date for the deadline.

Attachment 01: §8.01 Proposal Checklist & Document Order

This list provides the documents required for a complete proposal. Documents should be attached to the original and the copies of the proposal or separately as indicated below. Acknowledge you have submitted each document in the proper format by clearly checking the "YES" box in the "Included?" column. Each required Exhibit must be included in your proposal. Indicate the offeror name and initial at the bottom of both pages.

ATTACHMENTS	Include with...	DOCUMENT TITLE	INCLUDED?
Attachment 01	Original proposal	§8.01 Proposal Checklist & Document Order	<input type="checkbox"/> YES
Attachment 02	Original proposal	§8.02 Proposal Cover Sheet	<input type="checkbox"/> YES
Attachment 03	Original proposal	§8.03 Location of Work Conflict of Interest Statement	<input type="checkbox"/> YES
Attachment 04	Original proposal	§8.04 Federal Debarment Certification Form	<input type="checkbox"/> YES
Attachment 06	Original proposal	§8.06 Offeror's Certification	<input type="checkbox"/> YES
Attachment 07	Original proposal	§8.07 Preference Worksheet	<input type="checkbox"/> YES
Offeror Attachment	Original proposal and all copies	Response to §6.02 Introduction	<input type="checkbox"/> YES
Offeror Attachment	Original proposal and all copies	Response to §6.03 Understanding of the Project	<input type="checkbox"/> YES
Offeror Attachment	Original proposal and all copies	Response to §6.04 Methodology Used for the Project	<input type="checkbox"/> YES
Offeror Attachment	Original proposal and all copies	Response to §6.05 Management Plan for the Project	<input type="checkbox"/> YES
Offeror Attachment	Original proposal and all copies	Response to §6.06 Experience, Qualifications, and Corporate Capability	<input type="checkbox"/> YES
Offeror Attachment	Original proposal and all copies	Response to §5.01.6 Minimum Equipment Required To Perform Services	<input type="checkbox"/> YES
Attachment 05	Original proposal and all copies	§8.05 Experience and Reference Form	<input type="checkbox"/> YES
Offeror Attachment(s)	Original proposal and all copies	Signed Copies of all Mandatory Amendments	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Offeror Attachment	Original proposal	CD containing pdf copies of all submitted documents (RFP §1.01)	<input type="checkbox"/> YES
Offeror Attachment	One original in separate sealed envelope	Response to §6.07 in the form of Attachment 16: §8.16 Rate Schedule	<input type="checkbox"/> YES

Offeror: _____

Initial: _____

The following attachments are required only if the offeror finds Defects and Objectionable Material within the RFP, or has objections to either the Standard Agreement Form or the Insurance Requirements. See the relevant section of the RFP for more information.

ATTACHMENTS	Include with...	DOCUMENT TITLE	INCLUDED?
Offeror Attachment	Original	Defects and Objectionable Material (RFP §1.08)	<input type="checkbox"/> YES
Offeror Attachment	Original	Objections to the Standard Agreement Form (RFP §3.03)	<input type="checkbox"/> YES
Offeror Attachment	Original	Objections to the Insurance Requirements (RFP §3.06)	<input type="checkbox"/> YES

Offeror: _____

Initial: _____

Attachment 02: §8.02 Proposal Cover Sheet**OFFEROR INFORMATION**

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in their Proposal may cause their Proposal to be determined to be non-responsive and the Proposal may be rejected.

This form shall be the cover page for the offeror's Proposal. In the space provided, enter the requested offeror identification information. Use this form to indicate your acknowledgement of the response conditions.

RFP NUMBER:	2016-0500-2934
RFP NAME:	Janitorial & Custodial Services for MEHS Administration Offices, Classrooms, and Gymnasium
OFFEROR NAME:	
MAILING ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
ALASKA BUSINESS LICENSE NUMBER:	
VENDOR TAX ID ¹	DO NOT PROVIDE A SSN HERE
CONTACT NAME:	
TITLE:	
E-MAIL ADDRESS:	
ALTERNATE PHONE #:	

PROPOSAL CERTIFICATION:

BY SIGNATURE ON THIS PAGE, THE OFFEROR HEREBY CERTIFIES THAT ALL INFORMATION PROVIDED IS TRUE AND SERVES TO BIND THE OFFEROR TO THE PROVISIONS OF THE RFP.

SIGNATURE

DATE

TITLE

¹ If known, per the RFP this must be provided within 5 days of the state's request; a valid Vendor Tax ID is required before a contract can be signed.

