



**Finance Department, Purchasing Division**

Mailing Address: 155 South Seward Street, Juneau, AK 99801  
Physical Address: 105 Municipal Way, Room 300, Juneau AK  
Email: [Purchasing@juneau.org](mailto:Purchasing@juneau.org) eProcurement: <https://www.publicpurchase.com/>  
Phone: (907) 586-5215 Extension 4 - Fax: (907) 586-4561

THIS IS NOT AN ORDER Req. No - REBID

**REQUEST FOR BID No. 22-011**

**Term Contract for Janitorial Services for the Juneau-Douglas City Museum**

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:** April 1, 2021

**BID DEADLINE:** All bids submitted must be received **prior to 2:00 p.m., Alaska Time on April 22, 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](http://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](mailto: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 & SITE VISIT:** An approximately two-hour (120 minutes) Non-Mandatory, Pre-Bid Meeting & Site Visit will be held on **April 15, 2021 at 8:30 a.m. AK time at the Juneau Public Library, 292 Marine Way, Juneau, AK 99801**. To attend notify CBJ Purchasing by emailing to [purchasing@juneau.org](mailto:purchasing@juneau.org) by close of business on 4/14/2021. 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: \_\_\_\_\_

**INTENT & OVERVIEW:** 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 Juneau-Douglas City Museum, (Museum). 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 \$36,600.** 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 907-586-5308 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**

<b>FACILITY &amp; LOCATION</b> Juneau-Douglas City Museum 114 Main Street., Juneau, AK 99801	<b>No. of Employees</b> 04	<b>No. of Monthly Visitors</b> 500	<b>SQ. Footage to be Cleaned</b> 5,840
---	-------------------------------	---------------------------------------	---

**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**. Cleaning services are needed five (5) times a week during non-tourist season (October – April), and six (6) times a week during tourist season (May-September) and may be performed on holidays. Holidays. 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.**

Special Events. Occasional Special events may require extended hours to accommodate special exhibits and gallery meetings. The cost of providing these services is to be included in the total price for this contract. The Contractor will not be compensated separately for these services. The Contractor will not be compensated separately for these services.

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. The off-site dumpster is located at next to the Marine Parking Garage Restrooms located at 299 Marine

Way. Key A-25 will be issued and it is the responsibility of contractor to secure the dumpster after each use.

**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 907-586-4532 or email at [Daymond.Geary@Juneau.org](mailto: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 22-011. This information will be entered online through Public Purchase.

FACILITY	MONTHLY PRICE	YEARLY PRICE
Juneau Douglas City Museum	\$ _____ x 12 Months =	\$ _____

**Acceptance:** The undersigned, as bidder, declare that we have examined all contract documents contained herein and will contract thereon with the City and Borough of Juneau (hereinafter referred to as the "City") to do everything necessary for the fulfillment of this contract. We agree any addenda received are part of the contract documents.

Bids received after the time announced for the opening will not be considered. No bid may be withdrawn after the opening time or before the award and execution of the contract unless the award is delayed for more than 60 days.

The City reserves the right to reject any or all bids, to waive any informality or to cancel the invitation when in the City's best interest. The City also reserves the right to determine the lowest qualified, responsive, responsible bidder and which bid, if any, should be accepted. When alternative bids are requested, the City may at its sole discretion award the basic bid or the basic bid and one or more alternates.

**Certification of Non-Collusion:** We certify we have prepared our bid independently and without direct or indirect collusion, restraint of trade or other unfair competitive practices.

We understand that any false statements made to meet any requirement may result in contract cancellation or initiation of action under Federal, State or municipal laws and/or ordinances.

**Cooperative Purchasing:** Do you agree to Cooperative Purchasing as described in the General Terms and Conditions. Response does not factor in award.                      **Yes** \_\_\_\_\_                      **or**                      **No** \_\_\_\_\_

**EXHIBIT A CLEANING SPECIFICATIONS BY FACILITY LOCATION:** We have thoroughly reviewed and understand all of the specifications as outlined Exhibit A.                      **Yes** \_\_\_\_\_                      **or**                      **No** \_\_\_\_\_

**Performance Bond or Surety Deposit:**

Our Company Agrees to: *(select which option works for your company):*

\_\_\_\_\_ Provide a Performance Bond for 100% of the contract amount. The apparent awarded vendor must provide prior to award.

\_\_\_\_\_ Submit 10% surety deposit as allowed. The apparent awarded vendor must provide prior to award.

\_\_\_\_\_ Deduct the 10 %surety deposit from the first five (5) payments of the contract in equal incremental amounts.

**Bidder Preference:**

- Check here if you qualify for 5% local bidder's preference.
- Check here if you qualify for 10% disability preference.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Purchasing Division Mailing Address: 155 S. Seward St. Juneau, AK 99801 Email—  
[purchasing@juneau.org](mailto:purchasing@juneau.org) E-Submittal at Public Purchase [www.publicpurchase.com](http://www.publicpurchase.com)  
Phone: 907-586-5215, Ext. 4, Fax: 907-586-4561

**SUBMIT THIS PAGE WITH YOUR BID**

Emergency Hourly Call out Rate (Will not be a factor in award): \$ \_\_\_\_\_ per hour

\_\_\_\_\_  
Company Name (Please Print)                      Company Phone                      //                      Company Email

\_\_\_\_\_  
Complete Company Address

\_\_\_\_\_  
Representative's Email Address                      Direct Line or Cell Number for Rep.

\_\_\_\_\_  
Name of Authorized Representative (Please Print)                      Signature of Authorized Representative

\_\_\_\_\_  
Date                      No. of Addenda

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

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



Purchasing Division Mailing Address: 155 S. Seward St. Juneau, AK  
99801 Email– [purchasing@juneau.org](mailto:purchasing@juneau.org) E-Submittal at Public Purchase  
[www.publicpurchase.com](http://www.publicpurchase.com) Phone: 907-586-5215 Ext. 4, Fax: 907-586-4561

**INCLUDE THIS PAGE WITH YOUR BID**

## General Terms and Conditions

The following General Terms and Conditions are standard to the City's Purchasing Division for all purchases. Unless otherwise specified in the solicitation document, the following General Terms and Conditions will apply. Other specific terms and conditions may be provided in the solicitation specifications. In the event of a conflict between the general terms and conditions and the specifications, the specifications shall take precedence. The CBJ Purchasing Division, or their designee, will be establishing the official Time and Date of receipt of all solicitation responses. Vendor responses to Quote and Bid solicitations will be considered the best and final offer and are non-negotiable. The City and Borough of Juneau (City or CBJ) is a government agency and should funds not be appropriated, the Contract will be canceled.

**Addenda:** Bidders shall acknowledge receipt of all addenda issued for the solicitation document. Failure to acknowledge all addenda may result in the Vendors' response being rejected as non-responsive. It is the Vendor's responsibility to verify and acknowledge any addenda issued.

**Bid Bond/Security:** When requested, bid bonds must be submitted with the Vendor's response and shall be in the form of a certified check, cashier's check or approved bid bond, in a minimum amount of at least 5 percent of the maximum total amount for award. Checks or Bonds shall be made payable to the City and shall be given as a guarantee that the Vendor, if offered the award, will conform with the all specifications, furnish any required documentation, including but not limited to, Payment Bond, Performance Bond and Insurance Certificates. In case of vendor refusal or failure to enter into an agreement, the Check or Bid Bond shall be forfeited to the City. Failure of the Vendor to furnish the required bid security with their response will deem the Vendor non-responsive.

