

CITY OF VALDEZ  
ALASKA

CONTRACT DOCUMENTS

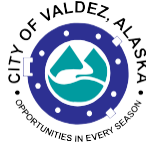
Project: 2025 Janitorial Services  
Contract Number: 2275  
Cost Codes: 001-4200-44230  
402-4300-43400  
510-4600-43400

Date: October 3, 2024



City of Valdez  
Building Maintenance  
555 West Egan  
P.O. Box 307  
Valdez, Alaska 99686

Project Manager/Contract Administrator:  
Stanley Porritt, Facilities Maintenance Manager



**City of Valdez  
Contract Documents**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

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**City of Valdez  
Invitation to Bid**

**July 22, 2024:**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

This project includes, but is not necessarily limited to:

**Contract shall include providing all labor, materials, tools, equipment, transportation and supervision necessary to perform:**

**Janitorial Services as outlined within the Building Frequencies, Standards & Specifications and Proposal Schedule found in this contract.**

**The contractor needs to be aware that the separate proposal items will be awarded in a manner most advantageous to the City of Valdez.**

**The form of agreement for this contract will be a Service Agreement and the City may issue purchase orders for any additional scopes of work assigned to the contractor outside of the scopes of work awarded.**

Proposals will be accepted until 2:00pm local time on August 16, 2024, at the office of the Facilities Maintenance Manger, 555 West Egan, P. O. Box 307, Valdez, Alaska 99686 or emailed to Stanley Porritt at [sporritt@valdezak.gov](mailto:sporritt@valdezak.gov) and cc Jodi Fowler at [jfowler@valdezak.gov](mailto:jfowler@valdezak.gov)

A pre-proposal conference will be held at the Capital Facilities conference room at the Pioneer Field Airport, 300 Airport Road, Valdez, Alaska on July 30, 2024 at 11:00 am. A site visit to each of the facilities will follow if requested.

Proposal documents may be downloaded from the City of Valdez website at [www.valdezak.gov](http://www.valdezak.gov); documents are located under “Bids” on the left-hand side of the opening page. Contractors are encouraged to download, fill out, and return the Request for Addendum form located at the link listed above to ensure receipt of any addendum issued for this project.

The City reserves the right to waive any irregularities or informalities in a proposal and to reject any and all proposals without cause.

Current minimum prevailing wage rates as published by the Alaska Department of Labor must be paid if required by law.



Requirements of the Alaska Employment Preference (AS 36.10) must be met.

The City of Valdez “Standard Specifications, Division 10 ‘Standard General Provisions’”, as modified and included in this procurement, applies to the project.



**City of Valdez  
Instructions to  
Proposers**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

**CAUTION:**

Your proposal may be rejected if it is not properly executed. Check that the following items have been accomplished to help assure a responsive proposal. Please read sections 6 and 7 carefully.

1. Request for Proposal Form
  - A. The Request for Proposal Form has been executed and signed.
  - B. Addendum Acknowledgement Form has been executed and signed.
2. Alaska Business License, a copy your current license must be included.
3. City of Valdez Business License, current copy.
4. A proposal may be rejected if it contains any alterations or erasures that are not initialed by the signer of the proposal.

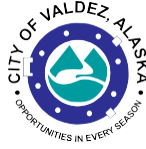
**1. General**

Contractors are requested to study and follow these instructions about the method and form for submitting proposals to avoid having their proposal rejected.

Contractors will find all required forms and documents contained within this assembly. Please notice under Section 7, Required Documents for Proposal, as to which forms and documents are required for your proposal to be considered.

**2. Explanation to Contractors**

Requests from contractors concerning interpretations or clarifications of the proposal documents shall be made in writing to the project manager. Such requests shall arrive at least three working days prior to the proposal submission deadline. There needs to be sufficient time allowed for a reply to reach all contractors before the submission of the proposals. Explanations made will be in the form of an addendum to the specifications or drawings and will be furnished to all contractors and receipt of the addendum must be acknowledged on the Addendum Form.



### **3. Site Conditions**

Contractors are encouraged to visit the site to ascertain pertinent local conditions, location, accessibility, terrain, labor conditions, conditions of surrounding areas, and any other aspect that may impact the project.

### **4. Addenda Requirements**

All proposals must include the Addendum Acknowledgement Form. If addendums have been issued the contractor must state on the form all the addendums have been acknowledged. If no addendums were issued then the contractor is to write “NONE” on the form. The Addendum Acknowledgement Form shall be reviewed prior to acceptance of the proposal.

### **5. Submissions of Proposals**

All proposals, including any amendment or withdrawal, must be received no later than the scheduled submission deadline. Any proposal, amendment, or withdrawal that has not been received by the submission deadline will not be considered.

Proposals may be delivered to the City of Valdez Maintenance Shop, 555 West Egan or emailed to the project manager, Stanley Porritt, at [sporritt@valdezak.gov](mailto:sporritt@valdezak.gov) and cc'd to Jodi Fowler at [jfowler@valdezak.gov](mailto:jfowler@valdezak.gov). Deadline to submit proposals is August 16, 2024.

### **6. Preparation of Proposals**

Proposals shall be submitted on the forms furnished, or copies thereof. If erasures or other changes appear on the forms, the person signing the proposal must initial each erasure or change.

The proposal forms for each building/area will state the budgeted amount for the desired janitorial services and frequencies listed on the form. Please evaluate each line item and determine if you can provide the services within the stated budget amount. You may propose increases, reductions, discounts, etc. for services or frequencies on this form. If a service or frequency is reduced or eliminated in your proposal to meet the set price, please provide the cost of adding it back in.

Contractors are not obligated to provide proposals on all items.



## **7. Required Documents for Proposal**

The following listed documents are to be completed and submitted with the Proposal. Deviation from these requirements will be grounds for rejection of the Proposal.

- A. Addenda Acknowledged Form, fully completed original (see Item 6 above also)
- B. Proposal Schedule, fully completed original (see Item 6 above also)
- C. Copy of current Alaska Business License, Type 561720
- D. Copy of current City of Valdez Business Registration

## **8. Evaluation of Proposals**

- A. Proposals will be evaluated on a facility by facility basis and evaluators may also consider the submitted proposal as a whole. A maximum of 12 point per facility are available. Points will be awarded for percentage of Scope to be completed (10 points), Past performance (-1, 0, +1), and Alternatives presented (-1, 0, +1).
- B. During the evaluation process, the City reserves the right to request a best and final offer upon completion of negotiations.
- C. The City reserves the right to divide scope and award to multiple contractors.

## **9. Required Documents for Award of the Contract**

The following documents must be executed prior to award of the contract and the initiation of work. Contractors are urged to expedite the completion of these documents. This will allow the contract award and notice to proceed to be issued expeditiously. These documents must be submitted within ten (10) working days after the date of notice of intent to award.

- A. Certificate of Insurance naming City of Valdez as an “Additional Insured”
- B. Certificate of good standing for a Corporation or LLC
- C. Non-collusion Affidavit
- D. Agreement (2 signed copies)
- E. City of Valdez Business Registration
- F. Executed W-9 Form

## **10. Contractor Qualifications**

Before a proposal is considered for award, the contractor may be requested to submit a statement of facts or proof in detail as to his previous experience in performing similar or comparable work, technical abilities, equipment, size, manpower and financial resources to complete and perform the work as outlined in the contract documents, plans, and specifications.

## **11. Withdrawal of Proposal**

Proposals may be withdrawn by written request received from the contractor prior to the submission deadline. Errors on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after the proposal has been received.



## **12. Rejection of Proposals**

The Owner reserves the right to reject any and all proposals, when such rejection is in the interest of the Owner; to reject the proposal of a contractor who previously failed to perform properly or to complete on time; and to reject the proposal of a contractor who is not, in the opinion of the Owner, in a position to perform the contract; or to waive any irregularities or informalities in a proposal.

## **13. Hiring of Local Labor**

The Owner encourages that every Contractor and Subcontractor, employ to the maximum extent practical and allowed by law, qualified people who regularly reside in the project area.

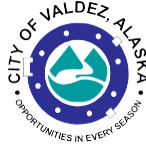
## **14. Local Bidder Preference**

The Valdez City Code provides for a local bidder preference as follows:

### **Section 2.80.020 Definitions**

“Local bidder” means a bidder that is not delinquent in the payment of any taxes, fees, assessments, or other charges owing the city and satisfies one of the requirements set forth in subsections (1) through (3) of this definition for a period of eighteen consecutive months immediately prior to the opening of a competitive city bid for which the bidder wishes to utilize the local bidder preference:





1. If the bidder is a corporation or limited liability company, the bidder's primary business address has a city of Valdez postal zip code, as reflected on the bidder's state of Alaska business license or the records of the State of Alaska Department of Commerce, Community and Economic Development, Division of Corporations;
2. If the bidder is an individual, the bidder's primary business or residential address has a city of Valdez postal zip code, as reflected on the bidder's state of Alaska business license;
3. If the bidder is a general partnership, a limited partnership, or a joint venture, at least one of the general partners has a postal zip code compliant with subsection (1) or (2) of this definition.

#### Section 2.80.065H Competitive Bidding

Except where prohibited by state or federal grant requirements, a local bidder, as defined in Section [2.80.020](#), may be given consideration as low bidder where the offer is the lesser of ten percent or fifty thousand dollars in excess of the lowest offer received from a bidder not qualified as a local bidder. The city may split the award between two or more suppliers in any manner the city deems to be in its best interest.

### **15. Award of Contract**

The contract, if awarded, will be awarded based on past performance, ability to perform service based on supplied narrative, contractor qualifications, and cost, as determined by the terms of the Valdez Municipal Code and these documents.

### **16. Pre-Proposal Conference**

Refer to Invitation to Bid for information regarding the pre-proposal conference.