Attachment 03: §8.03 Location of Work & Conflict of Interest Statement

LOCATION-OF-WORK

Certify the following Statements by marking "X" in the spaces provided. Please refer to RFP §1.05 for guidelines. By signature on their proposal, the offeror certifies that:

<input type="checkbox"/>	The offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.
--------------------------	--

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

HEADQUARTERS IN TIER 3 COUNTRIES

Certify the following Statements by marking "X" in the spaces provided. Please refer to RFP §1.05 for guidelines. By signature on their proposal, the offeror certifies that:

<input type="checkbox"/>	The offeror and all subcontractors and joint venture partners are not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.
--------------------------	---

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/g/tip/>. Failure to comply with this requirement will cause the state to reject the proposal as nonresponsive, or cancel the contract.

CONFLICT OF INTEREST STATEMENT

One of the boxes below must be checked (by marking an "X"). If the second box is marked, indicating a possible conflict of interest, disclose the nature and full details of the conflict in the space provided. Please refer to RFP §1.18 for conflict of interest guidelines.

<input type="checkbox"/>	Neither the firm nor any individual proposed (including subcontractors or joint venture partners) has a possible conflict of interest.
<input type="checkbox"/>	The firm and/or an individual proposed have a possible conflict of interest. Describe the nature of the conflict in the space below.

Offeror: _____

Initial: _____

**Certification Regarding Debarment,
Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE
FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

RFP 2016-0500-2934

ATTACHMENT 05: §8.05 REFERENCE CONTACT INFORMATION AND SCORE SHEET

Bidders must complete and submit the following information with their proposal:

Offeror Name: _____

Signature of Offeror: _____

TWO BUSINESS REFERENCES

You may provide up to four references in case two of them cannot be contacted. References will be contacted in order until two have responded to the reference check. An offeror must provide two valid references as determined by EED to be considered responsive. The form used to check references follows on pages 3-4 of this attachment.

References unable to be contacted after three attempts shall not be considered a valid reference. A reference that is contacted but refuses to discuss the offeror for any reason will not be considered a valid reference. A reference unable to be contacted three business days after the PEC completes scoring proposals shall not be contacted.

References must be for facilities at least 10,000 SF in size that the offeror provided janitorial and/or custodial services to for at least two of the last five years.

REFERENCE ONE

Company Name: _____

Size of Facility in SF: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

REFERENCE TWO

Company Name: _____

Size of Facility in SF: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

REFERENCE THREE

Company Name: _____

Size of Facility in SF: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

REFERENCE FOUR

Company Name: _____

Size of Facility in SF: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

References will be rated comparatively against one another with each reference being assigned a score of -7 to +50 (with +50 representing the highest score and -7 representing the lowest score). The purpose of this approach is to identify high-performing offerors.

Once all references have been scored, the state will calculate a raw score between -14 and +100 for each offer by totaling scores for the two references. After the reference scores are totaled and a raw score is developed by

totaling the scores of the two references, the offeror with the highest raw score for references shall receive the maximum number of points for the evaluation section.

To calculate the number of points each subsequent offeror receives, their score will be divided by the highest score and then multiplied by the maximum number of points available for the evaluation category to equal the number of points awarded.

Formula: $[(\text{Offeror's Score}) \div (\text{Highest Score})] \times \text{Max Points} = \text{Points Awarded}$

RFP 2016-0500-2934 REFERENCE CHECK FORM

Vendor Name: _____
Reference Name: _____
Reference Checker Name: _____ Initials: _____
Contact Attempt 01 date/time: _____ Initials: _____
Contact Attempt 02 date/time: _____ Initials: _____
Email reference to request a good time to call? ☐ Yes Initials: _____
Contact Attempt 03 date/time: _____ Initials: _____

Note: contact attempts must be on different days during regular business hours for the reference

☐ Valid Reference

Total score: _____

☐ Invalid Reference

Hello, my name is [state your name] with the Alaska Department of Education and Early Development. Your name was provided as a business reference for [offeror name]. Do you have about ten minutes to discuss [offeror name]?

☐ Yes

☐ No

If "No" ask if there is another time that would be better to call. If not, thank them and mark this reference as invalid.

New contact date/time: _____

We are seeking a vendor to janitorial and custodial services for administrative offices, classrooms, and gymnasium at Mt. Edgecumbe High School. Can you attest to [offeror name]'s ability to provide this service?

☐ Yes

☐ No.

[If yes, proceed to the following question...If no, this concludes the reference check. Thank the contact for their time, and mark the reference as invalid.]

To the best of your knowledge has [offeror name] provided janitorial and custodial service within a facility of at least 10,000 SF at least two of the last five years?