**Bid Surety:** In lieu of a performance bond, when specified in the solicitation, a bidder may post a surety to ensure performance over the entire term of the contract. The surety shall be made payable to the City in the form of a cashier's or certified check or certificate of deposit in the percentage amount stated in the solicitation, of the total contract value. If indicated in the solicitation, an option to withhold a set percentage from Vendor payments may be available as an alternative surety. Failure to supply the surety within the time required may cause the City to declare the bidder non-responsive and to reject their response. If the City cancels the contract due to noncompliance, regardless of the circumstances or contract time remaining, the surety will be declared as liquidated damages and forfeited to the City.

**Bid Bond/Surety Return:** As soon as practicable, the City will return solicitation securities that are not considered for award. All other required or specified bonds or securities will be held until contract has been awarded.

**Bidder Preference:** "Juneau Bidder" and "Bidders with Disabilities" preferences will be treated in accordance with provisions outlined in the City Purchasing Code 53.50.010 and 53.50.050. Unless otherwise specified in this solicitation, a Juneau bidder will receive a 5% bidder preference if its response is not more than five percent higher than the lowest responsive non-resident bidder. Upon submission and review of documented proof, Bidders with disabilities will receive a 10% bidder preference if its response is not more than ten percent higher than the lowest responsive non-disabled bidder. Most grant-funded projects do not allow for any Bidder's Preferences. The Purchasing Code is available from the City Purchasing Division or online at: [https://library.municode.com/ak/juneau/codes/code\\_of\\_ordinances?nodeId=TIT53PRACDI\\_PTIHOTPR\\_CH53.50PUSUSE](https://library.municode.com/ak/juneau/codes/code_of_ordinances?nodeId=TIT53PRACDI_PTIHOTPR_CH53.50PUSUSE)

**Changes on Award:** For RFPs, the City may amend the scope of work according to the **CHANGES** provision of the CBJ Standard Contract. For RFB's or RFQ's, all changes in the Scope of Work will be negotiated, and mutually agreed upon in writing and documented by signed amendment.

**Contract Cancellation for Cause:** If the vendor is awarded a solicitation, the City reserves the right to cancel the contract for cause after initial award by providing written notice to the vendor. Cause includes, but is not limited to, the provision of inferior products other than requested in the solicitation documents, the vendor not meeting contract specifications, or failure to comply with the contract provisions, including notice that the vendor is in violation federal, state, or local laws pertaining to the contract. Upon such cancellation, any bid bond of the vendor shall be forfeited and the contract may be offered to the next responsible, responsive bidder or re-bid.

**Contract Extension:** Any extension of time to complete the scope of work provided in the solicitation, shall only be by mutually agreed upon terms between CBJ and the Vendor. If agreed upon, all terms and conditions shall remain in full force and effect. Unless otherwise agreed upon, vendors must complete the scope of work provided in the solicitation by the deadline provided in the contract and may be subject to damages caused by delay.

**Contract Termination for Convenience:** The CBJ may by prior written notice, terminate this agreement at any time, in whole or in part, when it is in the best interest of the City. In the event that this contract is terminated by the CBJ for convenience, as opposed to termination for cause, the City is liable only for payment in accordance with this agreement for work accomplished prior to the effective date of the termination.

**Cooperative Purchasing:** The City is authorized to extend the opportunity to utilize City contracts with other governmental agencies. The City will expressly state this condition if it is applicable to the solicitation and successful vendors will be bound by that condition. The City is not an agent of, partner to or representative of such outside agencies and is not obligated or liable for any action or debts that may arise out of such independently established cooperative procurements.

**Default:** In case of default by the Vendor, the City may procure the goods or services from another source and hold the Vendor responsible for any resulting excess cost and may seek other remedies under law or equity. If the Contractor defaults, the City may at its discretion, award the contract to the next available firm, based on ranking or price.

**DEFINITIONS:** the following terms used shall be defined as:

**CBJ or City:** is the City and Borough of Juneau,

**Solicitation:** A procurement document, such as Quote (RFQ), Bid (RFB), Request for Proposal (RFP), Statement of Interest (SI), or Request for Information (RFI), that contains information, scope of work, specifications, deliverables, timeline, etc. for goods or services the CBJ intends to procure.

**Vendor, Contractor, Proposer, Bidder, Consultant:** a firm or individual seeking to do business with the City and Borough of Juneau, AK and to whom a solicitation may be awarded.

**Submittal, Submission, Proposal, Response(s):** the document(s) submitted by the Vendor to the CBJ as required by the solicitation document.

**Plan holder:** a Vendor who is on record with the City for purposes of notification on all City communications concerning the solicitation.

**Responsive Vendor:** an individual or firm who conforms in all respects to the requirements stated in the solicitation.

**Responsible Vendor:** an individual or firm which demonstrates the capability in all aspects to fully perform all solicitation requirements and demonstrates the experience, integrity, perseverance, reliability, capacity, facilities, equipment and credit to assure good faith performance.

**Disclosure:** The CBJ is a municipal corporation and political subdivision of the State of Alaska, is subject to the Alaska Public Records Act, AS40.25.100-220, and the public records provisions of CBJ Charter, section 15.7. Contents of submitted responses to a solicitation will be kept confidential until the intent to award or posting notice is released. Immediately following release, all responses become public information. Any restrictions or prohibitions intending to prohibit public disclosure of any material attached or reference in any response based upon claims of privileged, confidential or proprietary

materials, or other similar restriction shall be of no force and effect and all material will be deemed as public records. Trade Secrets and other proprietary data may be held confidential to the extent allowed by law upon request in writing by the Vendor. Material considered confidential by the vendor must be clearly identified and marked by page and section and must include a brief statement outlining the reasons for confidentiality. Marking the entire response as confidential is not acceptable and may be cause for rejecting a response for consideration and award.

**Document Response Disclaimer & File Uploads:** It is the responsibility of the Vendor to submit all solicitation documents, including modifications, in a timely manner. Submitting any response to a solicitation shall be solely at the Vendor's risk. The Purchasing Division will attempt to keep all office equipment used in methods of document receipt, in working order but is NOT responsible for communications or documents that are late, regardless of cause. No Vendor documentation will be accepted as proof of receipt. Prior to any deadline, Vendors are strongly encouraged to confirm receipt of any submitted documents with the Purchasing Division. All electronic files uploaded must be in a common format accessible by software programs the City uses. Those common formats are generally described as Microsoft Word (.doc or .docx), Microsoft Excel (.xls or .xlsx), Microsoft Power Point (.ppt or .pptx), or Adobe Portable Document Format (.pdf.). Suppliers will not secure, password protect or lock uploaded files; the City must be able to open and view the contents of the file. Suppliers will not disable or restrict the ability of the City to print the contents of an uploaded file. Scanned documents or images must be of sufficient quality, no less than 150 dpi, to allow for reading or interpreting the words, drawings, images or sketches. The City may disqualify any Submittal Response that does not meet the criteria stated in this paragraph.

**Examination of Solicitation:** Vendors shall thoroughly examine all solicitation documents, including any issued addenda and attached sample contract if applicable. Responses submitted for consideration of award by the Vendor shall constitute an acknowledgement that all solicitation documents have been thoroughly examined and reviewed. Failure of a Vendor to receive, review or examine any solicitation documents including attachments, appendix or addenda shall in no way relieve them of any contractual obligation required by the solicitation. A claim of misinterpretation or lack of knowledge concerning the solicitation document or process is not justification for additional compensation.

**Equal Employment Opportunity:** In order to be considered for the solicitation, the vendor must not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, familial status, sexual orientation, gender identity, gender expression, or national origin. The vendor will be required to include these provisions in any agreement relating to the work performed under this agreement with contractors or subcontractors. The City is an affirmative action purchaser and encourages small and disadvantaged businesses to submit responses.