### **17. Pre-Award Conference**

Before the award of the contract a Pre-Award Conference may be held between the Project Manager, the Contract Administrator, and the apparent awarded contractor.



**City of Valdez  
Addendum Acknowledgement**

**Project: 2025 Janitorial Services  
Contract Number: TBD**

The contractor acknowledges receipt of the following addenda and certifies that their contents have been considered in the preparation of this proposal. If there are no addendums please state NONE above your name.


Addendum Number	<u>1</u>	Dated	<u>Aug 1, 2024</u>	Initials	<u>SS SS</u>
Addendum Number	<u>          </u>	Dated	<u>          </u>	Initials	<u>          </u>
Addendum Number	<u>          </u>	Dated	<u>          </u>	Initials	<u>          </u>
Addendum Number	<u>          </u>	Dated	<u>          </u>	Initials	<u>          </u>
Addendum Number	<u>          </u>	Dated	<u>          </u>	Initials	<u>          </u>
Addendum Number	<u>          </u>	Dated	<u>          </u>	Initials	<u>          </u>
Addendum Number	<u>          </u>	Dated	<u>          </u>	Initials	<u>          </u>
Addendum Number	<u>          </u>	Dated	<u>          </u>	Initials	<u>          </u>
Addendum Number	<u>          </u>	Dated	<u>          </u>	Initials	<u>          </u>

Chugach Cleaning Company  
Company Name

Sarah Snyder  
Authorizing Name

8/8/24  
Date

Owner  
Title

  
Signature



**CHUGACH CLEANING COMPANY**  
**Sarah Snyder and Galen Bridgewater**  
**PO Box 3116**  
**Valdez, AK 99686**  
**907-802-1707**

**PROPOSAL DOCUMENTS**

**Project: 2025 Janitorial Services**  
**Contract Number: TBD**  
**Cost Codes: 001-4200-44230**  
**402-4300-43400**  
**510-4600-43400**

**Date: August 13, 2024**

## PROPOSAL SCHEDULE

Identify which areas you will be providing proposals on:

Area	Yes	No
City Hall Building- (Administration, Clerks, Lobby, Human Resources and IT Dept) and Community Development (includes old Fire Station offices)	x	
Police Department	x	
City Council Chambers	x	
Animal Shelter		x
Library	x	
Fire Department	x	
Recreation Center	x	
City Pool		x
Vehicle Maintenance Facility	x	
Baler Break Room Building and Baler Bathroom	x	
Building Maintenance Shop	x	
Harbormaster Building – Upstairs Offices		x
Harbormaster Building – Downstairs Restrooms		x
B-Float Comfort Station and New Harbor Comfort Station		x
New Harbor– Warehouse Office and Staff Restroom		x
Warehouse- Public Laundry Area		x
New Harbor– Warehouse- Public Restroom/Shower		x
Airport Terminal		x
Capital Facilities, Finance, and Port Offices at Airport	x	

Identify which areas you will be providing proposals on:

Area	Yes	No
Comfort Stations - Dock Point, Ruth Pond, Oumalik, Shoup Bay Trailhead, John Kelsey Municipal Dock		x
Outhouses - Alpine Woods Playgrounds (2 outhouses), Robe River Playground, and Solomon Gulch Outhouse at Hatchery		x
Goldfields		x
Hourly Labor Rates - Required	X	


Proposer:

Chugach Cleaning Company

Company Name

Sarah Snyder

Authorizing Name



Signature

8/13/24

Proposal Submission Date

City Hall Building			
\$45,000.00			
Administration, Clerks, Lobby, Human Resources, and IT Dept			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Services to be performed Monday - Friday after 6PM			
Bathrooms: Empty wastebaskets including sanitary napkin containers. Clean wastebaskets inside and out; reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces with commercial grade cleanser. Scrub sinks, toilets, and urinals to include underside with commercial cleanser. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Remove rugs from floors if applicable, sweep and mop floors. <b>DO NOT REPLACE RUGS ON WET FLOOR SURFACE-WAIT UNTIL DRY.</b> Vacuum rugs prior to replacing.	Daily	Yes	
Scrub down water fountains.	Daily	Yes	
Offices: Remove trash from wastebaskets, clean cans, and reline. Wipe down and sanitize hard surfaces such as countertops or desks, if free of paperwork or personal effects.	Daily	Yes	
Vacuum high traffic areas (main hallways, foyers); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot treat carpet and trim runners as needed. Vacuum stairs leading to upstairs offices. Wipe down handrails with Virex or approved equal.	Daily	Yes	
Clean all foyer windows (both sets) with Windex or similar cleaning solution; clean other windows in the front office.	Daily	Yes	
Wipe doorknobs, ADA buttons, handrails, and light switches with sanitizing agent.	Daily	Yes	
Prevent urea/salt from accumulating in foyer during the winter season.	Daily	Yes	
Outside- police exterior circumference of building for trash, cigarette butts, etc. Sweep sidewalks. Clean outside trash cans and ash urns.	Daily	Yes	
Vacuum offices, printer and printer room, storage area, and other low traffic areas to include elevator; paying attention to wall edges, corners and behind doors. Vacuum under desks after moving chairs and trash cans. Wipe down chair mats.	Weekly	Yes	
Section continued on next page ➡			

Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
<b>Services to be performed Monday - Friday after 6PM</b>			
Vacuum elevator, wipe down buttons with Virex or approved equal.	Weekly	Yes	
Dust hard surfaces, window ledges, picture frames, etc. Wipe down walls and partitions in restrooms with Virex or approved equal.	Weekly	Yes	
Wipe down metal door frames, window sills & trim.	Weekly	Yes	
<b>Community Development (Including Old Fire Station Offices)</b>			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
<b>Services to be performed Monday - Friday after 6PM</b>			
Bathrooms (men's room located in first bay of Old Fire Station.) Empty wastebaskets. Wipe down inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and undersides of sinks, toilets, and urinals. Restock all soap and paper products. Replace batteries in paper towel dispenser if necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.	Daily	Yes	
Vacuum high traffic areas (main hallways, foyer) and office areas; paying attention to wall edges, corners, under registers, and behind doors. Vacuum under desks after moving chairs and trash cans. Clean chair mats. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.	Daily	Yes	
Offices- remove trash from receptacles, clean can and reline. This includes the upstairs Training Room.	Daily	Yes	
Sweep and mop stairs leading to Training Room. Wipe down handrails with Virex or approved equal.	Daily	Yes	
Clean and disinfect all countertop areas.	Daily	Yes	
Wipe doorknobs, handrails and light switches with sanitizing agent.	Daily	Yes	
Section continued on next page ➡			





Police Department			
\$15,600.00			
Anyone working in the Police Department must pass a background check prior to starting work. Individuals who do not pass a background check will not be able to enter the Police Department. Services to be performed Monday - Friday			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathrooms- Empty wastebaskets, clean inside and out, reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals; scrub showers (basement). Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe doorknobs and light switches with sanitizing agent.	Daily	Yes	
Vacuum high traffic areas (main hallway, stairs, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.	Daily	Yes	
Sweep and mop all vinyl floor surfaces in downstairs hall and break room. Remove any rugs or mats prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE- WAIT UNTIL DRY. Vacuum rugs prior to replacing.	Daily	Yes	
Wipe doorknobs, handrails and light switches with sanitizing agent.	Daily	Yes	
Clean all glass windows/partitions in hallways and overlooking foyer weekly or more often as needed.	Weekly	Yes	
Dust all picture frames, window ledges, heat registers, etc.	Weekly	Yes	
Vacuum low traffic areas, to include offices, paying attention to edges, corners, under registers and behind doors. Vacuum under desks after moving chairs and trash can. Clean chair mats.	Weekly	Yes	
Wipe down walls and cove base in all restrooms.	Weekly	Yes	

Optional Bi-Annual Additive Alternate		
Service		Annual Price
Shampoo carpets according to contract specifications two (2) times per year in early May and late October. Contractor is required to return to the facility the next day in order to ascertain which spots need additional treatment. Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved equal by the Contract Administrator when shampooing any carpets in "City Owned" facilities to keep the carpets from being damaged by harsh chemicals.		\$712.50
Exterior and interior windows washed two (2) times per year: Once in April and October.		\$600
Thorough dusting (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.		<del>\$100</del>
<b>Comments, Discounts, or Alternatives for Police Department:</b>          <b>If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?</b>		

Council Chambers			
\$10,200.00			
Services to be performed Monday - Friday after 6:00 PM. Cleanings cannot take place during City Council Meetings.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathrooms- empty wastebaskets; clean cans inside and out; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls of sinks, toilets and urinals. Restock all soap and paper products. Replace batteries in paper towel dispenser if necessary. Sweep and mop bathroom floors.	Daily	Yes	
Sweep and mop foyer floors. Remove any mats/rugs prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE- LET DRY. Vacuum rugs prior to replacing.	Daily	Yes	
Wipe down doorknobs, ADA buttons, and light switches with sanitizing agent.	Daily	Yes	
Kitchen- remove trash and wipe down can- both inside and out; reline. Clean wall behind and around can area. Clean, disinfect and sanitize sink and countertop area. Wipe down faucet. Sweep and mop floor. Remove rugs/mats prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE- LET DRY. Vacuum rugs prior to replacing.	Daily	Yes	
Remove trash from all other cans. Clean cans inside and out; reline. Wipe down walls in surrounding area.	Daily	Yes	
Vacuum main floor area and behind council area. Vacuum foyer rug, mop floor. Prevent urea build up in front of doors and on mats.	Daily	Yes	
Police exterior circumference of building. Remove trash and debris from sidewalks. Sweep sidewalk. Empty ash urns and clean.	Daily	Yes	
Dusting- includes all fixed and decorative desks/furniture, picture frames, window ledges, and heat registers.	Weekly	Yes	
Clean foyer windows/doors, or more often as needed.	Weekly	Yes	
Wipe down chairs	Monthly	Yes	