☐ Yes

☐ No

[If yes, proceed to the following question...If no, this concludes the reference check. Thank the contact for their time, and mark the reference as invalid.]

Q#1. Score _____

On a scale of 1-10, with 10 being high, overall how well did [offeror name] perform those services?

☐ 1 to 3 (1 point)

☐ 4 to 7 (5 points)

☐ 8 to 10 (10 points)

Q#2. Score _____

Did [offeror name] ever have a problem in providing those services?

☐ No =7 Points

☐ "do not know"/"cannot say" or equivalent =5 Points

☐ Yes

If yes, proceed to the following question...

On a scale of 1-10, with 10 being high, overall how well did [offeror name] respond to the problem?

☐ 1 to 3 (1 point)

☐ 4 to 7 (5 points)

☐ 8 to 10 (10 points)

Q#3. Score _____

Did [offeror name] accurately complete all of the required paperwork?

☐ No 0 Points (if response is "do not know"/"cannot say" or equivalent mark as a "No.")

☐ "We did not require paperwork" or equivalent, 5 points

☐ Yes

If yes, proceed to the following question...

On a scale of 1-10, with 10 being high, overall how well did [offeror name] complete all of the required paperwork?

☐ 1 to 3 (1 point)

☐ 4 to 7 (5 points)

☐ 8 to 10 (10 points)

Q#4. Score _____

On a scale of 1 to 10, with 10 being high, rank how easy it was to work with [offeror name].

☐ 1 to 3 (1 point) (very difficult) ☐ 4 to 7 (5 points) ☐ 8 to 10 (10 points) (very easy)

Q#5. Score _____

If you were able to make the decision, would you hire [offeror name] to perform these services?

☐ No -10 Points

☐ Yes +10 Points

This concludes the reference check. Thank you for your time and cooperation. If you have any questions about this contact Rob Roys at 907-465-8654.

Attachment 6: §8.06 Offeror's Certification

Acknowledge the following Statements, conditions, and information by clearly marking the space provided. Failure to comply with these items may cause the proposal to be determined nonresponsive and the proposal may be rejected or the state may terminate the contract or consider the contractor in default.

#	CONDITION/CERTIFICATION	RESPONSE
1	Offeror certifies that 100% of all services provided under the resulting contract by the offeror, joint venture partners, and all subcontractors shall be performed in the United States. (RFP §1.05).	<input type="checkbox"/> YES
2	Offeror has reviewed the RFP for defects and objectionable material and has provided comments to the procurement officer. (RFP §1.08).	<input type="checkbox"/> YES
3	Offeror agrees to not restrict the rights of the state. (RFP §1.12).	<input type="checkbox"/> YES
4	Offeror acknowledges that this engagement with the state is subject to the Alaska Public Records Act, AS Title 40, Chapter 25 and that the state may be required to disclose certain information in response to requests for public information made under the Act. (RFP §1.14).	<input type="checkbox"/> YES
5	Offeror complies with the laws of the State of Alaska. (RFP §1.17).	<input type="checkbox"/> YES
6	Offeror complies with the applicable portion of the Federal Civil Rights Act of 1964. (RFP §1.17).	<input type="checkbox"/> YES
7	Offeror complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government. (RFP §1.17.)	<input type="checkbox"/> YES
8	Offeror complies with the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government. (RFP §1.17).	<input type="checkbox"/> YES
9	Offeror confirms that programs, services, and activities provided to the general public under the resulting contract conform to the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government. (RFP §1.17).	<input type="checkbox"/> YES
10	Offeror complies with all terms and conditions set out in this RFP. (RFP §1.17).	<input type="checkbox"/> YES
11	Offeror affirms that this response was independently arrived at, without collusion, under penalty of perjury. (RFP §1.17).	<input type="checkbox"/> YES
12	Offeror response and cost schedule shall be valid and binding for 90 days following the response due date. (RFP §1.17).	<input type="checkbox"/> YES
13	Offeror certifies that offeror has a valid Alaska business license. (RFP §2.12).	<input type="checkbox"/> YES
14	Offeror agrees to the state's Standard Agreement Form (RFP §3.03). If the answer is NO, per § 3.03, any objections to the Standard Agreement Form must be identified in a document attached to the offeror's proposal. (RFP §3.03).	<input type="checkbox"/> YES <input type="checkbox"/> NO
15	Offeror agrees to the state's Insurance Requirements (RFP §3.06). If the answer is NO, per § 3.06, any objections to the Insurance Requirements must be identified in a document attached to the offeror's proposal. (RFP §3.06).	<input type="checkbox"/> YES <input type="checkbox"/> NO
16	Offeror understands and agrees to comply with all statutes, regulations, and policies regarding nondisclosure and confidentiality. (RFP §3.16).	<input type="checkbox"/> YES

Offeror: _____

Initial: _____

Attachment 07: §8.07 Preference Worksheet

Please answer the following questions regarding the State of Alaska preference.