**Filing A Protest:** Protest will be administered in accordance with the Purchasing Code 53.50.062 and 53.50.080. Available from the Purchasing Division or online at [https://library.municode.com/ak/juneau/codes/code\\_of\\_ordinances?nodet=TI53PRACDI\\_PTIIOTPR\\_CH53.50PUSUSE\\_53.50.062PR](https://library.municode.com/ak/juneau/codes/code_of_ordinances?nodet=TI53PRACDI_PTIIOTPR_CH53.50PUSUSE_53.50.062PR)

**Force Majeure Events:** Except for the obligation to make payments, neither the CBJ or Vendor shall be in default for its failure to perform, or a delay in performance cause by strikes, epidemics, riots, imposition of laws or governmental orders, fires, acts of God, acts of civil or military authority, embargoes, war, terrorist acts, insurrections, explosions, earthquakes, nuclear accidents, floods, power blackouts affecting facilities and other similar events beyond either the CBJ's or Vendors reasonable control and without its fault or gross negligence. Upon the occurrence of a Force Majeure Event, written notice shall be given to the other Party as soon as practicable and shall promptly confer in good faith to agree upon reasonable actions to minimize any impact. The Party claiming such an event is preventing performance, shall take reasonable actions to mitigate any such delay or failure.

**Indemnification:** As a material part of this solicitation, the Vendor shall agree to defend, indemnify, and hold harmless CBJ, its employees, volunteers, consultants, and insurers, with respect to any action, claim, or lawsuit arising out of or related to the Vendor's performance of this contract without limitation as to the amount of fees, and without limitation as to any damages, cost or expense resulting from settlement, judgment, or verdict, and includes the award of any attorney's fees even if in excess of Alaska Civil Rule 82. This indemnification agreement applies, to the fullest extent, permitted by law, and is in full force, and effect whenever, and wherever any action, claim, or lawsuit is initiated, filed, or otherwise brought against CBJ relating to this contract. The obligations of the Vendor arise immediately upon actual or constructive notice of any action, claim, or lawsuit. CBJ shall notify Vendor in a timely manner of the need for indemnification, but such notice is not a condition precedent to Vendor's obligations and may be waived where the Vendor has actual notice.

**Interpretation of Solicitation:** No oral interpretations will be made to any vendor as to the meaning of a solicitation. Oral and all other non-written responses, interpretations and/or clarifications shall not be legally effective or binding. Comments concerning defects, questionable or objectionable material and requests for interpretation must be made in writing and received by the Purchasing Division by the deadline indicated in the solicitation document. If required, changes to the solicitation documents will be made by addendum and sent promptly to all parties to whom the documents have been issued. All addenda issued become part of the solicitation document and resulting final contract award.

**Licensing Requirements.** Contractor is responsible for obtaining and maintaining all appropriate licenses as required by federal, state or local laws. An Alaska Business License is required to perform most, if not all services in the State of Alaska. Information on obtaining a business or requirements for all professional licenses for AK can be found online at <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx> If requested by the City, proof of licensing may be required prior to award.

**Modifications:** Modifications to a solicitation response can be delivered in person, by fax, email to [purchasing@juneau.org](mailto:purchasing@juneau.org) (or via online submission depository if e-responses are allowed by the solicitation), by mail or fax (907-586-4561). Responses must be received prior to the solicitation deadline and will be time and date stamped thereby establishing the official time of receipt. Any modification must not reveal the respondent's price for a formal sealed solicitation and shall be in the form of an addition or subtraction so that final prices will not be known until the solicitation is opened, reviewed and verified. Modifications to a solicitation received after the deadline established for receipt shall not be considered.

**Negotiations:** Unless expressly specified in the solicitation document, compensation will not be **negotiated**. If so specified, negotiated changes to any Vendor submitted pricing, fee schedule, or price proposal will be documented by contract or signed amendment prior to the issuance of a purchase order.

**Nondisclosure & Confidentiality:** Contractor agrees that all confidential information to which it has access in performing this contract shall be used only for purposes of providing the deliverables and performing the services specified herein. Contractor shall not disseminate or allow dissemination of confidential information to third parties unless authorized in writing by the City. 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. Contractor must promptly notify the City 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, includes but is not limited to financial data, bank account data and information, user lists, passwords, technology infrastructure, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc.).

**Preparation of Solicitation Response:** Responses submitted for consideration, must be carefully, and legibly completed, as required and described in the solicitation documents: i.e. on forms provided, with attached required documents, description of any proposed variances, etc. Responses that contain

omissions, irregularities, additions or alterations of any kind may be rejected. Every submittal, formal or informal, shall include signature of an authorized representative to bind the company. Responses containing any material alteration or irregularity of any kind may be rejected. Any erasures or changes must be initiated by the authorized representative signing the response. The lowest qualified response will be considered for award. Except as ordered by a court of competent jurisdiction, the City is not liable for any cost incurred by the bidder for bid preparation.

When a solicitation specifies that only **Hard Copy** responses will be accepted, no oral, electronic mail, facsimile or telephone responses will be accepted. Sealed responses shall be received at the Purchasing Division Office; or their designee as noted in the solicitation, prior to the deadline indicated. Responses shall be delivered in a completely sealed envelope with an affixed label that shows the solicitation title, number, and deadline. The City will not be responsible for the premature opening of, or failure to open, any response not properly addressed and identified. It is the Vendor's responsibility to verify that responses are received prior to the solicitation deadline. Late responses will not be accepted and will be returned to the Vendor.

**Postponement of Opening:** Sealed responses will be received until the deadline stated in the solicitation document, or such later time as announced by addenda sent to all plan holders at any time prior to the deadline. The City reserves the right to postpone the solicitation deadline at any time.

**Pricing & Additions:** Submitted prices shall include everything necessary to fulfill the contract including, but not limited to, furnishing all materials, freight, equipment and labor. Submitted pricing must be in U.S. funds. In case of error in the extension of prices, unit prices will govern. A Vendors' response to a solicitation is acknowledgement and acceptance of any proposed fee schedule, deliverables, or timeline specified in the solicitation documents. For the purpose of award, offers made in accordance with any solicitation must be irrevocable for a period of ninety (90) calendar days from the solicitation deadline. Quantities listed are estimates for bidding purposes only. The City does not guarantee any minimum or maximum quantities. The City may request additional units above the amount stated in the solicitation. Additional units in excess of 25% of the original awarded contract will be at pricing previously submitted in the solicitation and accepted by mutual written agreement.

**Price Adjustments:** Unless stated otherwise, unit pricing may be subject to an adjustment once per year of a term contract. Requests for a price adjustment must be submitted in writing a minimum of 60 days prior to the start of the next renewal period and be based on substantiated changes for actual cost differences during the contract period. If the City agrees to the price adjustment, an amendment reflecting the change will be issued. The City may counter the Vendors request for pricing and if no agreement can be negotiated, the City may offer the contract to the next apparent low bidder, or the contract may be cancelled and rebid.

**Purchase Order(s) & Payments:** The City's purchase order and (if applicable) the Notice of Award, are the only documents that may be used to place orders against any contract(s) resulting from a solicitation. Payment will be authorized and initiated after acceptance of the goods or services by the City. A portion of the final payment may be withheld to insure all conditions of the solicitation are met. Accurate invoices must be submitted to the designated Contract Administrator and the CBJ Accounts Payable Division. Invoices must include, the purchase order number, Vendor's name and phone number. Invoices must clearly and accurately state quantities, item descriptions and units of measure and any discounts or trade-ins. All payments shall be net 30 days upon receipt of complete and accurate invoice(s) unless specified otherwise.

**Qualified Vendor:** A qualified Vendor is a Vendor who submits the lowest responsive and responsible bid or response. A responsive bid conforms in all material respects to the requirements stated in the solicitation. A responsible vendor has the capability in all respects to fully perform all of the contract requirements, and the experience, integrity, perseverance, reliability, capacity, facilities, equipment and credit, which will assure good faith performance. Responsible vendors will be those who have not defaulted or otherwise failed to perform an awarded City contract and are in good standing with the City finance division as provided below. Each Vendor shall be skilled and regularly engaged in the general class or type of work called for within the solicitation. If requested, the apparent successful Vendor shall submit resumes, references or other documentation, which demonstrates the experience and knowledge of the Vendor, and its key personnel who will be assigned to this contract.