Optional Bi-Annual Additive Alternate		
Service		Annual Price
Shampoo carpets according to contract specifications two (2) times per year in early May and late October. Contractor is required to return to the facility the next day in order to ascertain which spots need additional treatment. Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved equal by the Contract Administrator when shampooing any carpets in "City Owned" facilities to keep the carpets from being damaged by harsh chemicals.		\$799
Exterior and interior windows washed two (2) times per year: Once in April and October.		\$480
Thorough dusting (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.		\$100
<b>Comments, Discounts, or Alternatives for Council Chambers:</b>		
<b>If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?</b>		

Library			
\$24,000.00			
Services to be performed Monday through Saturday after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, and sanitize mirrors, countertops and other hard surfaces such as light switches and door knobs. Scrub toilet bowls, urinals, sinks and the underside of sinks and toilets. Restock all soap and paper products. Replace batteries in paper towel dispenser as necessary. Sweep and mop floors.	Daily	Yes	
Scrub down drinking fountain.	Daily	Yes	
All entry door glass must be cleaned inside and out to remove fingerprints.	Daily	Yes	
Clean and disinfect countertops, tables and desks, if free of personal effects.	Daily	Yes	
Remove trash from all cans. Clean cans inside and out; reline. Wipe down walls adjacent to the trash can areas.	Daily	Yes	
Vacuum high traffic areas (main hallways, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed, downstairs, main floor or upstairs.	Daily	Yes	
Sweep and mop stairs, paying special attention to edges and the ledges below the hand rails.	Daily	Yes	
Police circumference of building for debris, trash, butts, and other items. Clean ash urns and empty. Sweep entry sidewalks and landings.	Daily	Yes	
Vacuum upper and lower levels to include study rooms, conference room and AV room on lower level, paying attention to edges, corners, behind doors and under registers. Vacuum under desks after moving chairs and trash cans.	2x Week	Yes	
Clean all glass partitions/windows on main floor and lower level or more often as needed.	Weekly	Yes	
Clean foyer windows weekly, or more often as needed.	Weekly	Yes	
Section continued on next page ➡			

Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Dust all window ledges, heat registers, picture frames, and other hard surfaces.	Weekly	Yes	
Wipe down bathroom walls and partitions.	Weekly	Yes	
Wipe down stairway handrails, light switches, door knobs and ADA buttons with sanitizing agent.	Weekly	Yes	
Vacuum, clean and Scotch-Guard furniture.	Yearly	Yes	
<b>Optional Bi-Annual Additive Alternate</b>			
<b>Service</b>			<b>Annual Price</b>
Shampoo carpets according to contract specifications two (2) times per year in early May and late October. Contractor is required to return to the facility the next day in order to ascertain which spots need additional treatment. Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved equal by the Contract Administrator when shampooing any carpets in "City Owned" facilities to keep the carpets from being damaged by harsh chemicals.			\$2464.50
Exterior and interior windows washed two (2) times per year: Once in April and October.			\$780
Thorough dusting (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.			\$500
<b>Comments, Discounts, or Alternatives for Library:</b>			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

Fire Department			
\$21,600.00			
Anyone working in the Fire Station must pass a background check prior to starting work. Individuals who do not pass a background check will not be able to enter the Fire Station. Services to be performed Monday - Friday.			
See Fire Station #1 floorplan below showing areas to be cleaned			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathrooms- Empty wastebaskets, including sanitary napkin containers, clean inside and out, reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe doorknobs and light switches with sanitizing agent.	Daily	Yes	
Sweep and mop all hard floor surfaces in main hallway and foyer. Remove any rugs or mats prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE-WAIT UNTIL DRY. Vacuum rugs prior to replacing.	Daily	Yes	
Remove trash from receptacles, clean can and reline, in offices and reception area	Daily	Yes	
Wipe doorknobs, handrails and light switches with sanitizing agent.	Daily	Yes	
Clean all glass windows/partitions in hallways and foyer weekly or more often as needed.	Weekly	Yes	
Dust all picture frames, window ledges, heat registers, etc.	Weekly	Yes	
Vacuum low traffic areas, to include offices and training room, paying attention to edges, corners, under registers and behind doors. Vacuum under desks after moving chairs and trash can. Clean chair mats.	Weekly	Yes	
Wipe down walls and cove base in all restrooms.	Weekly	Yes	

<i><b>Optional Bi-Annual Additive Alternate</b></i>					
<b>Service</b>			<b>Annual Price</b>		
Shampoo carpets according to contract specifications two (2) times per year in early May and late October. Contractor is required to return to the facility the next day in order to ascertain which spots need additional treatment. <b>Special Note:</b> Contractor must use the product Folex, Fiver Care or Pre-Approved equal by the Contract Administrator when shampooing any carpets in "City Owned" facilities to keep the carpets from being damaged by harsh chemicals.			\$388.50		
Section continued on next page ➡					
<i><b>Optional Bi-Annual Additive Alternate</b></i>					
<b>Service</b>			<b>Annual Price</b>		
Exterior and interior windows washed two (2) times per year: Once in April and October.			\$480		
Thorough dusting (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.			\$100		
Comments, Discounts, or Alternatives for Fire Station #1:                      					
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?					



Floorplan of Fire Station #1 Showing Area to be Cleaned



Recreation Center			
\$29,400.00			
Services to be performed Monday through Saturday and upon request on Sundays as needed at hourly rate provided. No services shall be performed earlier than 8:00 PM.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and undersides of sinks, toilets, and urinals. Clean and disinfect stall partitions, including handles, knobs, and locks. Clean and disinfect all baby changing stations. Restock all soap and paper products. Replace batteries in paper towel dispenser as necessary. Sweep and mop floors. Wipe down door knobs and light switches with sanitizing agent.	Daily	Yes	
Offices - Remove trash from wastebaskets, clean cans, and reline. Wipe down and sanitize hard surfaces such as countertops or desks, if free of paperwork or personal effects. Vacuum under desks after moving chairs and trash cans.	Daily	Yes	
Kitchen Area- Sweep and mop flooring, removing chairs first. Sweep and mop behind counter area. Wipe down and sanitize all kitchen countertop surfaces.	Daily	Yes	
Vacuum all carpeted floors, paying attention to edges, corners, under registers, behind doors, and under gaming tables. Vacuum under desks after moving chairs and trash cans.	Daily	Yes	
Spot clean carpet as needed and trim runners.	Daily	Yes	
Sweep and mop dance floor, tiled entry and foyer, removing rugs prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE-LET DRY. Vacuum rugs prior to replacing.	Daily	Yes	
Wipe down baseboard heaters and window ledges throughout the facility.	Daily	Yes	
Wipe down all doorknobs, light switches and hand rails with sanitizing agent.	Daily	Yes	
Spot clean all walls with approved cleaner as needed.	Daily	Yes	
All entry door glass must be cleaned inside and out to remove finger prints.	Daily	Yes	
Continued on next page ➡			

Services to be performed Monday through Saturday and upon request on Sundays as needed at hourly rate provided. No services shall be performed earlier than 8:00 PM.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Clean and disinfect all doors, including crash bars, handles, knobs, glass, and kick plates as needed.	Daily	Yes	
Police circumference of building collecting debris, trash, etc. Remove trash from outside receptacle, clean cans and reline.	Daily	Yes	
Dust all game tables, window ledges, picture frames, etc.	Weekly	Yes	
Clean all interior windows and window partitions, or more often as needed.	Weekly	Yes	
Sweep back entry.	Weekly	Yes	
Vacuum all carpeted walls.	Monthly	Yes	
Clean and disinfect all restroom walls.	Monthly	Yes	
Clean and disinfect inside of all waste receptacles.	Monthly	Yes	
Dust all air handler and heat exchange vents.	Monthly	Yes	
Dust all can and pod lights.	Monthly	Yes	
Optional Bi-Annual Additive Alternate			
Service		Annual Price	
Shampoo carpets according to contract specifications two (2) times per year in early May and late October. Contractor is required to return to the facility the next day in order to ascertain which spots need additional treatment. Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved equal by the Contract Administrator when shampooing any carpets in “City Owned” facilities to keep the carpets from being damaged by harsh chemicals.		\$886	
Exterior and interior windows washed two (2) times per year: Once in April and October.		\$780	
Thorough dusting (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.		\$240	
Continued on next page ➡			

**Comments, Discounts, or Alternatives for Recreation Center:**

**If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?**

Vehicle Maintenance Facility			
<b><i>\$7,320.00</i></b>			
Services to be performed after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Empty wastebaskets in all areas; clean cans inside and out, reline.	2x Week	Yes	
Bathrooms located in break room and tool room area- empty wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces with sanitizing agent. Scrub bowls and sanitize undersides of sinks, toilets, and urinals. Restock all paper products. Replace batteries in paper towel dispenser as necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.	2x Week	Yes	
Sweep and mop floors in break room, both restrooms and upstairs office. Vacuum and remove any rugs from floor before sweeping. Do not replace rugs until floor has dried.	2x Week	Yes	
Sweep and mop stair leading to upstairs office.	2x Week	Yes	
Wash inside of windows overlooking shop floor as needed.	2x Week	Yes	
<b><i>Optional Bi-Annual Additive Alternate</i></b>			
Service	Annual Price		
Exterior and interior windows washed two (2) times per year: Once in April and October.	\$120		
Thorough dusting (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.	\$120		
<b>Comments, Discounts, or Alternatives for Vehicle Maintenance Facility:</b>  <b>If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?</b>			

