



Finance Department, Purchasing Division

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THIS IS NOT AN ORDER Req. No Rebid

REQUEST FOR BID No. 22-012

Term Contract for Janitorial Services at Mt. Jumbo Shop & Gym and Douglas Shop

Disadvantaged business enterprises are encouraged to respond.
5% Juneau Bidder Preference will apply. // 10 % Disability Preference will apply.

ISSUED BY: Mary Johns, CBJ Buyer

DATE OF ISSUE: March 24, 2021

BID DEADLINE: All bids submitted must be received **prior to 2:00 p.m., Alaska Time on April 15, 2021** or such later time as announced by addendum. Bids will be opened immediately thereafter. To attend the bid opening via teleconference dial 907-713-2140; enter the Participation ID Code No. 258358.

SUBMISSION: Timely responses are accepted **only** via **Electronic Submission*** at **Public Purchase www.publicpurchase.com** the CBJ's eProcurement Provider. (**Vendors must complete the quick, easy, and free online registration to be able to submit a response. Registration approval can take up to 24-hours. Register early so that you can submit your bid timely.*) **Late responses will not be accepted.**

TO BE CONSIDERED, submitted bids must be complete, signed and include the following:

1. Acknowledged Attachment A – General Terms and Conditions.
2. Signed Attachment B - Insurance Requirements.
3. Signed Bid Signature Page including addendum acknowledgments.
4. Completed Exhibit B - Required Supply List.

CONTACT & QUESTIONS: CBJ Purchasing Division of Finance is the *sole point of contact* for all matters pertaining to this procurement. No oral interpretations will be made. Submit any interpretation requests in writing, noting issuing buyer and bid number. Request must be received **a minimum of seven (7) business days** prior to the bid deadline via email to purchasing@juneau.org or Fax to (907) 586-4561.

ADDENDA: Any changes to CBJ issued documents will be in the form of an addendum to the bid. Addenda are issued as promptly as is practical to all planholders. All such addenda will become part of the bid.

PRE-BID MEETING: An approximately two-hour (120 minutes) Non-Mandatory, Pre-Bid Meeting & Site Visit will be held on **April 1, 2021 8:30 a.m. Alaska time at the Douglas Library 1016 3rd Street, Douglas, AK 99824.** To attend notify CBJ Purchasing at purchasing@juneau.org by close of business on 3/31/2021. Include any questions that you may have. CBJ Purchasing will confirm your request to attend. **There will be no teleconference call in number for this meeting. *Social distancing will be practiced at the meeting and Masks/Face Coverings MUST BE WORN by all attendees- No exceptions.**

STATEMENT OF NO BID: If you DO NOT intend to Bid on this commodity or service, or wish to be removed from the plan holders list please complete and return this form immediately via email or fax. Indicate your reason by checking one or more of the boxes below. Your response will assist us in evaluating all responses for this project and improve our solicitation process.

- Don't offer product /service. Can't meet specifications. Not sufficient time to respond. Insurance requirements Issue.
 Won't work with our schedule. Remove us from planholder's list. Unclear Specifications (explain). Other (explain).

 Company Name & Rep. Name & Title: _____ Date: _____
 Email: _____ Phone: _____ Fax: _____

SCOPE/INTENT: This bid will establish a performance based term contract with the City and Borough of Juneau (CBJ or City) and a responsive and responsible Contractor/Vendor who must furnish complete professional janitorial services, as specified, for Mount Jumbo Gym & Shop and Douglas Shop. To be considered responsible a Contractor's firm and/or their employees must be capable of providing management, supervision, labor, materials, supplies, and equipment as required by bid specifications. *References may be required to establish and determine a bidder's level of responsibility.* The Contractor will be expected to be able to commence all work on July 1, 2021 after successful award. Approval of all required documents (insurance certificates, employee listing, SDS sheets, performance/surety bond, etc.) are required prior final award and commencement of work.

FUNDING & SERVICE CHANGES: This contract is dependent upon City Assembly appropriations or General Operating Funds. If funds are not appropriated or funding is reduced, the City, by mutual Contractor agreement, may reduce the scope of work and make changes to compensation, or terminate the contract. If the contract is terminated, the Contractor would be paid for fully documented work performed prior to termination. The Contractor will be notified, in writing, 15 calendar days prior to any changes or termination.