**Solicitation Cancellation or Rejection of Solicitation Response:** The City may cancel, in whole or in part, any Solicitation when it is in the best interest of the City. The City reserves the right to reject any or all submitted solicitation responses, and to determine which submitted response, if any, should be accepted in the best interest of the City. The City reserves the right to waive any informality in a solicitation. A Vendor may be considered not responsible if a Vendor has previously failed to perform properly or to complete a contract as specified with the City, or another government agency. A response may be rejected and considered non-responsive for, including but not limited to, the following reasons:

- The response is on a form other than that supplied by the City, or is improperly signed;
- The responding Vendor adds any unauthorized conditions, limitations, or provisions reserving the right to accept or reject any award, or to enter into a contract pursuant to an award;
- If there are unauthorized additions or irregularities of any kind which may make the response incomplete, indefinite, ambiguous as to its meaning, or in conflict with the City's solicitation;
- If the responding Vendor omits a price on any item or items on which pricing is required;
- If the response contains any excessively unbalanced prices (either above or below a reasonable price) to the detriment of the City;
- If the Vendor fails to furnish an acceptable bid guaranty; or
- If the Vendor has not acknowledged receipt of each Addendum.

**Specifications:** Unless otherwise specified as no substitute in the solicitation documents, product brand names or model numbers specified are examples of the type and quality of product required and are not a statement of preference. If the solicitation specifications stated conflict with a brand name or model number describing an item, the specifications will govern. Reference to brand name or number does not prevent an offer of a comparable or better product. When offering a comparable product full specifications and descriptive literature must be provided if requested. Any variance to specifications must clearly indicated and documented by the Vendor. Failure to provide complete specifications and descriptive literature may be cause for rejection of Vendor's response.

Unless clearly stated in the solicitation all items to be shipped must be quoted F.O.B. destination. Any charges associated with shipping are to be imbedded into the unit pricing. Items are to be shipped as economically as possible and packaged as appropriate to contents to minimize damage or loss. Vendor is responsible for filing any freight claims subsequent to shipment. Any loss incurred will be the responsibility of the Vendor.

The City reserves the right to determine suitability of items offered. All goods or materials are subject to approval by the City. Materials used in the fabrication of items must be free of any defects that affect the performance, application and specifications. Any items rejected because of non-conformity of the terms and conditions or specifications of the solicitation, whether held by the City or returned, will be at the Vendor's risk and expense. Vendor represents that all items offered shall be new. Used, shopworn, demonstrator, prototype or discontinued models are not acceptable. Vendor will guarantee parts availability for applicable items for a minimum of 10 years or the reasonable life of items, whichever is greater. OEM manuals must be supplied with all items upon delivery.

**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. Subcontractor must abide by all the solicitation requirements.

**Vendor Collusion:** By submitting a bid, the vendor affirms that they have not, either directly or indirectly, participated in any collusion, or otherwise taken any action in restraint of the competitive bidding in connection with the solicitation. Collusion by and between Vendors or City officials will disqualify all parties involved in the act of collusion and may result in those Vendors being disqualified from participating in future solicitations.

**Vendor Good Standing with CBJ:** Vendors must be in good standing with the CBJ prior to award of any contract and any subsequent contract renewals. The apparent successful Vendor shall have seven (7) business days following notification to correct any outstanding issues. Good standing means the following: all amounts owed to the CBJ are current and the Vendor is not delinquent with respect to any taxes, fees, assessment, or other monies due and owed the CBJ. Vendor must be current in all CBJ reporting requirements including sales tax registration and reporting and any necessary business personal property declarations. If a Confession of Judgment has been executed, the Vendor must be in compliance and current with any terms or stipulations associated with the Confession of Judgment, including any installment payments due. Vendors who fail to timely pay suppliers or subcontractors under CBJ contracts will likewise not be considered in good standing. For the purposes of this provision, the term "vendor" will include all entities that share principal officials and managing members. If a vendor is not in good standing with the CBJ, subsidiaries or other entities created or otherwise controlled by that vendor will also not be considered in good standing with the CBJ.

Failure to meet these requirements may be cause for rejection of your solicitation. To determine if your business is in good standing, or for further information, contact the CBJ Finance Department's Sales Tax Division at email: [Sales\\_Tax\\_Office@juneau.org](mailto:Sales_Tax_Office@juneau.org) for sales tax issues, Assessor's Office at email: [Assessor.Office@juneau.org](mailto:Assessor.Office@juneau.org) for business personal property issues, or Collections Division at email: [Collections@juneau.org](mailto:Collections@juneau.org) for all other accounts.

**Vendor Name Change & Assignment of Contract:** If the Vendor's business name changes or the business is sold, transferred, or assumed by a second party, written notification of the change must be provided to the City's Purchasing Division. The notification must be signed by all Vendor parties involved, and received by CBJ no later than 30 calendar days from the date of change. The notification must state the type of change, reason for change, include the Federal Employer Identification Number or Tax identification Number of all Vendor parties involved, and provide all legal documentation verifying the change. Failure to provide notification within 30 calendar days of the changes may be grounds for purchase order cancellation without further cause. Additional documentation concerning the assignment of payments and acceptance of assigned payments may be required from the assignor and assignee. Any contract resulting from this solicitation may not be assigned in whole or in part without the prior written consent of the City's Purchasing Division and agreement from the user department.

**Vendor Obligation:** Notwithstanding the expiration date of a contract resulting from this solicitation, the Vendor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired. Unless otherwise stated in the solicitation, the City will assume that the Vendor has accepted, without reservation or amendment, the whole terms of the contract documents.

**Warranty/Guarantee:** The Manufacturers maximum standard warranty/guarantee shall apply to all items purchased. Coverage will begin on the date of acceptance of items by the City. All items shall be guaranteed against faulty material and workmanship. Failure of any items to meet specifications or to operate properly in any way will require replacement by the Vendor at no expense to the City. Any claims initiated by the City for warranty/guarantee will be resolved within thirty (30) days of notification at no additional cost. Failure to resolve any claim in the timeframe specified may require the City to correct the issue. Any costs incurred by the City in correcting an issue will be reimbursed by the Vendor. Vendor guarantees that all items offered will be standard equipment and the latest model of regular stock product offered in the manufacturers published specifications. No attachment or part of any item will be supplied that is contrary to the manufactures recommendations or standard practice.

**Withdrawal of Response:** All submitted responses shall constitute a binding offer to the City as outlined therein and shall be irrevocable after the solicitation deadline. A vendor may withdraw its response by giving written notice prior to the solicitation deadline. After the time last announced for the solicitation deadline and until execution of the contract, no vendor will be permitted to withdraw its response unless the solicitation contract is delayed due to acts by the City.



**INSURANCE REQUIREMENTS.** Prior to award, insurance must be secured and maintained for the risks and in the amounts specified herein. The Consultant and its insurance carrier waive subrogation against the City.

The Contractor's insurance shall be primary and any insurance maintained by the CBJ shall be non-contributory. If the Contractor maintains higher limits than shown below, the CBJ shall be entitled to coverage for the higher limits maintained by the Contractor. **Contractor** agrees to maintain insurance as follows at all times while this contract is in effect, including during any periods of renewal.

**Commercial General Liability Insurance.** The Contractor must maintain Commercial General Liability Insurance in an amount it deems reasonably sufficient to cover any suit that may be brought against the Contractor. This amount must be at least one million dollars (\$1,000,000.00) per occurrence, and two million dollars (\$2,000,000.00) aggregate. **The CBJ shall be named additional insured for this policy for "any and all CBJ projects."**

**Comprehensive Automobile Liability Insurance.** The coverage shall include all owned, hired, and non-owned vehicles to a one million dollar (\$1,000,000.00) combined single limit coverage.