Baler Break Room and Baler Bathroom			
<b>\$6,120.00</b>			
Services to be performed after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Empty wastebaskets in all areas; clean cans inside and out, reline	2x Week	Yes	
Front Shower (1)- Clean and disinfect stall to include walls, floors, and curtains with sanitizing agent. Wipe down and sanitize shower seats, doorknobs and light switches.	2x Week	Yes	
Bathrooms- empty all wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces with appropriate cleaning agent. Scrub bowls and sanitize undersides of sinks, toilets, and urinals. Restock all paper products. Replace batteries in paper towel dispenser if necessary. Sweep and mop floors. Wipe down doorknobs and light switches with appropriate sanitizing agent.	2x Week	Yes	
Wipe down and sanitize kitchen countertops. Clean and scrub sink. Spot clean cabinets.	2x Week	Yes	
	2x Week		
<b>Optional Bi-Annual Additive Alternate</b>			
Service			Annual Price
Exterior and interior windows washed two (2) times per year: Once in April and October.			\$120
Thorough dusting (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.			\$60
<b>Comments, Discounts, or Alternatives for Baler Break Room and Baler Bathroom:</b>  <b>If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?</b>			

Building Maintenance Shop			
\$7,620.00			
Services to be performed after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathrooms (one located next to shop stairs and two located off the kitchen area) – Empty wastebaskets. Wipe down inside and outside of cans; reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks and toilets; scrub shower. Restock all paper products. Replace batteries in paper towel dispenser as necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.	2x Week	Yes	
Sweep and mop high traffic areas (main hallways, foyer and computer station area). Remove any mats/rugs prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE- LET DRY. Vacuum rugs prior to replacing.	2x Week	Yes	
Kitchen- remove trash and wipe down can- both inside and out; reline. Clean wall behind and around can area. Wipe down and sanitize kitchen countertops. Clean and scrub sink. Wipe down faucet. Spot clean cabinets. Sweep and mop floor. Remove rugs/mats prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE- LET DRY. Vacuum rugs prior to replacing.	2x Week	Yes	
Prevent urea build-up in front of door during winter season.	2x Week	Yes	
Offices- remove trash from receptacles, clean can and reline. Wipe down and sanitize hard surfaces such as counter tops or desks, if free of paperwork or personal effects. This includes three offices, the computer station, and the conference room.	2x Week	Yes	
Wipe doorknobs, handrails, and light switches with sanitizing agent.	2x Week	Yes	
Empty cigarette and trash bins outside of building. Police general vicinity for trash and other debris.	2x Week	Yes	

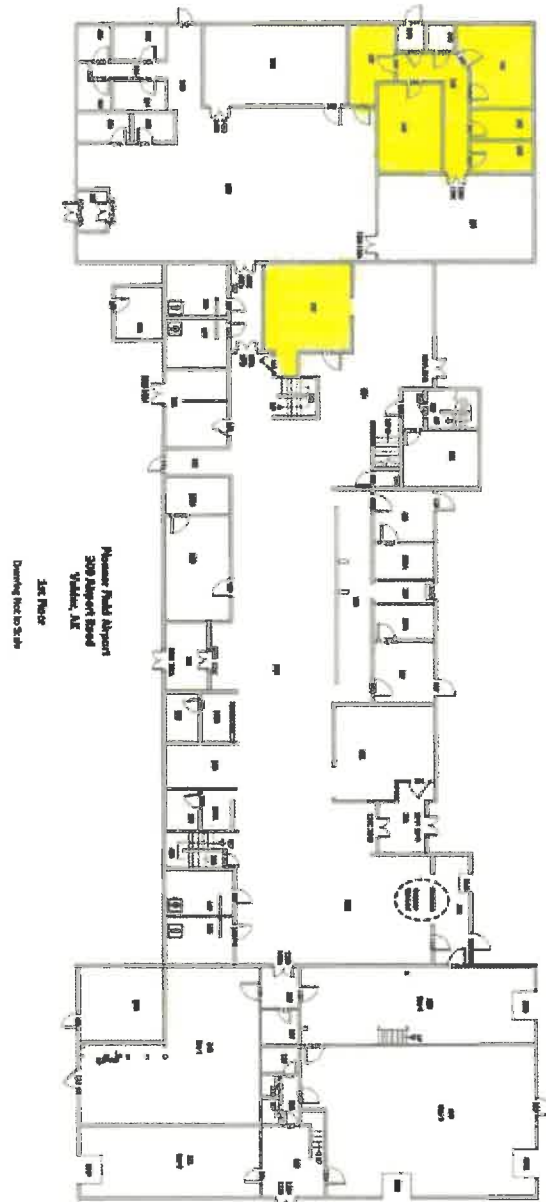
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Dust all picture frames, window ledges, heat registers, angle cross supports, etc.	Weekly	Yes	
Sweep and mop or vacuum office floors. Remove rugs/mats prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE- LET DRY. Vacuum rugs prior to replacing.	Weekly	Yes	
Vacuum Conference Room paying attention to wall edges, corners, under registers, and behind doors. Vacuum under table after moving chairs and trash cans. Clean chair mats. Spot clean carpet as needed.	Weekly	Yes	
Wipe down walls and cove base in bathrooms.	Weekly	Yes	
Optional Bi-Annual Additive Alternate			
Service			Annual Price
Shampoo carpets according to contract specifications two (2) times per year in early May and late October. Contractor is required to return to the facility the next day in order to ascertain which spots need additional treatment. Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved equal by the Contract Administrator when shampooing any carpets in "City Owned" facilities to keep the carpets from being damaged by harsh chemicals.			\$138
Exterior and interior windows washed two (2) times per year: Once in April and October.			\$200
Thorough dusting (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.			\$200
Comments, Discounts, or Alternatives for Building Maintenance Shop:			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			



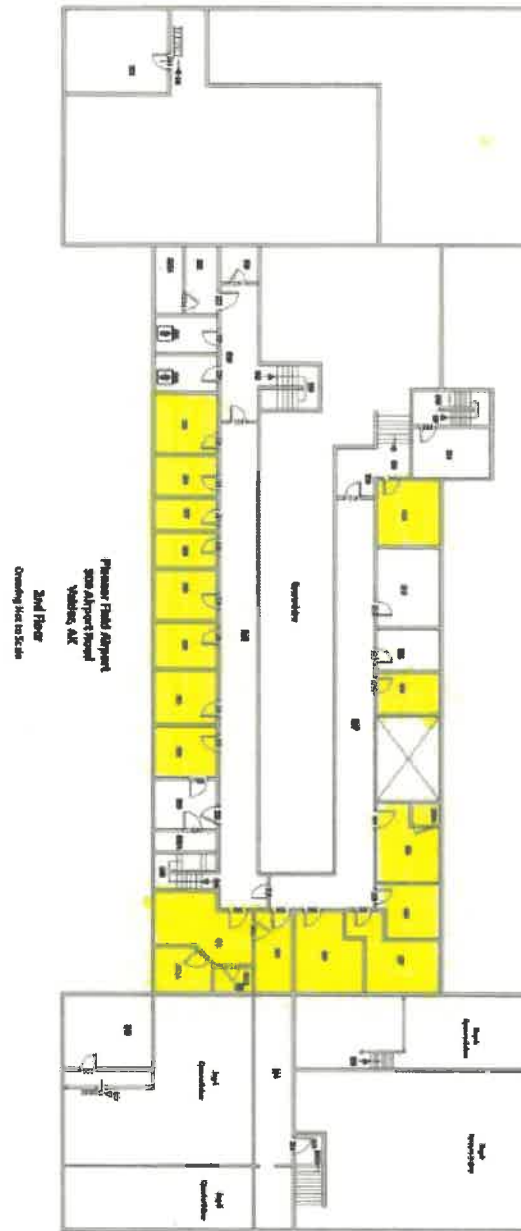
Capital Facilities, Finance, and Port Offices at Airport			
\$10,020.00			
Services to be performed after close of facility.			
See Airport floorplan below showing areas to be cleaned.			
		Desired Service and Frequency Acceptable? Yes/No	
Desired Service	Desired Frequency		If No, Contractor Proposed Alternative
Empty wastebaskets in all areas, clean cans inside and out, reline.	2x Week	Yes	
Vacuum offices and Port conference room, paying attention to corners, behind doors, and under tables and desks.	2x Week	Yes	
Wipe down coffee station countertop.	2x Week	Yes	
Wipe down main office bathroom countertop. Mop floor.	2x Week	Yes	
Wipe down bathroom countertop and sink. Restock paper towels and replace batteries in dispenser if necessary. Toilet is not used in the main office.	2x Week	Yes	
Windows- clean all glass doors and partition windows.	2x Week	Yes	
Clean hard surfaces such as countertops, baseboard heaters, file cabinets, window ledges, or desks, if free of paperwork or personal effects.	2x Week	Yes	
Port kitchen - remove trash and wipe down can- both inside and out; reline. Wipe down and sanitize Port kitchen countertops. Clean and scrub sink and faucet. Spot clean cabinets. Sweep and mop floors.	2x Week	Yes	
Optional Bi-Annual Additive Alternate			
Service			Annual Price
Shampoo carpets according to contract specifications two (2) times per year in early May and late October. Contractor is required to return to the facility the next day in order to ascertain which spots need additional treatment. Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved equal by the Contract Administrator when shampooing any carpets in “City Owned” facilities to keep the carpets from being damaged by harsh chemicals.			\$682.50
Section continued on next page			

		<i>Optional Bi-Annual Additive Alternate</i>	
Service			Annual Price
Exterior and interior windows washed two (2) times per year: Once in April and October.			\$600
Thorough dusting (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.			\$300
<b>Comments, Discounts, or Alternatives for Capital Facilities, Finance, and Port Offices at Airport:</b>			
<p>If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?</p>			

Airport First Floor  
Highlighted Areas to be Cleaned



Airport Second Floor  
Highlighted Areas to be Cleaned



<b>Hourly Labor Rates</b>	
<b>Hourly rates are required as part of proposal</b>	
<b>Labor Description</b>	<b>Rate Amount</b>
Standard labor rate (straight time) charge per hour	\$ 75
Call-out, overtime, and holiday charge per hour	\$ 100