The City reserves the right to temporarily suspend services in specific buildings for budgetary, emergency, safety, remodeling, or any other eventuality within the City's discretion. Fifteen (15) days' notice shall be adequate to suspend services without incurring any cost to the City. In the event fewer than fifteen (15) days' notice is given to the Contractor, it may bill the City for normal services as described herein for up to and including the fifteenth day. Contractor will instruct employees normally assigned to this contract to perform other similar duties as assigned by the City during the period the City is being billed for those services - or - Contractor may opt to cease services with no costs incurred from suspension of services on shorter notice than fifteen (15) days.

The City does not plan to modify this contract, however, if changes are necessary pricing will be adjusted consequently and documented by mutual written contract amendment. If the price adjustment cannot be agreed upon, the contract will be terminated and may be offered to the next lowest bidder or may be re-bid.

CONTRACT TERM & EXTENSION: The initial contract term will be in effect from July 1, 2021 through June 30, 2022 with an ***automatic annual renewal*** periods for four (4) additional years, with the final expiration date of June 30, 2026. The Contractor may provide written notice to terminate the contract without penalty providing the notice is given sixty (60) days prior to the upcoming renewal period. Any extension of the contract after the final expiration of the contract period will be considered on a month-to-month extension and must be mutually agreed upon between CBJ and Contractor.

PRICE, INVOICING & PAYMENTS: **Due to budget constraints, the awarded annual price cannot exceed \$28,800.00.** The contract price shall include, but not be limited to all costs for labor, insurance, materials, equipment and supplies needed to fulfill the requirements of the contract. Contract prices are to remain firm for the duration of the contract period. See General Terms and Conditions for information regarding price adjustments. If changes to the scope of work are needed CBJ will negotiate the changes with the Contractor and a written amendment will be agreed to by both parties. Billing invoices will not be required. Upon award, the monthly payment will be automatically generated the last week of every month as long as the Contractor meets all contractual requirements. At the end of the contract, the final payment will be withheld until all keys are returned.

SUBCONTRACTING: Subcontracting will not allowed without the prior written consent of the Purchasing Division. If subcontracting is approved and allowed, information on the subcontractor and a list of employees and their qualifications must be provided.

CONTRACT ADMINISTRATION: The City is assigning the administration of this contract to the Contract Compliance Specialist, Building Maintenance Division, Parks and Recreation Department at 586-5308 or other designee as determined by the Facilities Maintenance Supervisor. Upon award all necessary contact information will be given to the awarded Contractor.

EXPERIENCE & QUALIFICATIONS: The Vendor and/or its employees must be capable and experienced in the work to be performed. The Vendor’s work force must be of sufficient size to perform scheduled work and have equipment necessary to perform services as described and specified.

REFERENCES & ACCEPTANCE: References may be used to determine the bidder’s ability to qualify as responsible. To verify a Contractor’s experience the CBJ may require references from at least three (3) current or recent contracts (within the last five (5) years) involving janitorial services at facilities comparable in size and scope of work that demonstrate excellent performance. CBJ’s own experience with the Contractor may also be used to determine Contractor’s responsibility. **Failure of the bidder to produce acceptable references within twenty-four (24) hours may deem their services offered unacceptable and the bid non-responsive.** The City reserves the sole and exclusive right to determine an acceptable level of Contractor’s responsibility and their ability to satisfactorily perform all duties of this contract. *If a Vendor is judged non-responsive their bid will be deemed non-responsive and the CBJ may choose to award to the next lowest response received.*

PERFORMANCE BOND OR SURETY DEPOSIT: Prior to final award the apparent low bidder must post a performance bond in the amount of 100% of the awarded bid price. In lieu of a performance bond, the apparent low bidder may submit a surety deposit equal to 10% of the award amount. This surety deposit may be in the form of a certified or cashier check, money order, a special notice of account or other approved negotiable instrument made payable to the City. It will be held by the City and returned upon timely and successful completion of the contract. Failure to perform as specified, or to complete the contract period, is cause for the surety deposit to be declared liquidated damages and forfeited to the City. Options for meeting bonding requirement are as follows:

1. A performance bond* for 100% of the contract amount - must be provided prior to award;
 2. Surety* deposit in the form of ten percent (10%) of the contract amount.- must be provided prior to award;
 3. Ten percent (10%) of the contract amount, to be deducted in equal amounts, from the first five (5) payments to the Contractor.
- Indicate your choice on the Bidders Signature Page.**

***NOTE: Option 1 Performance Bond and Option 2 Surety Deposit:**

CBJ must receive the original document or negotiable instrument within 7 business days of Notification of Apparent Low Bid. If not received in the allotted time frame the bid may be deemed non-responsive and the next lowest responsive and responsible bid may be accepted.