Are you certifying that the offeror is eligible to receive the Alaska Bidder Preference? (If "Yes", please answer the questions below). (RFP §2.13, §2.14, and §2.17)		<input type="checkbox"/> YES
#	Questions	Response
1	Do you currently hold an Alaska business license?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Is the company name submitted on this proposal the same name that appears on the current Alaska Business License?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Has the company maintained a place of business within the State of Alaska staffed by the offeror or an employee of the offeror for a period of six months immediately preceding the date of the proposal?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> n/a
4	Is the company 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 (LLC) 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> n/a
5	If the company is a joint venture, is it composed entirely of entities that qualify under items (1)-(4) above?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> n/a

Please answer the following questions regarding the Alaska Veteran Preference.

Are you claiming the Alaska Veteran Preference? (If "Yes", please answer the questions below). (RFP §2.13, and §2.15)		<input type="checkbox"/> YES <input type="checkbox"/> NO
#	Questions	Response
1	Are you claiming the Alaska Bidder preferences?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Is the company a sole proprietorship owned by an Alaska veteran?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> n/a
3	Is the company a partnership under AS 32.06 or AS 32.11 and the majority of the partners are Alaska veterans?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> n/a
4	Is the company a limited liability company organized under AS 10.50 and the majority of the members are Alaska veterans?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> n/a
5	If the company is a corporation, is it wholly owned by individuals and a majority of the individuals are Alaska veterans?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> n/a
Are you claiming any other preferences in RFP §2.13? (If "Yes," indicate them below and attach the required evidence.)		<input type="checkbox"/> YES <input type="checkbox"/> NO
Alaska Products Preference - AS 36.30.332		<input type="checkbox"/> YES
Recycled Products Preference - AS 36.30.337		<input type="checkbox"/> YES
Local Agriculture and Fisheries Products Preference - AS 36.15.050		<input type="checkbox"/> YES
Employment Program Preference - AS 36.30.170 (c)		<input type="checkbox"/> YES
Alaskans with Disability Preference - AS 36.30.170 (e)		<input type="checkbox"/> YES
Employers of People with Disabilities Preference - AS 36.30.170 (f)		<input type="checkbox"/> YES

Offeror: _____

Initial: _____

STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES

1. Agency Contract Number	2. DGS Solicitation Number	3. Financial Coding	4. Agency Assigned Encumbrance Number
5. Vendor Number	6. Project/Case Number	7. Alaska Business License Number	
This contract is between the State of Alaska,			
8. Department of	Division	hereafter the State, and	
9. Contractor		hereafter the Contractor	
Mailing Address	Street or P.O. Box	City	State ZIP+4
<p>10. Article 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it.</p> <p>Article 2. Performance of Service:</p> <p>2.1 Appendix A (General Provisions), Articles 1 through 17, governs the performance of services under this contract.</p> <p>2.2 Appendix B sets forth the liability and insurance provisions of this contract.</p> <p>2.3 Appendix C sets forth the Federal Debarment certification requirements of the contract: by entering into this contract you are certifying compliance with this appendix.</p> <p>2.4 Appendix D sets forth the services to be performed by the contractor.</p> <p>2.5 Appendix E sets forth the payment procedures for this contract.</p> <p>2.5 Appendix F sets forth the Contractor's Terms.</p> <p>Article 3. Period of Performance: The period of performance for this contract begins , and ends with renewal options of to be exercised solely by the State.</p> <p>Article 4. Considerations:</p> <p>4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed \$ _____ in accordance with the provisions of Appendix E.</p> <p>4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:</p>			
11. Department of	Attention: Division of		
Mailing Address	Attention:		
12. CONTRACTOR		14. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alternations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.	
Name of Firm			
Signature of Authorized Representative	Date		
Typed or Printed Name of Authorized Representative			
Title			
13. CONTRACTING AGENCY		Signature of Head of Contracting Agency or Designee	Date
Department/Division	Date		
Signature of Project Director		Typed or Printed Name	
Typed or Printed Name of Project Director		Title	
Title			

NOTICE: This contract has no effect until signed by the head of contracting agency or designee.

APPENDIX A

GENERAL PROVISIONS

Article 1 Definitions.

- 1.1** In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2** "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

Article 2 Inspections and Reports.