**Workers Compensation Insurance.** If required by Alaska Statute (see Alaska Statute 23.30), the Contractor must maintain Workers Compensation Insurance to protect the Contractor from any claims or damages for any bodily or personal injury or death which may arise from services performed under this contract. This requirement applies to the Contractor's firm, the Contractor's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract. The Contractor must notify the City as well as the State Division of Workers Compensation immediately when changes in the Contractor's business operation affect the Contractor's insurance status. Statutory limits apply to Workers Compensation Insurance. The policy must include employer's liability coverage of one hundred thousand dollars (\$100,000) per injury and illness, and five hundred thousand dollars (\$500,000) aggregate. Contractor also agrees to provide evidence of Longshore and Harbor Worker's Insurance and Jones Act coverage if applicable to the work required. **If the Contractor is exempt from Alaska Statutory Requirements, the Contractor will provide written confirmation of this status in order for the CBJ to waive this requirement. The policy shall be endorsed to waive subrogation rights against the CBJ.**

**Contractor acknowledges requirements for insurance coverage and must provide a Certificate of Insurance, along with all required amendatory policy endorsements, within five (5) working days of notice of *Intent to Award*.**



Purchasing Division Mailing Address: 155 S. Seward St. Juneau, AK 99801

Email— [purchasing@juneau.org](mailto:purchasing@juneau.org)

E-Submittal at Public Purchase [www.publicpurchase.com](http://www.publicpurchase.com)

Phone: 907-586-5215 Extension 4, Fax: 907-586-4561

# BUILDING SPECIFICATIONS, DRAWINGS & WORK SCHEDULE

**1. Facility: Juneau Douglas City Museum**  
 Location: 114 Main Street, Juneau, AK 99801

Designated Contact for this Facility: Daymond Geary  
 Telephone Number: 907-586-5308  
 Number of days of service per week: 5 (five) days a week, **October through April**, (Non-Tourist Season.) Monday-Friday  
6 (six) days a week, **May through September**, (Tourist Season). Monday-Saturday  
 \*The annual cost of service shall be spread out into twelve equal payments.

Hours service is desired: (6 p.m. through 6 a.m.)  
 Opened on Holidays: No

Tile/Vinyl/Cement square footage	1,950 Sq. Feet
<u>Carpet square footage</u>	<u>4,026 Sq. Feet</u>
<b>Net cleanable square footage</b>	<b>5,976 Sq. Feet</b>

Number of rooms in facility:

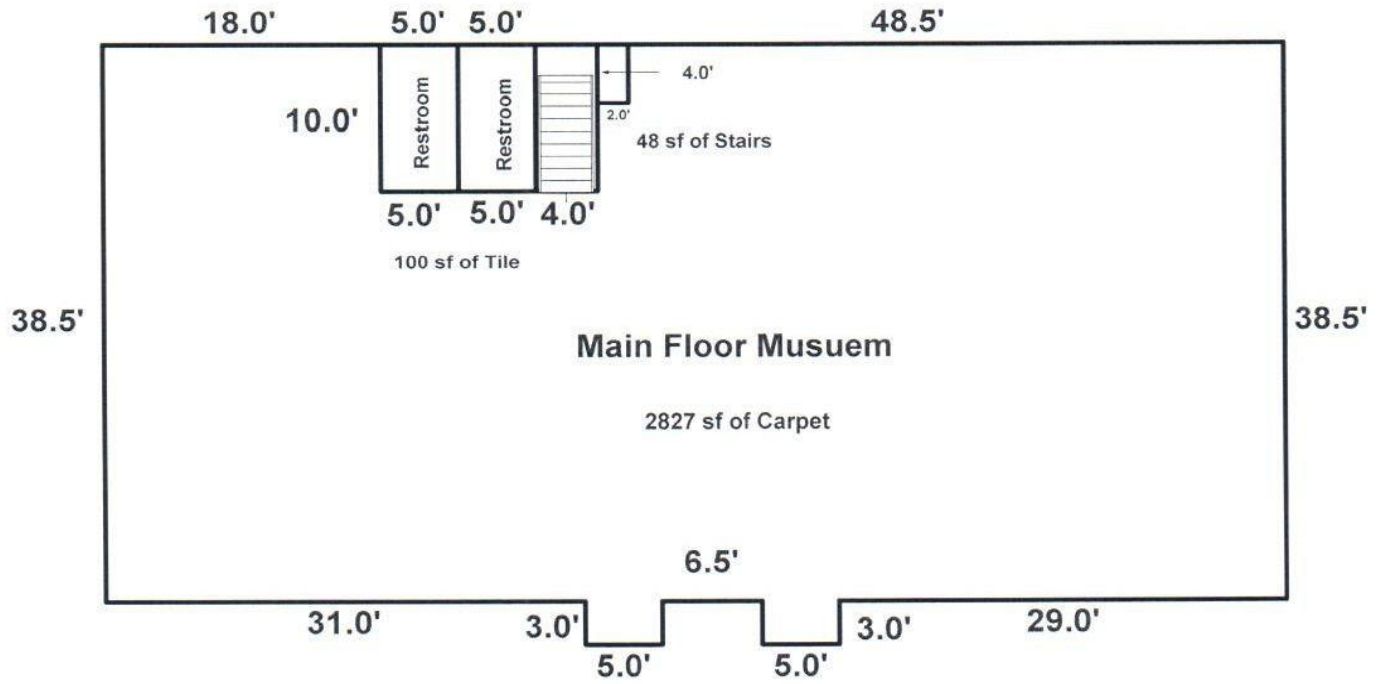
<u>1</u> Offices	<u>1</u> Conference/Meeting Room
<u>0</u> Elevators	<u>1</u> Mop Sink(s)
<u>1</u> Refrigerator	<u>1</u> Break Room
<u>1</u> Lobby	<u>3</u> Bathrooms*
<u>2</u> Stairwell	
<u>0</u> Drinking Fountains	

\*The total fixtures in those bathrooms listed above are:

<u>3</u> Toilets
<u>0</u> Urinals
<u>3</u> Sinks
<u>3</u> Bi-Fold Paper Towels
<u>5</u> Mirrors
<u>2</u> Liquid Soap Dispensers
<u>1</u> Single Roll Paper Towel Dispensers
<u>3</u> Double Roll Paper Towel Dispensers (can be changed to (2) singles)
<u>0</u> Single Jumbo Toilet Paper Dispensers
<u>2</u> Double Jumbo Toilet Paper Dispensers
<u>2</u> Toilet Seat Cover Dispensers
<u>0</u> Tampon/Napkin Dispensers
<u>2</u> Paper Cup Dispensers
<u>3</u> Automatic Air Freshener(s)