INSURANCE & AWARD: See **ATTACHMENT A** for a complete description of the Insurance Requirements for this contract. **Award will be made by Total Bid to the lowest responsive, responsible bidder meeting all requirements.**

TECHNICAL SPECIFICATIONS

FACILITY & LOCATION Mount Jumbo Shop and Gym 409 D Street, Douglas AK 99824 Douglas Shop 802 Front Street, Douglas AK 99824	No. of Employees 17	No. of Monthly Visitors 100	SQ. Footage to be Cleaned 8,900
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HOURS AND DAYS OF REQUIRED SERVICES: Unless otherwise specified, the Contractor will supply daily cleaning services within the time frames specified in **EXHIBIT A - FACILITY CLEANING SPECIFICATIONS. Required Daily Services.**

- Jumbo Shop Facility: 2,134 Square Feet; to be cleaned two (2) days-a-week year around.
- Douglas Shop Facility: 2,547 Square Feet; to be cleaned two (2) days-a-week year around.
- Gym Facility: 4,219 Square Feet; to be cleaned two (2) days-a-week for 8 months, cleaning service shall start at the opening in September and end the last day of April.

Holidays. Cleaning services may be performed on holidays. The shop and gym will be closed on the holidays listed below. If the holiday falls on a weekend then the shop and gym will also be closed on Friday or Monday of the holiday weekend. For example, if the holiday is on a Saturday then the shop and gym will be closed the Friday before. If the holiday is on a Sunday, then the shop and gym will be closed the following Monday. Current City holidays are:

Current City holidays include: **New Year's Day, Martin Luther King Jr. Day, President's Day, Seward's Day, Memorial Day, Independence Day, Labor Day, Alaska Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day.**

Unscheduled Cleaning Service (Call outs). On occasion due to unforeseen problems or maintenance at the various facilities the Contractor must provide unscheduled cleaning or call out janitorial services. Response time for unscheduled cleaning services is two (2) hours after notification. These call-outs are in addition to all regularly scheduled work. **The Contractor's bid price is to include up to three (3) call-outs per month, per facility. Contractors will be compensated at the hourly rate for call outs in excess of three (3) per month, per facility. List your hourly call out rate on the Bid Schedule page. (Hourly call out rate is not a factor in award.)**

COMMUNICATION & CONTRACTOR'S COORDINATOR: In order to facilitate communications between the City and the Contractor, the Contractor must have mobile phone communication ability as well as provide a contact name and office telephone number where they may be reached during the week (8 a.m. - 5 p.m.). The Contractor shall designate a Contract Coordinator to administer the Contract. The Contract Coordinator shall possess a combination of training, experience, management skills and shall understand, speak, read and write English fluently to administer the contract satisfactorily. The Contract Coordinator need not be exclusively assigned to the contract, but shall be locally available during normal City business hours and when Contractor's employees are on-site performing the work. The Contract Coordinator shall perform the following functions:

- Coordinate the work with City and Borough Contract Compliance Specialist
- Ensure the work is performed in accordance with contract requirements.
- Receive and resolve service complaints.
- Interpret the contractual terms contained in this bid.
- Provide interpretation of this bid to all employees, in any language form that provides clear communication.
- Within 24 hours after notification, the Contractor or authorized designee must be available to respond to the Contract Compliance Specialist, to discuss and rectify immediate problem areas.

GENERAL DEFINITIONS & CLEANING SPECIFICATIONS: The following is a complete list of General Definitions on Cleaning Performance Standards, Specifications, and Frequency for all of CBJ performance-based janitorial contracts. ***Not all standards or specifications are applicable to this contract.***

Detailed instructions for this contract can be reviewed in EXHIBIT A - CLEANING SPECIFICATIONS BY FACILITY LOCATION.

DEFINITIONS:

Clean - no visible film, odors, stains, dust, lint or spots can be detected on floors, walls, partitions, ledges, trim, doors, molding, or fixtures within the restroom. These areas shall be free from dirt, impurities, or contamination; immaculate, spotless and stainless.