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**Chugach Cleaning Company LLC**

PO Box 3116, Valdez, AK 99686

owned by

Chugach Cleaning Company LLC

is licensed by the department to conduct business for the period

October 26, 2022 to December 31, 2024  
for the following line(s) of business:

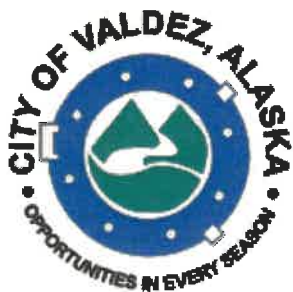
56 - Administrative, Support, Waste Management and Remediation Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Sande  
Commissioner



# CITY OF VALDEZ 2024 BUSINESS REGISTRATION

**Business Name** Chugach Cleaning Company

**Physical Address** 3338 Eagle Avenue

**Business Phone Number** (907) 802-1707

**Owner Name** Sarah Snyder

**Business Description** Janitorial Services

**ISSUED BY**  
City of Valdez  
Planning Department  
212 Chenega Ave

PO Box 307  
Valdez, AK 99686

[planningdept@valdezak.gov](mailto:planningdept@valdezak.gov)  
Phone: 907-834-3401

## Approval Status:

Approved

## APPROVED BY:

*Kate Hulen*

**Approval Date** 12/19/2023

**Expiration Date** 12/31/2024

**Auto ID Number** COV Business ID: 2024-058

*This license is non-transferable and is issued in compliance with the City of Valdez, AK per Valdez Municipal Code 5.04.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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 have ADDITIONAL INSURED provisions or 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	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N <input type="checkbox"/>	N / A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER****CANCELLATION**

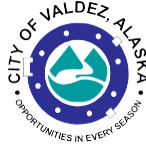
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

 Curtis Luken

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**City of Valdez**

**Agreement Page 1 of 2**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

---

This agreement is made on the \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Valdez, Alaska, hereinafter called the Owner, acting through its Mayor, and **(Contractor)** doing business as an individual, partnership, a corporation (strike out inapplicable words) located in (City), (State), hereinafter called the Contractor.

The Contractor agrees to this Contract known as:

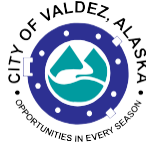
**Project: 2025 Janitorial Services  
Contract Number: 2275**

Furthermore the Contractor agrees to accept as full and complete payment for all work to be done in this Contract for the lump sum and per unit prices as set forth in the Proposal Form and Addendums in the Contract Documents for this project. The total amount of this Contract shall be: **Eighty-one thousand six hundred nineteen and zero cents (\$81,619.00) for 2025 and eighty-one thousand six hundred nineteen and zero cents (\$81,619.00) for 2026 for a total two-year contract amount of: One hundred sixty-three thousand two hundred thirty-eight dollars and zero cents (\$163,238.00).** The contract value for remaining years will be negotiated upon renewal.

The Contractor hereby agrees to commence work on this project January 1, 2025 and to complete all work in accordance with the contract documents and addendums annually by December 31<sup>st</sup> of the contract year. Said contract documents are listed in the Table of Contents herein. All documents listed therein are by this reference made a part hereof.

The Owner agrees to pay the Contractor for the performance of the Contract, subject to additions and deductions, as provided in the City of Valdez Standard Specifications Section 10 Standard General Provisions of this of this Contract, and to make payments on account thereof as provided in the City of Valdez Standard Specifications Section 10 Standard General Provisions and City of Valdez City Code.

The Contractor understands the monthly payments of the contract may be deducted by penalties based on performance of work. The Contractor will be advised of penalties prior to deductions.



**City of Valdez**

**Agreement Page 2 of 2**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

IN WITNESS WHEREOF, the parties to this presence have executed this Contract in two (2) counterparts, each of which shall be deemed as original, in the year and day first mentioned above.

**COMPANY NAME**

**City of Valdez, Alaska, Authorized**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dennis Fleming, Mayor

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Attested:**

\_\_\_\_\_  
Sheri L. Pierce, MMC, City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

**Recommended:**

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
John Douglas, City Manager

\_\_\_\_\_  
Federal I.D. or S.S.N.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
Nathan Duval, Capital Facilities Director

\_\_\_\_\_  
Date

**Approved as to Form:**  
Brena, Bell & Walker, P.C.

Attest: \_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
Jon S. Wakeland

\_\_\_\_\_  
Date

## City of Valdez Corporate Acknowledgement

**Project: 2025 Janitorial Services**  
**Contract Number: 2275**

(To be filled in when Contract is executed in behalf of Corporation)

UNITED STATES OF AMERICA )  
 )SS.  
STATE OF ALASKA )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Name of Officer)

(Title of Officer)

(Name of Corporation)

\_\_\_\_\_  
(State of Incorporation) Corporation, on behalf of said Corporation.

Notary Public

My Commission Expires: \_\_\_\_\_

**City of Valdez**  
**Non-Collusion Affidavit**

**Project: 2025 Janitorial Services**  
**Contract Number: 2275**

(to be executed prior to award)

UNITED STATES OF AMERICA )  
 )SS.  
STATE OF ALASKA )

I, \_\_\_\_\_, of \_\_\_\_\_, being duly sworn, do depose and state:

I, or the firm, association of corporation of which I am a member, a bidder on the Contract to be awarded, by the City of Valdez, Alaska, for the construction of that certain construction project designated as:

**Project: 2025 Janitorial Services**  
**Contract Number: 2275**

Located at Valdez, in the State of Alaska, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such Contract.

Signature

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public

My Commission Expires:\_\_\_\_\_



**City of Valdez  
Contract Release Page 1 of 2**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

The undersigned, \_\_\_\_\_  
for itself, its successors in interest, assigns trustees, administrators, subcontractors, suppliers, and laborers do hereby release and forever discharge the CITY OF VALDEZ, ALASKA a municipal corporation, from all actions, causes of actions, suits, controversies, claims, damages and demands of every kind and nature, mature or to mature in the future, for and by reason of any matter, thing or claim arising out of the following Contract:

**Project: 2025 Janitorial Services  
Contract Number: 2275**

The undersigned also intends hereby to discharge the City of Valdez from all liability for any and all damages or injuries presently undiscovered or unanticipated. The undersigned's intention hereby is to waive any right it may subsequently have to set aside this release under the doctrine of Witt v. Watkins, 579 P.2d 1065 (Alaska 1978).

The undersigned further agrees to defend, indemnify and hold harmless the City of Valdez against any claims, liens, or causes of action arising under or by virtue of this Contract, including, but not limited to, any claim that the undersigned, any successor in interest, assignee, trustee, administrator, subcontractor, supplier or laborer of the undersigned or any other person might make or claim that he could possibly make against the City of Valdez.

The undersigned certifies that he has not assigned any amounts payable under this Contract to anyone.

The undersigned hereby acknowledges receipt of the amount of \$\_\_\_\_\_ as full of final payment in consideration for all services, materials and labors rendered in connection with this Contract.

The undersigned hereby declares that the terms of this RELEASE have been completely read and are fully understood, and said terms are voluntarily accepted for the purpose of making a full and final release of any and all claims, disputed or otherwise, arising under or by virtue of this Contract.



**City of Valdez  
Contract Release Page 2 of 2**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

IN WITNESS WHEREOF, I have hereunto set my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

STATE OF ALASKA                    )  
  )ss.  
THIRD JUDICIAL DISTRICT        )

THIS IS TO CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, Notary Public in and for the State of Alaska, personally appeared \_\_\_\_\_ of \_\_\_\_\_, known to me to be its \_\_\_\_\_ and acknowledged to me that he has read this foregoing RELEASE and knew contents thereof to be true and correct to the best of his knowledge and belief, and that he signed the same freely and voluntarily for the uses and purposes therein mentioned, and that he was duly authorized to execute the foregoing document according to the Bylaws or by Resolutions of said corporation.

WITNESS my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for Alaska  
My Commission expires: \_\_\_\_\_



**City of Valdez**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

**Special Provisions**

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**City of Valdez**

**Project: 2025 Janitorial Services  
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**SP 01 General Statement**

The Special Provisions set forth conditions and requirements unique to this Project and are supplemental to, and supersede, the City of Valdez “Standard Specifications and Standard Details.”

**SP 02 Scope of Work**

**Request for Proposals**

The Scope of Work includes, but is not necessarily limited to:

**Providing all labor, materials, tools, equipment, transportation and supervision necessary to perform:**

**Janitorial Services as outlined within the Building Frequencies, Standards & Specifications and Proposal Schedule found in this contract.**

**The contractor needs to be aware that the separate bid items will be awarded in a manner most advantageous to the City of Valdez.**

*Please reference City code 2.80.065: Competitive bidding*

F. Evaluation and Award. Bids shall be evaluated based on the requirements set forth in the invitation to bid, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The contract shall be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder whose bid meets the criteria set forth in the invitation to bid. In determining whether a bidder is responsible the city may consider:

1. The qualifications, ability, capacity and skill of the bidder to perform the contract;
2. The availability of the bidder to perform the contract within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The quality of performance by the bidder of previous contracts;





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5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract.

**SP 03 Time of Completion**

The term of the contract shall be for sixty (60) months. The contract will commence on January 1, 2025 and end December 31, 2029. After the initial twenty-four (24) months, an evaluation and negotiation period between August and October will occur annually to discuss changes or modifications to the contract.

All work shall be in accordance with the Contract Documents according to the schedule set forth in the Request for Proposals. All work items listed in the contract shall be completed according to the submitted proposal unless written notification to change the schedule is received from the City.

Liquidated damages will be assessed in a sum equal to wasted staff hours and lost revenue for each calendar day that a scheduled work item is not performed, not to exceed two hundred dollars (\$200) per calendar day. Special work items will be scheduled with the contractor at least two weeks in advance.