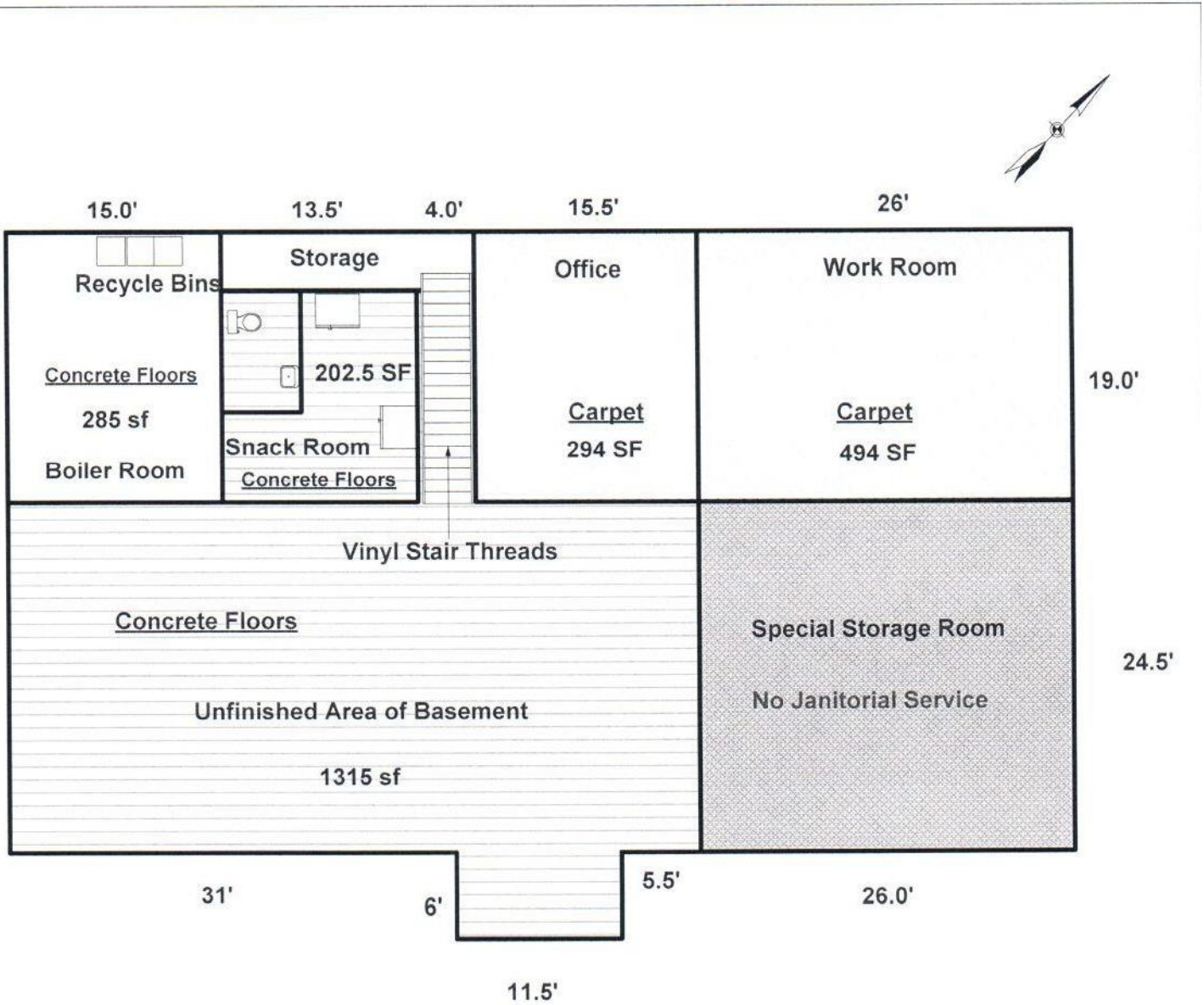
Trash receptacle is located on site.

**BUILDING SKETCH**



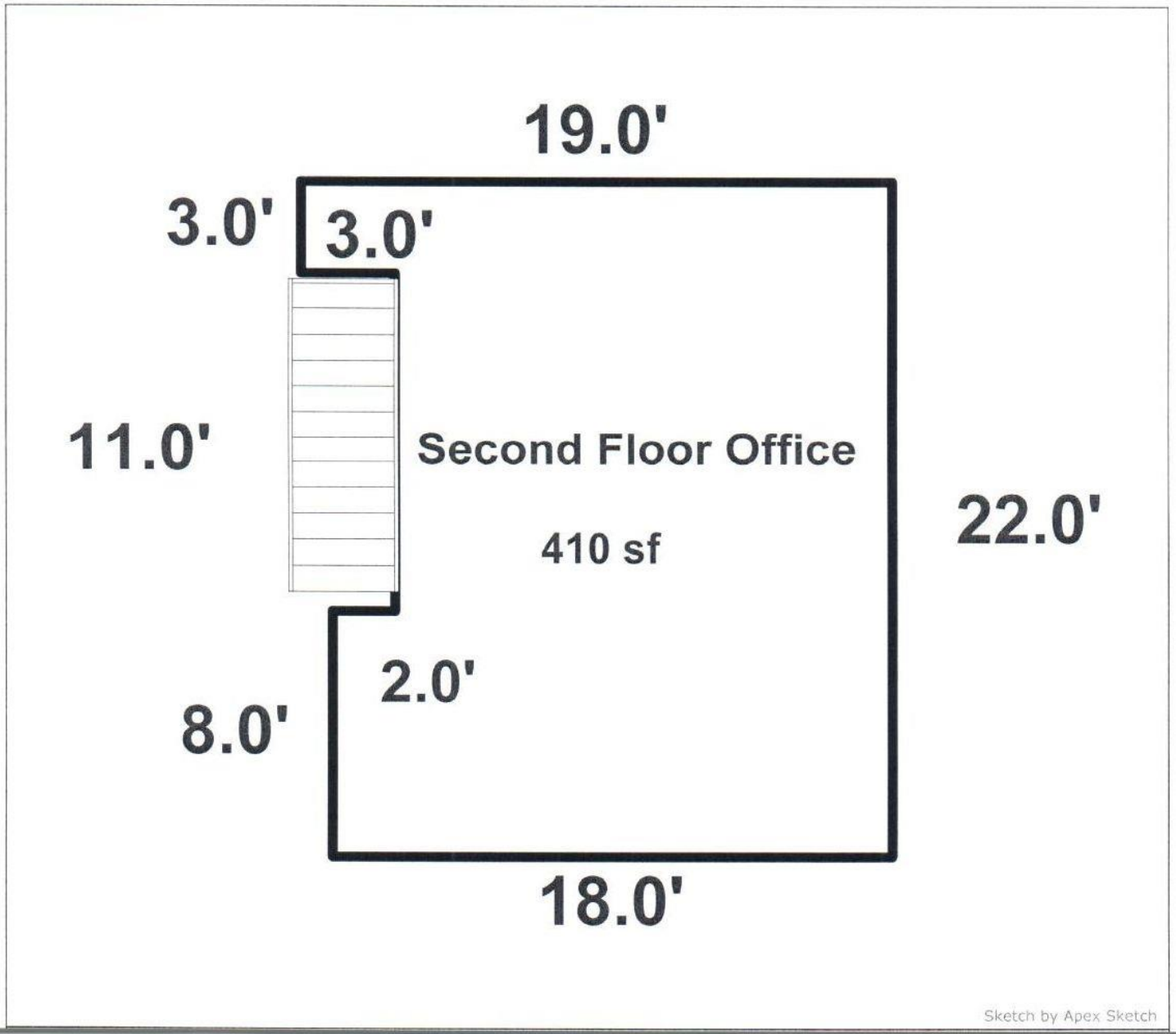
Sketch by Apex Sketch

### BUILDING SKETCH



Sketch by Apex Sketch

**BUILDING SKETCH**



**Required Supplies for all Janitorial Service Sites**

Standards have been set for the following materials. Other materials are required to perform work, however these products or a CBJ approved equal must be used. **Specify which brand you will provide for the products listed below. If it is as specified, write "As Above" or "Same". The City reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to expectation.**

**Disinfectant:** Quat Stat #1917 Disinfectants or CBJ approved equal.  
Product to be used:

**Hand Soap:** Dial Hand Cleaner or CBJ approved equal.  
Product to be used:

**Other Chemicals:** Best Scent Ocean Breeze #BE23104 or CBJ approved equal.  
Product to be used:

**Plastic Bags:** 24X32/.70 Mil/12-16 gallon can-liners with drawstrings, and 38X58/1.50 Mil/60 gallon trash bags  
Product to be used:

**Paper Towels:** Kimberly Clark 01040-40 Rolled Towel or CBJ approved equal.  
Product to be used:

**Paper Towels:** En Motion Paper Towels #1476 or CBJ approved equal.  
Product to be used:

**Toilet Seat Covers:** Health Guards, 1/2 Fold, 250 per pack or CBJ approved equal.  
Product to be used:

**Toilet Tissue:** Standard Single Rolled 2-ply Toilet Tissue 162 3.9 x 1, 00', 2ply, or CBJ approved equal.  
Product to be used:

**Toilet Tissue:** Jumbo Roll Toilet Paper #1266, 12/1000' or CBJ approved equal.  
Product to be used:

**Floor Wax:** Betco Glare #1759 or CBJ approved equal.  
Product to be used:

**Floor Stripper:** Betco Unlock #1727 or CBJ approved equal.  
Product to be used:

**Floor Sealer:** Betco Sure Cure #1750 or CBJ approved equal.  
Product to be used:

**Toilet Bowl Cleaner:** AF-79 #2318 or CBJ approved equal.  
Product to be used:

**Note:** As the City transitions to "Green Products", a price adjustment, (increase or decrease), will be considered for the renewal period(s). The City will work with the Contractor in locating mutually acceptable products.

\_\_\_\_\_  
Company Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative (Please Print)

\_\_\_\_\_  
Signature of Authorized Representative



Purchasing Division Mailing Address: 155 S. Seward St. Juneau, AK 99801 Email—  
[purchasing@juneau.org](mailto:purchasing@juneau.org) E-Submittal at Public Purchase [www.publicpurchase.com](http://www.publicpurchase.com)  
Phone: 907-586-5215 Ext. 4 Fax: 907-586-4561

**INCLUDE THIS PAGE WITH YOUR BID**



Finance Department, Purchasing Division  
Address: 155 Municipal Way, Juneau, AK 99801  
Email: [purchasing@juneau.org](mailto:purchasing@juneau.org)  
Phone: 907-586-5215 Ext.4, Fax: 907-586-4561  
eProcurement - [Public Purchase](#)

Date: April 26, 2021

**NOTICE OF SUCCESSFUL BIDDER for BID No. 22-011**

**Term Contract for Janitorial Services for the Juneau-Douglas City Museum**

The following are the results of the bid opening on April 22, 2021 for the above mentioned term contract. The bidders and their total bids are as follows:

<b><u>Bidder</u></b>	<b><u>Total Bid</u></b>
Pak's Pro Cleaning Service, Inc.	\$33,480.00
Northern Lights Janitorial, Inc.	\$34,200.00
C&C Custodial Services, Inc.	\$36,000.00

The apparent low bidder is Pak's Pro Cleaning Service, Inc. The CBJ intends to award the Total Bid in the amount of \$33,480.00 pending receipt of all final award requirements.

CBJ Purchasing will follow-up with the winning bidder to finalize the award. The CBJ appreciates your interest in this project.

*Mary Johns*

Mary Johns, Buyer  
CBJ Purchasing Division

cc: Daymond Geary, Nate Abbott – P&R - CBJ Facilities,  
Lindsey Foster – P&R Administration



**City & Borough of Juneau**  
 Tabulation Report RFB #22-011 - Term Contract for Janitorial Services for the  
 Juneau-Douglas City Museum  
 Vendor: Pak's Pro Cleaning

Code	Name	Requested Brand	Alternative Brand	Item Vendor Reference #	Unit Price	Qty.	Unit	Total Price	Notes	Attachments
Item 1	Juneau Douglas City Museum				\$2,790.00	12	Month	\$33,480.00		
<b>TOTAL</b>								<b>\$33,480.00</b>		

**General Comments:**

**General Attachments:**



**Acceptance:** The undersigned, as bidder, declare that we have examined all contract documents contained herein and will contract thereon with the City and Borough of Juneau (hereinafter referred to as the "City") to do everything necessary for the fulfillment of this contract. We agree any addenda received are part of the contract documents.

Bids received after the time announced for the opening will not be considered. No bid may be withdrawn after the opening time or before the award and execution of the contract unless the award is delayed for more than 60 days.

The City reserves the right to reject any or all bids, to waive any informality or to cancel the invitation when in the City's best interest. The City also reserves the right to determine the lowest qualified, responsive, responsible bidder and which bid, if any, should be accepted. When alternative bids are requested, the City may at its sole discretion award the basic bid or the basic bid and one or more alternates.

**Certification of Non-Collusion:** We certify we have prepared our bid independently and without direct or indirect collusion, restraint of trade or other unfair competitive practices.

We understand that any false statements made to meet any requirement may result in contract cancellation or initiation of action under Federal, State or municipal laws and/or ordinances.

**Cooperative Purchasing:** Do you agree to Cooperative Purchasing as described in the General Terms and Conditions. Response does not factor in award.      Yes       or      No

**EXHIBIT A CLEANING SPECIFICATIONS BY FACILITY LOCATION:** We have thoroughly reviewed and understand all of the specifications as outlined Exhibit A.      Yes       or      No

**Performance Bond or Surety Deposit:**

Our Company Agrees to: *(select which option works for your company):*

\_\_\_\_\_ Provide a Performance Bond for 100% of the contract amount. The apparent awarded vendor must provide prior to award.

\_\_\_\_\_ Submit 10% surety deposit as allowed. The apparent awarded vendor must provide prior to award.

Deduct the 10 %surety deposit from the first five (5) payments of the contract in equal incremental amounts.

**Bidder Preference:**

- Check here if you qualify for 5% local bidder's preference.
- Check here if you qualify for 10% disability preference.

\_\_\_\_\_  
Pak Pro Cleaning  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
4/21/2021  
Date



Purchasing Division Mailing Address: 155 S. Seward St. Juneau, AK 99801 Email—  
[purchasing@juneau.org](mailto:purchasing@juneau.org) E-Submittal at Public Purchase [www.publicpurchase.com](http://www.publicpurchase.com)  
Phone: 907-586-5215, Ext. 4, Fax: 907-586-4561

**SUBMIT THIS PAGE WITH YOUR BID**

Emergency Hourly Call out Rate (Will not be a factor in award): \$ 48.00 per hour

Pak Pro Cleaning                                  907-723-2567                                  //                                  alaskapak@gmail.com  
Company Name (Please Print)                                  Company Phone                                  Company Email

2331 kaseean dr juneau, ak 99801

Complete Company Address

Alaskapak@gmail.com

907-723-2567

Representative's Email Address

Direct Line or Cell Number for Rep.

James Pak

James Pak

Name of Authorized Representative (Please Print)

Signature of Authorized Representative

4/21/2021

Date

No. of Addenda

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

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



Purchasing Division Mailing Address: 155 S. Seward St. Juneau, AK 99801  
 Email– [purchasing@juneau.org](mailto:purchasing@juneau.org) E-Submittal at Public Purchase [www.publicpurchase.com](http://www.publicpurchase.com)  
 Phone: 907-586-5215 Ext. 4, Fax: 907-586-4561

**INCLUDE THIS PAGE WITH YOUR BID**

**Required Supplies for all Janitorial Service Sites**

Standards have been set for the following materials. Other materials are required to perform work, however these products or a CBJ approved equal must be used. **Specify which brand you will provide for the products listed below. If it is as specified, write "As Above" or "Same". The City reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to expectation.**

**Disinfectant:** Quat Stat #1917 Disinfectants or CBJ approved equal.  
Product to be used: Same as above

**Hand Soap:** Dial Hand Cleaner or CBJ approved equal.  
Product to be used: Same as above

**Other Chemicals:** Best Scent Ocean Breeze #BE23104 or CBJ approved equal.  
Product to be used: same as above

**Plastic Bags:** 24X32/.70 Mil/12-16 gallon can-liners with drawstrings, and 38X58/1.50 Mil/60 gallon trash bags  
Product to be used: same as above