Sanitize – areas have been disinfected with a product identified in **(EXHIBIT B)**, supply specifications, in an effort to free elements such as bacteria and germs that may endanger health.

Maintain – to keep appliance, furniture, carpet, etc. in a desirable condition.

Spot Clean – to clean, sanitize, or maintain on an as needed basis what is required to bring appliance, furniture, etc. back to the required conformity.

STANDARDS, SPECIFICATIONS, AND FREQUENCY

MINIMUM CLEANING STANDARDS: It is the intent of the City that all premises be maintained at a high standard of cleanliness. The following standards are, therefore, intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Further, cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. These standards are not to be construed as complete, and all items not specifically included but found necessary to properly clean the building, shall be included as though written into these specifications.

GENERAL CLEANING SPECIFICATIONS:

RESTROOMS/SHOWERS: Restroom cleaning is understood to have the highest priority. Clean and service all employee and public restrooms/showers as specified. Towel dispensers, soap dispensers, toilet paper holders, baby-changing stations, and seat cover dispensers and sanitary napkin dispensers (if present) shall be checked and refilled to a full level daily. Stocking of refill supplies in the area of the dispensers is not permitted without approval from the Contract Compliance Specialist. The use of highly scented disinfectants, objectionable or odoriferous cleaners, air fresheners and deodorant blocks shall not be permitted unless given permission prior to use.

TRASH: The Contractor shall remove trash from the building and dispose of according to requirements of each facility.

FLOOR CARE:

- 1) Floors shall be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors shall be left in a clean, orderly and safe condition.
- 2) Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film, streaks, debris and standing water, and shall present a uniform appearance when dry.
- 3) Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.
- 4) Proper shampooing shall result in a carpet free from all types of airborne soil, dry dirt, water-soluble soils, and petroleum-soluble soils. A clean carpet shall be uniform in appearance when dry and vacuumed.
- 5) The Contractor shall remove and replace furniture, as required, to perform the work; exercising necessary safety precautions and following procedures designed to prevent damage to the City's property.

WINDOWS: All interior and exterior windows that do not require fall protection equipment as required by OSHA, will be spot cleaned daily. Clean along public accessible walkways, where no safety equipment will be required.

CBJ OFFICE EQUIPMENT: Note: Computer keyboards, screens, printers, typewriter keyboards, copiers, telephones, and calculators, shall not be cleaned in any manner by the custodial service provider. The user of the equipment shall be responsible for its cleaning. The custodial service provider will dust the remainder of the areas.

DETAILED INSTRUCTIONS:

'DAILY' GENERAL OFFICE AND PUBLIC AREAS:

- 1) Empty wastebaskets, paper shredders, and trash receptacles.
- 2) Clean ashtrays and sand urns. Sand is to be provided by the Contractor.
- 3) Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, shelves, windowsills and ledges from a height of seven feet or below. This task should be accomplished in a manner that does not disturb any of the objects that are on the surface. A complete cleaning and polishing of the surface shall be done any time the surface is clear of all objects.
- 4) Clean, sanitize and polish drinking fountains.
- 5) Vacuum and spot clean all carpeted areas including corridors, pathways within office areas, elevators and lobbies.

'DAILY' RESTROOMS:

- 1) Refill hand soap, toilet paper, paper towels, baby-changing stations, and seat cover dispensers.
- 2) Empty trash container, spray and damp-wipe with disinfectant and change liner.
- 3) Empty sanitary napkin disposal units, spray and damp-wipe with disinfectant and replace with liner.
- 4) Clean mirrors with glass cleaner.
- 5) Clean and sanitize walls, partitions, railings, and door handles and hardware.
- 6) Clean, polish and sanitize sinks, showers, mirrors and trim.
- 7) Clean and sanitize toilets, seats and trim.
- 8) Clean and sanitize urinals and trim.
- 9) Clean and sanitize baby-changing stations.
- 10) Damp mop and sanitize floors.
- 11) Remove any graffiti that will scrub off. If unable to remove graffiti, report to City.
- 12) Refill any vending-type machines.
- 13) Damp-wipe, sanitize and clean doors and jambs.
- 14) Remove lime and scale buildup from plumbing fixtures.

DAILY EMPLOYEES LOUNGE/BREAK ROOMS:

- 1) Wash and sanitize table tops, clean chair seats and backs.
- 2) Empty trash receptacles, damp wipe, replace liner, and clean area surrounding trash receptacle.