**SP 04 Special Site Conditions**

General

All work sites are facilities currently operated by the City. The contractor shall have visited each site prior to submitting a proposal to become familiar with special circumstances at each site. Work performed by the contractor shall be performed with as little disruption to activities of the employees and public as possible. The safety of the public shall always be the highest priority.

Smoking

Contractors shall inform their employees that there shall be no smoking in any City facility.



## City of Valdez

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#### SP 05 Security Requirements

Several types of security systems are utilized at various City facilities. Contractors are required to acquaint themselves and their employees with the specific security measure in effect at each facility. All persons entering any City facility after normal closing hours shall have proper identifications, i.e. company id. Some facilities will have “manned” security personnel in conjunction with electronic security. In these areas, all security requirements must be strictly adhered to.

The contractor shall be required to furnish to the City Contract Administrator a cleaning schedule for each facility and a list of employees working at each facility. The list shall show the employee’s full name and list of City keys held in their possession, if applicable. This list shall be kept current with the Contract Administrator for the life of the contract.

City Building Keys: The contractor shall be responsible for safe keeping of any keys signed for through the life of the contract and shall be liable for any costs associated with re-keying a facility due to negligence. The Contract Administrator shall be notified immediately when keys are lost or non-functional.

Unsecured Facility Procedures: Contractor personnel are advised not to enter a facility upon arriving and discovering the entrance doors to be unsecured. The police shall be called immediately to investigate for unsafe or dangerous conditions that may exist at the building and pose life-threatening situations for contract employees. All doors (entry and office) must be closed and locked upon completion of service.

Unauthorized Entry: Only contract employees are to be allowed access into City facilities after normal working hours. Visitors, including spouses and children, shall not accompany contract employees into a City facility after normal working hours.

#### SP 06 Qualifications of Workers

All contract employees shall be experienced and capable to perform work in the required field.

The contractor agrees to provide at all times a competent foreman or supervisor for the life of this contract. The contractors’ personnel shall, at all times, present a neat and clean appearance. All work listed within this contract shall be performed and all complaints shall be handled with due regard by the Building Maintenance Contract Administrator. The contractor shall utilize competent employees in performing the work specified in this agreement.



## City of Valdez

### **Project: 2025 Janitorial Services Contract Number: 2275**

At the request of the City Contract Administrator, the contractor shall replace any incompetent, abusive, or disorderly person employed by the contractor. The City Contract Administrator may require removal from work site those contract employees who are deemed objectionable and whose continued employment on City premises is deemed contrary to the interest of the public or inconsistent with the best interest of the City.

#### **SP 07 City's Contract Administrator**

This Request for Proposals form identifies the City Contract Administrator.

Incidents, altercations, or accidents involving the contractor's employees or City employees shall be reported to the Contract Administrator in a timely manner. The Administrator, at his/her discretion, may require a written report from the contractor describing the incident or accident.

Upon request or necessity, the Contract Administrator will accompany the contractor to the work areas to further clarify or describe procedures or methods. The City of Valdez reserves the right to call periodic meetings with the contractor on an as needed basis to discuss and evaluate the performance of the contractor.

The Contract Administrator reserves the right to request at any time, that timesheets be provided listing employees, dates, and times that services were rendered.

After hours emergencies shall be reported to the Valdez Police Departments, 835-4560 or 911. Emergencies or hazardous conditions during business hours shall be reported to the VPD, as well as the Contract Administrator.

Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect visitors from injury. It is the contractor's responsibility to provide close supervision of maintenance operations and management of the site. Examples of problems the contractor is expected to report immediately are: Vandalism of any kind to include graffiti, plumbing or electrical malfunctions, safety issues, etc. Any issues or suggestions that may arise shall be addressed to the Contract Administrator as soon as possible.

#### **SP 08 Materials and Supplies**

All paper supplies, soaps, dispensers, batteries and air fresheners necessary to complete the contract shall be provided by the City of Valdez. The contractor is responsible for providing the necessary equipment, tools, cleaning solutions, and trash bags to complete this project. Cleaning solutions must be approved in advance prior to using. The contractor must supply the SDS sheets for all cleaning solutions used and stored at each facility.



**City of Valdez**

**Project: 2025 Janitorial Services  
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All secondary containers will be labeled with an OSHA approved secondary container label. Improper storage of materials and chemicals may result in fines or penalties.

**SP 09 Hazardous Waste Generation and Common Waste Disposal**

Every effort to minimize or eliminate the generation of hazardous waste shall be used by the Contractor in the performance of the work of this Contract. Unless there is no substitute, no hazardous material shall be used in the performance of the work of this Contract.

All trash will be disposed of in dumpsters located on City property. Disposal of contract generated waste in private dumpsters is not permitted.

**SP 10 Coordination and Schedule**

All work times shall be coordinated and approved by the Contract Administrator prior to commencing work. The contractor shall provide to the Contract Administrator with a scheduled time of services within ten (10) working days of the Notice of Intent to Award.

The City of Valdez closely follows the same holiday schedule as the State of Alaska. In 2025, these include New Year's Day, Martin Luther King Jr. Day, Presidents Day, Seward's Day, Memorial Day, Independence Day, Labor Day, Alaska Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, ½ of Christmas Eve and Christmas Day.

**SP 11 Site Preservation, Restoration, Cleanup and Environmental Reporting**

Contractor shall be solely responsible for damage to public or private property caused by custodial operations. The contractor shall take all precautions necessary to control dust. Contractor shall notify the City of any claims of damage and shall clean and restore any property so damaged at the sole expense of the Contractor. All spills or releases of any hazardous substance shall be reported to the appropriate governmental agency as well as notice to the City. Contractors shall be responsible for all associated clean-up costs and fines.

At all times during the work, keep the premises clean and orderly. Upon completion of the contract the contractor shall repair all damage caused by equipment and leave the worksite free of rubbish and excess materials of any kind.



**City of Valdez**

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**SP 12 Permits**

The Contractor shall obtain all licenses and permits that are required to do the work as set forth in the Scope of Work.

**SP 13 Award of Contract**

The award of the Contract for each building/area may be made independently. The City of Valdez reserves the right to combine buildings/areas for award as deemed in the best interest of the City.

**SP 14 Order of Award of Alternative Bids**

Additive Alternate and/or Deductive Alternative Bids will be awarded, if any are awarded, in any order determined to be the most advantageous combination by the owner.

**SP 15 Payment**

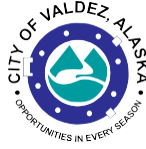
Payments shall be in accordance with Section 10.07, Measurement and Payment of the CVSS. All invoices for payment must be submitted on a City of Valdez *Periodic Payment Request Form*. An electronic copy of this form (Excel Spreadsheet) will be made available for the contractor's use.

Invoices will be submitted to Accounts Payable through the Contract Administrator for payment of completed services. Payment will be made to the contractor monthly no later than the eighth of each month.

Payments may be withheld on account of defective work; damage to City property caused by contractor or their employees or subcontractors; unsatisfactory prosecution of work; failure to pay suppliers, subcontractors or wages promptly; or any other breach of conditions set forth in these documents. Monthly and final payments will be withheld until work is completed or conditions are corrected. This final payment schedule applies only if the contract has not been terminated by the City or breached by the contractor.

At the request of the City, the contractor may be requested to provide the following information prior to any monthly payment:

1. Proof of unemployment tax clearance from the Department of labor and Workforce Development.



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2. Proof of federal tax filings for business to show current
3. Proof of current insurance (must have proper coverage requirements set forth by the City, including worker's compensation coverage.)

Disbursement of money to a person, firm or corporation will be made only after all the various receivable accounts of the general government and any municipal utility or enterprise have been reviewed for outstanding balances owed, and the disbursement will be reduced by setting off the amount of any delinquent indebtedness due the city from such person, firm or corporation.

All contracts to which the city is a party which will or may involve the disbursement of city funds shall contain the following clause, or its substantial equivalent: "Disbursement of money by the City of Valdez hereunder shall subject to set-off pursuant to the provisions of the Valdez City Code." Such contracts include, but are not limited to, oral contracts, employment contracts, construction contracts, purchasing contracts and contracts of any municipal utility or enterprise, including customer's deposits.

**SP 16 Penalty Terms of Contract**

Damages or Losses

Any loss or damage to property in the building or to the building caused by the contractor or their employee shall be promptly repaired or replaced to the satisfaction of the City at the expense of the contractor. Failure on the part of the contractor to repair or replace lost or damaged property within twenty-four (24) hours conveys the undisputed authority of the City to call an independent contractor to repair or replace the lost or damaged property and to withhold the total sum for payment on the next billing statement. The City will provide an invoice, as proof of having incurred a financial obligation pursuant to this paragraph to the contractor.

The contractor agrees to accept verbal notice by the City with respect to lost or damaged property and further agrees that twenty-four (24) hour limitation will commence at the time and date of verbal notification.

Joint Inspections

Representatives of both parties will conduct, as designated by the City, joint inspections of the City facilities to evaluate the completeness and quality of services rendered by the contractor. Date and time of inspections will be prescribed by the City. The City of Valdez reserves the right to call a joint inspection at any given time.



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**Facility Cleaning**

Contractor authorizes the City to impose a financial penalty of (\$200.00) per discrepancy, if in the opinion of the City, the services rendered are unsatisfactory or incomplete. All service requirements are clearly listed in the Building Frequencies, Standards and Specifications documents. All items listed must be completed at each cleaning. The penalty will be executed by the City withholding the appropriate sum from the monthly payment. The penalty will not be imposed without prior written notification or in a capricious manner or without tangible evidence as to incomplete or unsatisfactory services. Failure to correct deficiencies or problems of a repetitive nature shall be reason for withheld payment or termination of contract.