- 2.1** The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.
- 2.2** The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

Article 3 Disputes.

- 3.1** If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

Article 4 Equal Employment Opportunity.

- 4.1** The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2** The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3** The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4** The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.
- 4.5** The contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6** Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7** Failure to perform under this article constitutes a material breach of contract.

Article 5 Termination.

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of a breach of contract by the contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

Article 6 No Assignment or Delegation.

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

Article 7 No Additional Work or Material.

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

Article 8 Independent Contractor.

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

Article 9 Payment of Taxes.

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

Article 10 Ownership of Documents.

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. Nevertheless, if the contractor does mark such documents with a statement suggesting they are trademarked, copyrighted, or otherwise protected against the State's unencumbered use or distribution, the contractor agrees that this paragraph supersedes any such statement and renders it void. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

Article 11 Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

Article 12 Conflicting Provisions.

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

Article 13 Officials Not to Benefit.

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

Article 14 Covenant Against Contingent Fees.

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

Article 15 Compliance.

In the performance of this contract, 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.

Article 16 Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, 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.

Article 17 Conflicting Provisions.

17.1 Unless specifically amended and approved by the Department of Law the General Provisions of this Agreement supersede any provisions in other appendices.

17.2 In the event a conflict exists among the following agreements and/or documents that have been dually accepted by the State and Contractor, the order of precedence for conflict resolution is as follows:

- (1) General Provisions (Appendix A) and Indemnity and Insurance (Appendix B)
- (2) Scope of Work (Appendix D)
- (3) Consideration and Payment Schedule (Appendix E)
- (4) [Contractor's Terms] (Appendix F)
- (5) The State of Alaska's Request for Proposals (RFP 2016-0500-2934), dated 4/17/2015, and as amended
- (6) Contractor's Proposal, as modified during the Pre-award Phase, in response to the State of Alaska's Request for Proposals (RFP 2016-0500-2934), dated 4/17/2015, and as amended.

The Contractor specifically acknowledges and agrees that provisions in any form it appends hereto that purport to (i) waive the State of Alaska's sovereign immunity, (ii) impose indemnification obligations on the State of Alaska that are not conditioned on legislative appropriation, or (iii) seek to limit liability of the Contractor for acts of Contractor negligence, are expressly superseded by this Agreement and are void.

APPENDIX B¹

INDEMNITY AND INSURANCE

Article 1. 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.

Article 2. Insurance

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a notice of cancellation, nonrenewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

2.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per occurrence.

2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per occurrence.

APPENDIX C
Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion

Expenditures from this contract may involve federal funds. The U.S. Department of Labor requires all state agencies that are expending federal funds to have a certification filed in the bid (by the bidder) that they have not been debarred or suspended from doing business with the federal government. This "Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions," must be acknowledged and submitted with this signed Agreement.

**CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(SIGNING THIS AGREEMENT COMPLETES THE CERTIFICATION. BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Agreement.

Instructions for Certification

1. By signing and submitting this Agreement, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Agreement is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Agreement," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

APPENDIX D
SCOPE OF SERVICES

(This page is intentionally blank, final scope will be negotiated after award)

SAMPLE

APPENDIX E
Payment Schedule

(This page is intentionally blank, final payment schedule will be negotiated after award)

SAMPLE

APPENDIX F
Contractor's Terms

(This page is intentionally blank, contractor's terms will be added after award)

SAMPLE

APPENDIX B¹

INDEMNITY AND INSURANCE

Article 1. 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.

Article 2. Insurance

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a notice of cancellation, nonrenewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

2.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

PROPOSAL EVALUATION FORM
RFP 2016-0500-2934
Janitorial & Custodial Services for MEHS Administration Offices, Classrooms, and Gymnasium

ALL PROPOSALS WILL BE REVIEWED FOR RESPONSIVENESS
THEN EVALUATED USING THE CRITERIA SET OUT HEREIN.

Person or Firm Name _____

Name of PEC Member _____

Date of Review _____

EVALUATION CRITERIA AND CONTRACTOR SELECTION
THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

7.01 UNDERSTANDING OF THE PROJECT (5 PERCENT)

A: MAX SCORE OF 40 POINTS

B: TOTAL POINTS THIS SECTION:

$(B/A) \times 5 =$ SCORE FOR THIS SECTION ____

Proposals will be evaluated against the questions set out below:

1. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

2. How well has the offeror identified pertinent issues and potential problems related to the project?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

3. To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

4. Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

7.02 METHODOLOGY USED FOR THE PROJECT (5 PERCENT)

A: MAX SCORE OF 30 POINTS

B: TOTAL POINTS THIS SECTION: .