DAILY EXTERIOR AREA

Sweep the area surrounding the building within 10 feet and remove trash.

WEEKLY THROUGHOUT FACILITY

Clean and sanitize, door handles and hardware throughout facility. (Restrooms must be done daily.)

MONTHLY THROUGHOUT FACILITY

Shampoo/bonnet clean carpeting in entrance, general lobby area, high foot traffic corridors and any high foot traffic area where a pattern is showing.

QUARTERLY THROUGHOUT FACILITY

Using a wet extraction method, clean all carpeting where a pattern is showing and shampoo/bonnet will not bring back the clean uniform appearance.

EPA SURFACE CLEANING GUIDELINES: CBJ expects the awarded Contractor to follow all the EPA Guidelines for sanitization. The following are Six Steps for Safe & Effective Disinfectant Use. For more information visit the following Websites: <https://www.coronavirus.gov/> OR

<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

- 1) **Check that your product is EPA-approved:** Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>
- 2) **Read the directions:** Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."
- 3) **Pre-clean the surface:** Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.
- 4) **Follow the contact time:** You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.
- 5) **Wear gloves and wash your hands:** For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.
- 6) **Lock it up:** Keep lids tightly closed and store out of reach of children.

PERFORMANCE STANDARDS: This is a 100% performance contract, requiring cleaning services to be performed to the standards outlined in this document without regard to the materials and number of janitors or hours needed. If any services performed are deemed not in conformity with the specifications and requirements of this contract, the City shall have the right to require the Contractor to immediately perform the services again in conformity with said specifications and requirements at no additional cost to the City.

Each week the CBJ Contract Compliance Specialist will conduct an inspection of each facility. Contractor may be asked to accompany the Contract Specialist on a monthly walk-through inspection to discuss any areas of concern. During the inspection, an online quality assurance inspection report, will be filled out and emailed to the contractor. The Contractor shall be required to make corrections upon receipt of report or during next shift as indicated in report notes. These reports and inspections will be utilized to monitor the performance of the Contractor.

- 1) If the Contractor is performing all service requirements of the Contract, the rating will be "pass". Any "fail" rating is considered substandard and must be corrected immediately.

Substandard performance and substandard ratings may result in termination of the Contract. If there are five (5) failed inspections, whether scheduled or unscheduled, at any one of the facilities during the contract period, renewal period or holding over period, it may be considered a material breach of Contract. Substandard performance and poor ratings may result deduction of from the monthly payment, or termination of the Contract. In the event the City finds it mandatory to obtain services of another janitorial firm during any deliberation period, the Contractor will be held responsible for expenses incurred.

Resolving Performance Deficiencies. The Contractor will be required to submit written notification to the Contract Compliance Specialist by FAX at 586-4532 or email at Daymond.Geary@Juneau.org of specific conditions that

would prohibit the normal business of contract compliance. Likewise, if the Contractor is not performing as to the conditions stated in the bid document (contract), the City's Contract Compliance Specialist will send written notification to the Contractor of such by FAX or email.

All complaints should be resolved within twelve (12) hours or if mutually agreed upon, a reasonable extension of time will be granted. If for some reason, these complaints are not resolved and/or the same type of complaint is being demonstrated repeatedly and the "good faith effort" in correcting differences appears to be ignored, the contract will be terminated and the City may award the contract to the next lowest responsive, responsible bidder. All disputes regarding contract interpretations will be settled by the City's Contract Compliance Specialist. These decisions may be appealed to the Purchasing Division.

QUALITY CONTROL & ASSURANCE. The Contractor shall establish a complete Quality Control/Quality Assurance (QC/QA) Plan to assure that the requirements of the contract are met. A copy of the Contractor's QC/QA plan must be provided and approved by the Contract Administrator prior to commencement of work. The approved plan will be incorporated into the bid contract as part of the contract requirements. The plan must include, but is not limited to including: procedures for self-inspection of services performed, procedures for correction of substandard service, plan for inventory control, plan for key control. A CBJ Quality Control Inspection Form will be used to review the contractor's performance. Prior to the commencement of services the CBJ Contract Administrator will review the form with the awarded Contractor. **The following are the Quality Control Inspection Specifications which will be used when evaluating the Contractor's performance:**

CORRIDORS

Baseboards: While ten feet away, **unable** to see spots from mopping or waxing process. No dirt or wax buildup. Has an overall clean appearance.