**SP 17 City's Right to Terminate Contract**

The city may terminate the contract for default per the provisions set forth in Section 5.29 of Division 10 of the April 2003 COV Standards and Specifications.

**SP 18 Frequencies, Standards and Specifications**

The Building Frequencies, Standards and Specifications are to be considered the scope of work for this contract.

**SP 19 Allowance/Markup on Change Orders**

On self-performed work, in addition to the direct costs of labor and material incurred by the Contractor, the Contractor shall be entitled to an allowance/markup of ten percent (10%) of the direct cost of work for profit and overhead. On subcontracted work, Contractor shall be allowed a five percent (5%) allowance/markup of the Subcontractor's direct costs. These percentage allowances are inclusive of any management time required to prepare and process the change order. This allowance does not apply to owned or rented equipment.

If Work is performed by a Subcontractor, the Subcontractor actually performing the Work shall be entitled to those allowances for overhead and profit listed above plus an additional five percent (5%) for management and supervision of the additional work.



**City of Valdez**

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Each subsequent higher tiered Subcontractor or Contractor shall be allowed no more than an additional five percent (5%) of the Subcontractor's direct costs. In no case shall total cumulative markup on direct costs exceed thirty percent (30%).

If lower markups are established via bid forms or negotiation, the lower markups shall apply to change orders.

The allowance made in accordance with the terms outlined above will be understood to be complete reimbursement and compensation for all project office and office staff, general office overhead, use of tools, and small equipment, overhead expenses, bond cost, insurance premiums, profits, indirect costs, delays impacts on the rest of the Work and losses of all kinds and other items of cost not specifically designated. No other reimbursement, compensation or payment will be made for time and material work.

Any allowance made by the Contractor to a Subcontractor, other than specified herein, shall be at the expense of the Contractor.

**SP 20 Equal Employment Opportunity**

The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. The City shall post in a conspicuous place, available to employees and applicants for employment, a notice setting out this provision. Contractor and any Subcontractors are also bound these provisions.





## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### Building Frequencies, Standards and Specifications

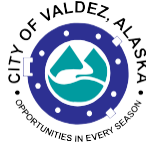
##### **City Hall Building- Administration, Clerks, Lobby, Human Resources and IT Dept:** Services to be performed **once daily** Monday-Friday after 6:00 PM

###### Daily Services

1. Bathrooms-empty wastebaskets including sanitary napkin containers. Clean wastebaskets inside and out; reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces with commercial grade cleanser. Scrub sinks, toilets, and urinals to include underside with commercial cleanser. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Remove rugs from floors if applicable, sweep and mop floors. **DO NOT REPLACE RUGS ON WET FLOOR SURFACE-WAIT UNTIL DRY.** Vacuum rugs prior to replacing.
2. Scrub down water fountains.
3. Offices-remove trash from wastebaskets, clean cans, and reline. Wipe down & sanitize hard surfaces such as counter tops or desks, if free of paperwork or personal effects.
4. Vacuum high traffic areas (main hallways, foyers); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot treat carpet and trim runners as needed.
5. Vacuum stairs leading to upstairs offices. Wipe down handrails with Virex or approved equal.
6. Clean all foyer windows (both sets) with Windex or similar cleaning solution; clean other windows in the front office.
7. Wipe doorknobs, ADA buttons, handrails, and light switches with sanitizing agent.
8. Prevent urea/salt from accumulating in foyer during the winter season.
9. Outside- police exterior circumference of building for trash, cigarette butts, etc. Sweep sidewalks. Clean outside trash cans and ash urns.

###### Weekly Services

1. Vacuum offices, printer room, storage area, and other low traffic areas to include elevator; paying attention to wall edges, corners and behind doors. Vacuum under desks after moving chairs and trash cans. Wipe down chair mats.
2. Vacuum elevator, wipe down buttons with Virex or approved equal.
3. Dust hard surfaces, window ledges, picture frames, etc. Wipe down walls and partitions in restrooms with Virex or approved equal.
4. Wipe down metal door frames, windowsills, and trim.



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**Community Development (Including Old Fire Station Offices)**  
**Services to be performed *once daily* Monday-Friday after 6:00 pm**

**Daily Services**

1. Bathrooms (men's room located in first bay of Old Fire Station)- Empty wastebaskets. Wipe down inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and undersides of sinks, toilets, and urinals. Restock all soap and paper products. Replace batteries in paper towel dispenser if necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Vacuum high traffic areas (main hallways, foyer) and office areas; paying attention to wall edges, corners, under registers, and behind doors. Vacuum under desks after moving chairs and trashcans. Clean chair mats. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.
3. Offices- remove trash from receptacles, clean can and reline. This includes the upstairs Training Room.
4. Sweep and mop stairs leading to training room. Wipe down handrails with Virex or approved equal.
5. Clean and disinfect all countertop areas.
6. Wipe doorknobs, handrails and light switches with sanitizing agent.
7. Empty trash bin and ash urn outside of Old Fire Station door and pick up any debris or trash in the area. Sweep sidewalk.
8. Prevent urea build-up in front of door during winter season.

**Weekly Services**

1. Clean all glass windows/partitions in hallways, or more often as needed.
2. Dust all picture frames, window ledges, heat registers, etc.
3. Wipe down walls and cove base in bathrooms.



## City of Valdez

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#### Police Department

**Important:** *Anyone working in the Police Department must pass a background check prior to starting work. Individuals who do not pass a background check will not be able to enter the Police Department.*

Services to be performed five times per week: Monday through Friday

#### Daily Services

1. Bathrooms- Empty wastebaskets, clean inside and out, reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals; scrub showers (basement). Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe doorknobs and light switches with sanitizing agent.
2. Vacuum high traffic areas (main hallway, stairs, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.
3. Sweep and mop all vinyl floor surfaces in downstairs hall and break room. Remove any rugs or mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE-WAIT UNTIL DRY.** Vacuum rugs prior to replacing.
4. Wipe doorknobs, handrails and light switches with sanitizing agent.

#### Weekly Services

1. Clean all glass windows/partitions in hallways and overlooking foyer weekly or more often as needed.
2. Dust all picture frames, window ledges, heat registers, etc.
3. Vacuum low traffic areas, to include offices, paying attention to edges, corners, under registers and behind doors. Vacuum under desks after moving chairs and trash can. Clean chair mats.
4. Wipe down walls and cove base in all restrooms.



## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### City Council Chambers

Services to be performed **once daily** Monday-Friday after 6:00 pm

**Note:** Cleanings cannot take place during City Council Meetings

#### Daily Services

1. Bathrooms- empty wastebaskets; clean cans inside and out; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls of sinks, toilets and urinals. Restock all soap and paper products. Replace batteries in paper towel dispenser if necessary. Sweep and mop bathroom floors.
2. Sweep and mop foyer floors. Remove any mats/rugs prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
3. Wipe down doorknobs, ADA buttons, and light switches with sanitizing agent.
4. Kitchen- remove trash and wipe down can- both inside and out; reline. Clean wall behind and around can area. Clean, disinfect and sanitize sink and countertop area. Wipe down faucet. Sweep and mop floor. Remove rugs/mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
5. Remove trash from all other cans. Clean cans inside and out; reline. Wipe down walls in surrounding area.
6. Vacuum main floor area and behind council area. Vacuum foyer rug, mop floor. Prevent urea build up in front of doors and on mats.
7. Police exterior circumference of building. Remove trash and debris from sidewalks. Sweep sidewalk. Empty ash urns and clean.

#### Weekly Services

1. Dusting- includes all fixed and decorative desks/furniture, picture frames, window ledges, and heat registers.
2. Clean foyer windows/doors, or more often as needed.

#### Monthly Services

1. Wipe down chairs.



**City of Valdez**

**Project: 2025 Janitorial Services  
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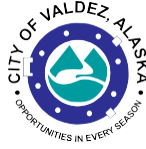
**Animal Shelter**

Services to be performed 3 times per week (Monday, Wednesday and Friday) after 6:00 pm.

1. Hallway- Sweep and mop. Remove any rugs or mats prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE-WAIT UNTIL DRY. Vacuum rugs prior to replacing.
2. Cat Room- clean and disinfect countertop, including sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.
3. Reception and Office Area- wipe down all hard surfaces. Remove trash, wipe cans inside and out; reline. Sweep and mop. Wipe down doorknobs and light switches with sanitizing agent.
4. Break Room- wipe down all hard surfaces and sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.
5. Multipurpose Room - clean and sanitize sink and countertop areas. Remove trash, wipe cans inside and out; reline. Sweep and mop.
6. Bathroom- scrub and sanitize toilet, sink and underside of sink. Remove trash, wipe cans inside and out; reline. Replace any soap and paper products as needed. Replace batteries in paper towel dispenser if necessary. Sweep and mop bathroom floor.
7. Windows- clean lobby, cat room, office and glass door windows as needed.
8. Small Animal Room (now located up front next to the bathroom) - wipe down all hard surfaces and sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.

**Monthly**

1. Cat Room - Sweep and mop under rolling cat condos.



## City of Valdez

### Project: 2025 Janitorial Services

Contract Number: 2275

#### Library

Services to be performed **once daily** Monday through Saturday, upon close of facility.

##### Daily Services

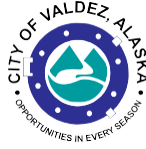
1. Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, and sanitize mirrors, countertops and other hard surfaces such as light switches and doorknobs. Scrub toilet bowls, urinals, sinks and the underside of sinks and toilets. Restock all soap and paper products. Replace batteries in paper towel dispenser as necessary. Sweep and mop floors.
2. Scrub down drinking fountain.
3. All entry door glass must be cleaned inside and out to remove fingerprints.
4. Clean and disinfect countertops, tables and desks, if free of personal effects.
5. Remove trash from all cans. Clean cans inside and out; reline. Wipe down walls adjacent to the trashcan areas.
6. Vacuum high traffic areas (main hallways, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed, downstairs, main floor or upstairs.
7. Sweep and mop stairs, paying special attention to edges and the ledges below the handrails.
8. Police circumference of building for debris, trash, butts, and other items. Clean ash urns and empty. Sweep entry sidewalks and landings.