(B/A) x 5= SCORE FOR THIS SECTION _____

Proposals will be evaluated against the questions set out below:

1. How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

2. How well does the methodology match and achieve the objectives set out in the RFP?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

3. Does the methodology interface with the time schedule in the RFP?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

7.03 MANAGEMENT PLAN FOR THE PROJECT (5 PERCENT)

A: MAX SCORE OF 80 POINTS

B: TOTAL POINTS THIS SECTION: .

(B/A) x 5= SCORE FOR THIS SECTION _____

Proposals will be evaluated against the questions set out below:

1. How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

2. How well is accountability completely and clearly defined?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

3. How well does the management plan illustrate the lines of authority and communication?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

4. To what extent does the offeror already have the equipment and licenses necessary to perform the contract?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

5. Does it appear that the offeror can meet the schedule set out in the RFP?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

6. Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

7. To what extent has the offeror identified potential problems?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

8. How well does the management plan account for the needs of students?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

7.04 EXPERIENCE AND QUALIFICATIONS (10 PERCENT)

A: MAX SCORE OF 70 POINTS

B: TOTAL POINTS THIS SECTION:

$(B/A) \times 10 = \text{SCORE FOR THIS SECTION}$ _____

Proposals will be evaluated against the questions set out below:

Questions regarding the personnel:

1. Do the individuals assigned to the project have experience on similar projects?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

2. Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

3. How extensive is the applicable education and experience of the personnel designated to work on the project? Max Score 10, Median 5 Score: _____

Evaluator's Notes:

Questions regarding the firm:

4. How well has the firm demonstrated experience in completing similar projects on time and within budget? Max Score 10, Median 5 Score: _____

Evaluator's Notes:

5. How successful is the general history of the firm regarding timely and successful completion of projects?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

6. Has the firm provided letters of reference from previous clients?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

7. Does the firm already have the equipment that meets or exceeds the needs of the RFP?

Max Score 10, Median 5 Score: _____

Evaluator's Notes:

THE FOLLOWING SECTIONS WILL BE SCORED BY THE PROCUREMENT OFFICER

7.04 References (10 Percent/10 Points)

TOTAL SCORE THIS SECTION: _____

7.06 Contract Cost (55 Percent/55 Points)

Overall, a maximum of 55% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

Converting Cost to Points: The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.16.

TOTAL SCORE THIS SECTION: _____

7.06 Alaska Offeror Preference (10 Percent/10 Points)

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

TOTAL SCORE THIS SECTION: _____

TOTAL PROPOSAL SCORE:

NOTICE OF INTENT TO AWARD A CONTRACT



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
DIVISION OF ADMINISTRATIVE SERVICES
801 W. 10TH ST. STE 200
PO Box 110500
JUNEAU, AK 99811-0500

THIS IS NOT AN ORDER

DATE ISSUED:

RFP NO.: 2016-0500-2934

RFP DEADLINE: 4:00 PM May 18, 2015

RFP SUBJECT: Janitorial & Custodial Services for MEHS Administration Offices, Classrooms, and Gymnasium