**Paper Towels:** Kimberly Clark 01040-40 Rolled Towel or CBJ approved equal.  
Product to be used: same as above

**Paper Towels:** En Motion Paper Towels #1476 or CBJ approved equal.  
Product to be used: same as above

**Toilet Seat Covers:** Health Guards, 1/2 Fold, 250 per pack or CBJ approved equal.  
Product to be used: same as above

**Toilet Tissue:** Standard Single Rolled 2-pl Toilet Tissue 162 3.9 x 1, 00', 2ply, or CBJ approved equal. Product to be used: same as above

**Toilet Tissue:** Jumbo Roll Toilet Paper #1266, 12/1000' or CBJ approved equal.  
Product to be used: same as above

**Floor Wax:** Betco Glare #1759 or CBJ approved equal. same as above  
Product to be used:

**Floor Stripper:** Betco Unlock #1727 or CBJ approved equal. Product to be used:  
same as above

**Floor Sealer:** Betco Sure Cure #1750 or CBJ approved equal. Product to be used:  
sa same as above

**Toilet Bowl Cleaner:** AF-79 #2318 or CBJ approved equal. Product to be used: s

**Note:** As the City transitions to "Green Products", a price adjustment, (increase or decrease), will be considered for the renewal period(s). The City will work with the Contractor in locating mutually acceptable products.

Paks pro 4/21/2  
cleaning Company Date 021  
Name (Please Print)

James Pak James  
Name of Authorized Representative (Please Print) Signature  
Pak of Authorized Representative



Purchasing Division Mailing Address: 155 S. Seward St. Juneau, AK 99801 Email-  
[purchasing@juneau.org](mailto:purchasing@juneau.org) E-Submittal at Public Purchase [www.publicpurchase.com](http://www.publicpurchase.com)  
Phone: 907-586-5215 Ext. 4 Fax: 907-586-4561

**INCLUDE THIS PAGE WITH YOUR BID**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/08/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER** MALIA HAYWARD INSURANCE AGENCY  
9110 GLACIER HWY  
 JUNEAU, AK 9980101

**INSURED** JAMES NO PAK DBA PAK'S PRO CLEANING SERVICE  
2331 KA SEE AN DR  
JUNEAU, AK 99801

**CONTACT NAME:** ALEX DITCHARO  
**PHONE (A/C, No, Ext):** 907-789-3127  
**FAX (A/C, No):** 907-789-9887  
**E-MAIL ADDRESS:** ALEX@JUNEAUSF.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Fire and Casualty Company	25143
INSURER B : Alaska National Insurance Company	
INSURER C : State Farm Mutual Automobile Insurance Company	25178
INSURER D : BerkelyNet Assigned Risk	
INSURER E :	
INSURER F :	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	Y	92-BL-W920-5	09/21/2020	09/21/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	070 0151-F12-02 068 3700-A18-02 067 7514-E24-02 068 3700-A18-02	06/12/2020 07/18/2020 05/24/2020 07/18/2020	12/12/2020 01/18/2021 11/24/2020 01/18/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	92-BE-V117-6	09/21/2020	09/21/2021	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>  <b>CITY &amp; BOROUGH OF JUNEAU</b> <b>155 S SEWARD ST</b> <b>JUNEAU AK 99801</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/09/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MALIA HAYWARD INSURANCE AGENCY 9110 GLACIER HWY JUNEAU, AK 9980101	<b>CONTACT NAME:</b> ALEX DITCHARO <b>PHONE (A/C No. Ext):</b> 907-789-3127 <b>E-MAIL ADDRESS:</b> ALEX@JUNEAUSF.COM	<b>FAX (A/C, No):</b> 907-789-9887	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> JAMES NO PAK DBA PAK'S PRO CLEANING SERVICE 2331 KA SEE AN DR JUNEAU, AK 99801	<b>INSURER A :</b> State Farm Fire and Casualty Company		<b>25143</b>
	<b>INSURER B :</b> Alaska National Insurance Company		
	<b>INSURER C :</b> State Farm Mutual Automobile Insurance Company		<b>25178</b>
	<b>INSURER D :</b> BerkelyNet Assigned Risk		
	<b>INSURER E :</b> <b>INSURER F :</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>92-BL-W920-5</b>	<b>09/21/2020</b>	<b>09/21/2021</b>	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
C	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>070 0151-F12-02</b> <b>068 3700-A18-02</b> <b>067 7514-E24-02</b> <b>068 3700-A18-02</b>	<b>06/12/2020</b> <b>07/18/2020</b> <b>05/24/2020</b> <b>07/18/2020</b>	<b>12/12/2020</b> <b>01/18/2021</b> <b>11/24/2020</b> <b>01/18/2021</b>	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> OCCUR CLAIMS-MADE DED RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>92-BE-V117-6</b>	<b>09/21/2020</b>	<b>09/21/2021</b>	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

**CITY & BOROUGH OF JUNEAU**  
**155 S SEWARD ST**  
**JUNEAU AK 99801**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**CMP-4786 ADDITIONAL INSURED — OWNERS, LESSEES, OR CONTRACTORS  
(Scheduled)**

---

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

**SCHEDULE**

**Policy Number:** F 92 BLW920 5

**Named Insured:**

PAK, JAMES NO H  
DBA PAK'S PRO CLEANING

**Name And Address Of Additional Insured Person Or Organization:**

CITY & BOROUGH OF JUNEAU  
PURCHASING DIVISION  
RFP 05-009  
155 S SEWARD ST  
JUNEAU AK 99801 1332

**1. SECTION II — WHO IS AN INSURED of SECTION II — LIABILITY** is amended to include, as an additional insured, any person or organization shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", or "personal and advertising injury" caused, in whole or in part, by:

**a. Ongoing Operations**

- (1) Your acts or omissions; or
- (2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for that additional insured; or

**b. Products-Completed Operations**

"Your work" performed for that additional insured and included in the "products-completed operations hazard".

2. Any insurance provided to the additional insured shall only apply with respect to a claim made or a "suit" brought for damages for which you are provided coverage.
3. Primary Insurance. The insurance afforded the additional insured shall be primary insurance. Any insurance carried by the additional insured shall be noncontributory with respect to coverage provided by you.

There will be no refund of premium in the event this endorsement is cancelled.

All other policy provisions apply.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**CMP-4786 ADDITIONAL INSURED — OWNERS, LESSEES, OR CONTRACTORS  
(Scheduled)**

---

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

**SCHEDULE**

**Policy Number:** F 92 BLW920 5

**Named Insured:**

PAK, JAMES NO H  
DBA PAK'S PRO CLEANING

**Name And Address Of Additional Insured Person Or Organization:**

CITY & BOROUGH OF JUNEAU  
PARKS AND RECREATION DEPT  
155 S SEWARD ST  
JUNEAU AK 99801 1332

**1. SECTION II — WHO IS AN INSURED of SECTION II — LIABILITY** is amended to include, as an additional insured, any person or organization shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", or "personal and advertising injury" caused, in whole or in part, by:

**a. Ongoing Operations**

- (1) Your acts or omissions; or
- (2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for that additional insured; or

**b. Products-Completed Operations**

"Your work" performed for that additional insured and included in the "products-completed operations hazard".

2. Any insurance provided to the additional insured shall only apply with respect to a claim made or a "suit" brought for damages for which you are provided coverage.
3. Primary Insurance. The insurance afforded the additional insured shall be primary insurance. Any insurance carried by the additional insured shall be noncontributory with respect to coverage provided by you.

There will be no refund of premium in the event this endorsement is cancelled.

All other policy provisions apply.