Fixtures: While ten feet away, **no** visible cobwebs, dead bugs or dust in lenses. Lenses are free from streaks and clean in appearance.

Floors:

- 1) *Carpeted Flooring:* While standing on carpet, **unable** to raise airborne dust with foot. Carpet has clean, uniform appearance with no tractable grease; only minor particles noticeable while on hands and knees.
- 2) *Resilient Flooring:* From ten feet away flooring has clean uniform appearance. The finish is clear and free from waxed-in dirt and wax buildup; may be lightly scuffed. While drawing finger to thumb at floor **unable** to pick up dirt, hair, lint, dust, etc.

ELEVATOR

Floors: - see *Corridors - Floors*

Lights: -see *Corridors - Fixtures*

Glass, Wall & Door Surfaces: While ten feet away, **unable** to see spots, dust, streaks, washable marks and hand or footprints on surface; **unable** to see marks around light switches or door hardware; **unable** to see streaks caused in the cleaning process.

ENTRANCE

Corners: From ten feet away, **unable** to see cobwebs, dust, dirt, wax buildup, dead bugs, etc.

Floors: -see *Corridors - Floors*

Mats: While standing on mat, **unable** to raise airborne dust with foot. Mat has clean, uniform appearance with no tractable grease; only minor particles noticeable while on hands and knees.

Wall & Door Surfaces: -see *Elevator - Glass, Wall & Door Surfaces*

Waste Cans: Outside should be clean and uniform in appearance. Inside liner should be tied or fit tightly around rim and be the appropriate size for can. Liner should be clean and replaced when torn or soiled.

EXTERIOR

Ash Trays: Should be wiped clean and uniform in appearance; emptied with only a light tar buildup. Sand shall be at an appropriate level for the appliance.

Sweeping, Picking Up Litter: Exterior areas have **less** than five pieces of exposed trash, cigarette butts, soda cans, etc.; may have a very light buildup of leaves or dirt in corners.

LOBBIES

Doors: -see *Elevator - Glass, Wall & Door Surfaces*

Dusting -Low- below Seven Feet: While ten feet away, **unable** to see dust. While wiping surface approximately six inches with finger, only light dust is accumulated on fingertip.

Dusting - High - Above Seven Feet: While twelve feet away, **unable** to see dust. While wiping surface approximately six inches with finger, only medium dust is accumulate on fingertip.

Floors: see *Corridors - Floors*.

Glass, Wall Surfaces: -see *Elevator - Glass, Wall & Door Surfaces*.

Lights: -see *Corridors - Fixtures*

OFFICE-EQUIPMENT AREAS

Baseboards: -see *Corridors - Baseboards*.

Corners: -see Entrance - Corners.

Dusting - Low - Below Seven Feet: -see Lobbies - Dusting.

Dusting - High - Above Seven Feet: -see Lobbies - Dusting.

Floors: -see Corridor - Floors.

Furniture, Equipment: While six feet away, unable to see spots, dust, washable marks, foot and hand prints. No streaks or spotting caused in the cleaning process. Tops and sides have a polished appearance.

Lamps: Should be wiped clean and uniform in appearance. No buildup of dust, body oils or be sticky.

Partitions and Upholstery: While ten feet away, unable to see spots, dust, foot or handprints or stains on upholstered partitions. No streaks, oily residue, or spots caused in the cleaning process.

Walls, Doors: - see Elevator - Glass, Wall & Door Surfaces.

Waste Cans: - see *Entrance – Waste Cans*

RESTROOMS

Dispensers, Hardware: While ten feet away, **unable** to see spots, dust, washable marks and handprints. No streaks caused in the cleaning process. Dispensers should be filled to proper levels with appropriate paper products and/or soap.

Floors: - see *Corridor - Floors*.

Mirror: While ten feet away, **unable** to see spots, dust, hand prints or streaks. While wiping top edge surface approximately six inches with finger, only light dust is accumulated on fingertip.

Partitions: - see *Elevator - Glass, Wall & Door Surfaces*.

Showers: While three feet away, **unable** to see scale, dust or dirt around valves and spout. Walls and floor are free from discoloration and buildup inside. The outside is clean, with no streaks. No odors are present.