CONTRACTING OFFICER: Robert Roys

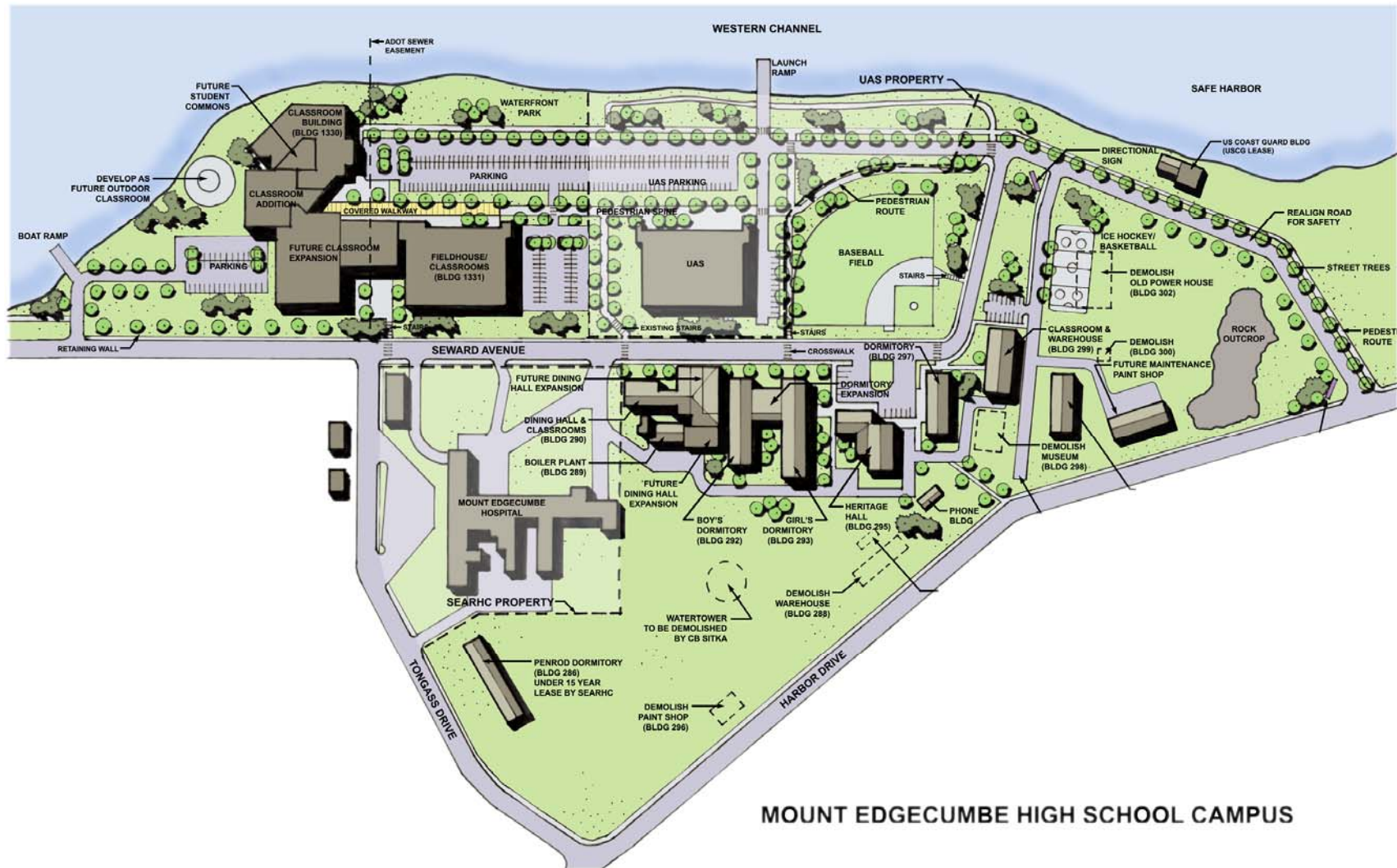
SIGNATURE: _____

This is notice of the state's intent to award a contract. The figures shown here are a tabulation of the offers received. The responsible and responsive offeror whose proposal was determined in writing to be the most advantageous is indicated. An offeror who wishes to protest this Notice of Intent must file the protest within ten calendar days following the date this notice is issued. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day. **The offeror identified here as submitting the most advantageous proposal is instructed not to proceed until a contract, or other form of notice is given by the contracting officer.** A company or person who proceeds prior to receiving a contract, Contract Award, or other form of notice of Award does so without a contract and at their own risk. AS 36.30.365.

Offerors	Responsive	Total Score	Most Advantageous

LEGEND: @ ~ MOST ADVANTAGEOUS
Y ~ RESPONSIVE PROPOSAL
N ~ NON-RESPONSIVE PROPOSAL

SUMMARY



MOUNT EDGECUMBE HIGH SCHOOL CAMPUS

Attachment 13: §8.13 Definition of Quality

Cleanliness quality means:

- An entirely “like new” appearance;
 - The absence of litter or undesirable debris, which can be eliminated by appropriate policing techniques;
 - The absence of un-bonded dust buildup on any surface of any items subject to appropriate dusting techniques;
 - The complete, comprehensive and detailed cleaning of any item subject to cleaning, including: corners, inside, outside, top, bottom, under and over surfaces;
 - The absence of any surface marks, spills or other undesirable bonded surface residue, which can be eliminated by appropriate damp or wet cleaning techniques;
 - The absence of any soil, wax, or other undesirable bonded build-up, which can be eliminated by appropriate heavy duty, cycle or project cleaning techniques;
 - The presence of appropriate surface gloss, protection, or reflective capacity in line with “like new” or designated gloss levels;
 - The absence of minor spots, finger marks, or other limited surface soil which can be eliminated by appropriate spot cleaning techniques;
 - The absence of dust, lint and other in-fiber accumulation in fabric and carpeted areas, which can be eliminated by appropriate vacuum cleaning techniques.
- The initiation of maintenance work orders through MEHS staff members to eliminate or correct problems with damaged, non-functioning, repair or replacement oriented items, which cannot be corrected through appropriate cleaning techniques (does not affect cleanliness measurement);
- The presence of appropriate levels of paper products, soap, and personal hygiene products in all restrooms and other dispensers to prevent any out of stock situations.

Attachment 14: §8.14 Supplies Inventory Disbursement Record

The following supplies have been withdrawn from the MEHS Supply Inventory for use by the Janitorial Contractor for use at the school.

Date: _____

Provided to (Contract Employee Name and Initials): _____

Issued by (MEHS Employee Name and Initials): _____

Quantities Issued (To be completed by MEHS Employee releasing the items)

<u>Item Description</u>	<u>Unit of Measurement (i.e. Box, Case, Roll)</u>	<u>Number Issued</u>
Rolls of Paper Towels:	_____	_____
Tri Fold Paper Towels:	_____	_____
Toilet Paper Rolls:	_____	_____
Liquid Soap:	_____	_____
Sanitary Napkin Bags:	_____	_____

Please submit completed Inventory Disbursement Record Sheets to the Administrative Officer

Attachment 15: §8.15 Estimated Area of Buildings

Mt. Edgecumbe High School Square Footage of Buildings	
<i>NOTE: Below figures are approximate and are not representative of total square footage to be maintained by janitorial contract. For example: janitorial services include emptying trash cans in the Team Rooms, but does not include complete square footage cleaning.</i>	
BUILDING 1330 (includes science bldg)	
Classroom/Admin	22,696
Truitt Center	3,518
Total 1330	26,214
BUILDING 1331	
Field House Main Gym	44,652
Lower Gym Shower Rooms/Classroom	6,206
Upper Gym Classroom	5,528
Press Box	189
Total 1331	56,575
BUILDING 290	
ETT Room	827.5
Spanish Room	883
Small Team Room	171.5
Large Team Room	482
Hallway to Team Room	153.7
Hallway near Photo Lab	257
Area near Spanish Rm/Team Rm	156
Girls Restroom	85
Boys Restroom	83.6
Stairs	103.5
Total 290	3,202.8
BUILDING 295	
Heritage Hall Sub & Bathrooms	5,425
Heritage Hall Offices	658
Heritage Hall Sub Stairs	200
Heritage Hall Computer Lab	1,410
Total 295	7,693.0
BUILDING 299	
Kuspuk Hall classrooms (w/ bathrooms)	3,375.5
Total 299	3,375.5
CAFETERIA	
Cafeteria (with bathrooms)	5,704.0
Total Cafeteria	5,704.0
Grand Total	102,764

Attachment 16: §8.16 Rate Schedule

Company Name:.....

Mailing Address:.....

City, State, Zip:.....

Phone:

E-mail:

Date:.....

Service Items ⁱ	Quantity	Cost Per Quantity	Total (Quantity x Cost)
§5.02.1(A) Daily Services During School Year ⁱⁱ	190 Days ⁱⁱⁱ		
§5.02.1(B) Weekly Services During School Year	36 Weeks ^{iv}		
§5.02.1(C) Monthly Services During School Year	10 Months ^v		
§5.02.1(D) Prior to the arrival of teachers at the start of the school year	1 job		
§5.02.1(E) During the school's Winter Break	1 job		
§5.02.1(F) During Summer and Winter Breaks Building 1330A, Administrative Offices: Weekly	16 Weeks ^{vi}		
Total Proposal Amount:			

Additional Cleaning Services

Enter the cost per hour or per square foot for additional cleaning services in the event they are needed. The state does not guarantee a minimum use for these additional services. They will be on an as-needed basis only.

These items are for informational purposes only and will not be considered an evaluation factor in the total proposal price. Leaving them blank may result in the rejection of your proposal.

Cost Per Hour for Extra Work^{vii} \$ _____

Cost Per SF^{viii} \$ _____

Company Representative:

Printed Name

Signature

Title

ⁱ See §5

ⁱⁱ "School year" is the time between teacher arrivals in August through teacher departures in May. Current dates for the 2015-2016 school year are August 10, 2015 through May 13, 2016.

ⁱⁱⁱ Number of days during any exercised renewal options may vary from this amount.

^{iv} Number of weeks during any exercised renewal options may vary from this amount.

^v Number of months during any exercised renewal options may vary from this amount.

^{vi} Building 1330A contains the MEHS's Administrative Offices and is occupied year round. This bid item is for the time period not covered in the other listed bid items.

^{vii} See §5.02.7: "Lengthy Special Events"

^{viii} Cost per square footage for increased/decreased assigned work area (in the event work space is increased/decreased)