Sinks: While ten feet away, **unable** to see spots or stains. No streaks caused in the cleaning process. No visible scale or other residue around faucets. No scum or buildup around drain or drain screen. Has a polished appearance. If sink is located in a kitchen or break room, while ten feet away, no visible crumbs, food items, spots, fingerprints, or oily residue in sink and outside of appliances. If dishes are in sink, cleaning of the sink must be omitted.

Toilets, Urinals: While three feet away, **unable** to see scale, dust or dirt around flush valve. Bowl and rim are free from discoloration and buildup inside. The outside is clean, with no streaks. No odors are present.

Wall & Door Surfaces: - see *Elevator - Glass, Wall & Door Surfaces*

Waste Cans: - see *Entrance – Waste Cans*

STAIRWELLS

Rails, Walls: While ten feet away, **unable** to see spots, washable marks and hand or footprints on walls or around handrails; **unable** to see streaks caused in the cleaning process. Handrails are grime free.

Step, Landings:

1) *Cement Flooring:* From ten feet away flooring has clean uniform appearance. While drawing finger to thumb at floor **unable** to pick up dirt, hair, lint, dust, etc.

2) *Resilient Flooring:* From ten feet away flooring has clean uniform appearance. The finish is clear and free from waxed-in dirt and wax buildup; may be lightly scuffed. While drawing finger to thumb at floor **unable** to pick up dirt, hair, lint, dust, etc.

WINDOWS

Blinds: While ten feet away, **unable** to see dust. While wiping surface approximately six inches with finger, only light dust is accumulated on fingertip.

Glass: - see *Elevator - Glass, Wall & Door Surfaces-*

Sills, Frames: - see *Lobbies – Dusting-*

MISCELLANEOUS

Air Vents: While six feet away, **unable** to see dust, and or cobwebs. No marks or streaks on vents or surrounding ceiling. While wiping surface approximately six inches with finger, only light dust is accumulated on fingertip.

Water Fountains: While ten feet away, **no** visible scale around discharge unit. No scale or streaks on basin or drains and has a cleaned polished appearance.

EQUIPMENT, MATERIALS & SUPPLIES: Contractor will furnish all equipment, materials and supplies needed to fulfill the requirements of the contract (paper and vending products, cleaning chemicals and equipment, etc.). Funds received from tampon/feminine napkin dispensers are the Contractor's. The City must approve price changes before the coin mechanism is replaced. The Contractor is responsible for the actual cost and labor for a City mechanic to replace the coin mechanism, in the event the Contractor chooses to increase the price of the product. Repairs due to normal wear and tear or vandalism are the responsibility of the City. ***A list of approved supplies is defined in EXHIBIT B Required Supplies.*** The Contractor must submit a list of proposed brand names and/or actual product samples of the supplies to be used with their bid response. All Equipment, Materials and Supplies are subject to inspection and approval by the CBJ prior to acceptance of award. The City reserves

the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification.

EQUIPMENT/SUPPLY STORAGE & WASTE DISPOSAL: The Contractor **will not** use any building space, other than designated area, for storage. All chemical disposals are to be in accordance with Federal, State, or local requirements. Any penalty or legal action from improper disposal of hazardous waste will be the responsibility of the Contractor. Waste is to be taken away from the facility and properly disposed. The site visit will show where the material storage is located.

SAFETY DATA SHEETS (SDS): The Contractor will acquire, maintain and keep on site up-to-date SDS used by the Contractor on City premises as required by federal law. The Contractor will assume full responsibility for conformance with the law. The City has the right at any time to request and receive a copy of any or all **SDS** for substances that are in use on City premises at no charge immediately. During the course of the contract, **SDS sheets** for newly acquired products, not identified at award, shall also be made available, **and shall be submitted to the City Contract Compliance Specialist for approval prior to use**. The City retains the right to reject any product it feels could be harmful to persons or property.

CONDUCT OF WORK: The Contractor is responsible for the conduct and performance of the Contractor's employees, and compliance with all rules, regulations, and conditions of this contract. Work should be performed after regular City business hours. Any work performed when the building is partially occupied (outside of regular business hours) shall be performed to the extent possible so as not to disturb the occupants, office supplies, or interfere with work being performed. The Contractor must prevent its employees from disturbing spread material on desks, opening drawers or cabinets or using telephones provided for official City business. If items are removed for cleaning convenience, they must be returned to their original locations. No loud or boisterous conduct will be permitted.

LABOR:

Employee List. The City is concerned with the security of facilities and the confidentiality of documents and files. The Contractor will provide the City's Contract Compliance Specialist with a **CURRENT** list of all employees (including social security numbers) prior to commencement of work AND whenever there is a change in personnel.

Prior to commencement of work, the Contractor is to apply for a background check on each employee working scheduled to work in any of the CBJ facilities. The following NCSI website is to be used for all background services at a cost of \$20 per background check, <https://juneauparksContractors.quickapp.pro/>. The NCSI website will have a list of current Contractors working in CBJ facilities. Select the tab listing the awarded Contractors name and follow the instruction carefully. Contract Compliance Specialist will be notified when the background check is completed. Any misdemeanor and/or felony convictions that occur during the contract period are subject to this process and shall be reported to the Contract Compliance Specialist immediately.

The Facilities Maintenance Supervisor and/or Contract Compliance Specialist shall review the Contractor/Contractor's employees convicted of any crimes and may disqualify the Contractor/Contractor's employee if the offense for which the Contractor/Contractor's employees conviction reasonably relates to the ability to discharge the duties and responsibilities of scope of work outlined in this Contract.

In making the determination of whether a Contractor/Contractor's employees should be disqualified, the Facilities Maintenance Supervisor and/or the Contract Compliance Specialist shall consider the relationship of the offense to the duties and responsibilities of the scope of work and the amount of time that has passed since the commission of the offense. The Facilities Maintenance Supervisor and/or the Contract Compliance Specialist may consider the circumstances under which the offense occurred and the age of the Contractor/Contractor's employees at the time the offense was committed.

Child Labor: Alaska Department of Labor, AS 23.10, section 325 through 370 shall be strictly adhered to. The Contractor shall have no employee under the age of seventeen (17) on City premises while conducting business governed by this contract. This includes Contractor's own children. Failure to comply with this section may result in cancellation of this contract.

SAFE PRACTICES & UTILITY CONSERVATION: The Contractor must comply with all standards prescribed by the State of Alaska, Department of Labor, Division of Labor Standards and Safety, and the City and Borough of Juneau Standards. After each performance of cleaning or other services during office hours, the Contractor must inspect the area for fire hazards and take appropriate corrective action. The Contractor is responsible to ascertain and adhere to all Occupational Safety and Health Administration guidelines for service and material handling and storage. Under no circumstances will employees use, tamper with, attempt to clean, repair, or remove any City equipment or machinery. The Contractor or employees cannot be under the influence of alcohol or a controlled substance while on City premises. Use of a controlled substance will be grounds for termination of contract and subject to immediate prosecution by the City Attorney. The Contractor's employees may not smoke inside any city building by City Ordinance, Chapter 36.60.010. The Contractor shall be responsible for instructing employees in utility conservation practices, and shall operate in such a manner that precludes the waste of utilities. All lights must be turned off upon completion of daily services

SECURITY, KEY CONTROL AND BUILDING OPENING: The Contractor will be responsible for the security of City property. Workers must be instructed to maintain the following security standards at all times:

- For operational emergencies, contact Facilities Maintenance **ON CALL** staff at 957-6650.
- For police, medical and fire emergencies, dial 911. (Note: if using the phone on location, dial 9 first then the number you are calling).
- No key issued to the Contractor by the City shall be duplicated. The Contractor shall develop procedures covering key control. *In the event a key is lost, stolen or duplicated, locks and keys for the system shall be replaced by the City. The total cost of the replacement shall be deducted from the monthly payment due to the Contractor. At the end of the contract, all keys must be returned to the City before final payment will be issued. The Contract Coordinator shall report the occurrence of a lost or stolen key to the City Contract Compliance Specialist no later than the next City working day.*

The following is the cost to provide all management, supervision, labor, materials, supplies and equipment necessary to furnish complete janitorial services in accordance with Bid 22-012. This information will be entered online through Public Purchase.

BID SCHEDULE

Term Contract for Janitorial Services for Mount Jumbo Gym & Shop and Douglas Shop

The following is the cost to provide all management, supervision, labor, materials, supplies and equipment necessary to furnish complete janitorial services in accordance with Bid 22-012.

FACILITY	MONTHLY PRICE		YEARLY PRICE
Mount Jumbo Shop	\$ _____	x 12 Months	= \$ _____
Douglas Shop	\$ _____	x 12 Months	= \$ _____
Mount Jumbo Gym	\$ _____	x 8 Months	= \$ _____