##### Weekly Services

1. Vacuum upper and lower levels **twice weekly**, to include study rooms, conference room and AV room on lower level, paying attention to edges, corners, behind doors and under registers. Vacuum under desks after moving chairs and trash cans.
2. Clean all glass partitions/windows on main floor and lower level or more often as needed.
3. Clean foyer windows weekly, or more often as needed.
4. Dust all window ledges, heat registers, picture frames, and other hard surfaces.
5. Wipe down bathroom walls and partitions.
6. Wipe down stairway handrails, light switches, doorknobs and ADA buttons with sanitizing agent.

##### Yearly Services

1. Vacuum, clean and Scotch-Guard furniture.



## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### Fire Department

**Important:** *Anyone that will be working in the Fire Department must pass a background check prior to starting work. Individuals who do not pass a background check will not be able to enter the Fire Station.*

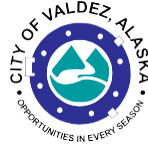
Services to be performed five times per week: Monday-Friday

#### Daily Services

1. Bathrooms- Empty wastebaskets, including sanitary napkin containers, clean inside and out, reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe doorknobs and light switches with sanitizing agent.
2. Sweep and mop all hard floor surfaces in main hallway and foyer. Remove any rugs or mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE-WAIT UNTIL DRY.** Vacuum rugs prior to replacing.
3. Remove trash from receptacles, clean can and reline in offices and reception area.
4. Wipe doorknobs, handrails and light switches with sanitizing agent.

#### Weekly Services

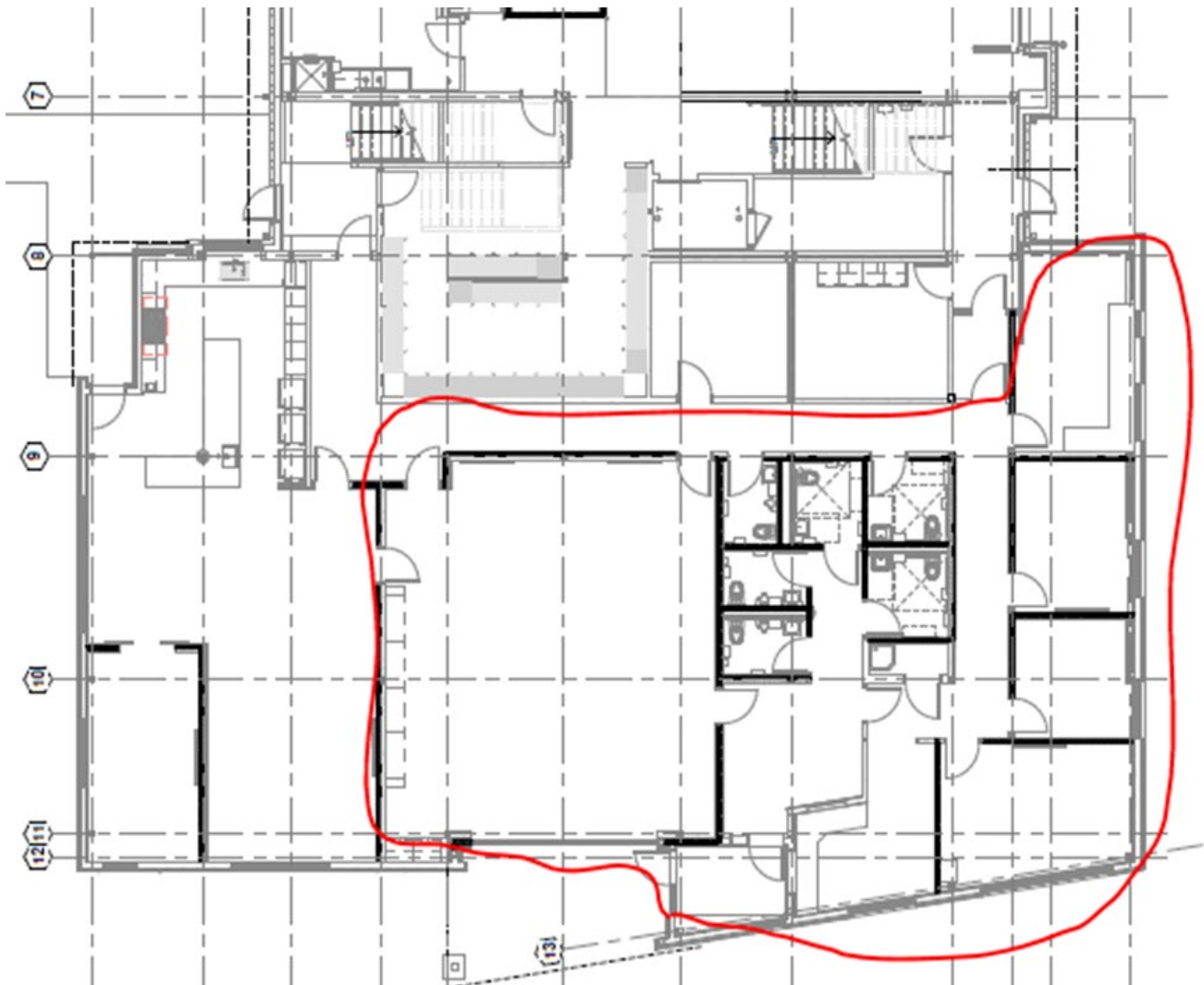
5. Clean all glass windows/partitions in hallways and foyer weekly or more often as needed.
6. Dust all picture frames, window ledges, heat registers, etc.
7. Vacuum low traffic areas, to include offices and training room, paying attention to edges, corners, under registers and behind doors. Vacuum under desks after moving chairs and trash can. Clean chair mats.
8. Wipe down walls and cove base in all restrooms.



**City of Valdez**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

**Floorplan of Fire Station #1 Showing Area to be Cleaned**







## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### Recreation Center

Services to be performed Monday through Saturday and upon request on Sundays as needed at hourly rate provided. No services shall be performed earlier than 8:00 PM.

#### Daily Services

1. Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and undersides of sinks, toilets, and urinals. Clean and disinfect stall partitions, including handles, knobs, and locks. Clean and disinfect all baby changing stations. Restock all soap and paper products. Replace batteries in paper towel dispenser as necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Offices - Remove trash from wastebaskets, clean cans, and reline. Wipe down and sanitize hard surfaces such as countertops or desks, if free of paperwork or personal effects. Vacuum under desks after moving chairs and trash cans.
3. Kitchen Area- Sweep and mop flooring, removing chairs first. Sweep and mop behind counter area. Wipe down and sanitize all kitchen countertop surfaces.
4. Vacuum all carpeted floors, paying attention to edges, corners, under registers, behind doors, and under gaming tables. Vacuum under desks after moving chairs and trash cans.
5. Spot clean carpet as needed and trim runners.
6. Sweep and mop dance floor, tiled entry and foyer, removing rugs prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE-LET DRY. Vacuum rugs prior to replacing.
7. Wipe down baseboard heaters and window ledges throughout the facility.
8. Wipe down all doorknobs, light switches and handrails with sanitizing agent.
9. Spot clean all walls with approved cleaner as needed.
10. All entry door glass must be cleaned inside and out to remove finger prints.
11. Clean and disinfect all doors, including crash bars, handles, knobs, glass, and kick plates as needed.
12. Police circumference of building collecting debris, trash, etc. Remove trash from outside receptacle, clean cans and reline.

#### Weekly Service

1. Dust all game tables, window ledges, picture frames, etc.
2. Clean all interior windows and window partitions, or more often as needed.
3. Sweep back entry.

#### Monthly Service

1. Vacuum all carpeted walls.
2. Clean and disinfect all restroom walls.
3. Clean and disinfect inside of all waste receptacles.
4. Dust all air handler and heat exchange vents.
5. Dust all can and pod lights.



## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### City Pool

Services to be performed Monday through Friday. No services shall be performed earlier than 9:00 PM. Since the Valdez City Pool resides on Valdez City School District property, all persons providing janitorial services at the facility are required to pass a background check.

#### Daily Services

1. Bathrooms, locker rooms, and family changing room: Clean and disinfect all countertops, sinks, fixture and fittings; polish all fixtures and fittings. Clean and disinfect all mirrors. Clean and disinfect all toilets and urinals, including the bowl, seat, rim, base and all fixtures and fittings. Clean and disinfect stall partitions, including handles, knobs, and locks. Clean and disinfect all external surfaces of soap and paper product dispensers. Clean and disinfect all baby changing stations. Restock all soap and paper product dispensers as needed. Replace batteries in paper towel dispenser as necessary. Clean and disinfect all shower areas, including all tile, fixtures and fittings; polish fixtures and fittings. Clean and disinfect all benches. Clean and disinfect exterior of all hand/hair and swim suit dryers. Spot clean exterior of lockers as needed.
2. Vacuum/sweep and wet mop hard surface floors with approved disinfectant; any rugs/mats should be removed prior to wet mop, vacuumed and returned to original location AFTER the hard surface floors have dried.
3. Spot clean all carpeted floors as needed.
4. Clean interior and exterior of all entryway doors, including frame, crash bars, handles, and glass.
5. Clean and disinfect all doors, including crash bars, handles, knobs, glass, and kick plates as needed.
6. Clean interior and exterior of all entryway windows, including all window frames and ledges.
7. Clean and disinfect all windows as needed.
8. Spot clean all walls with approved cleaner as needed.
9. Pick-up all loose trash, waste and debris, and dispose of in proper receptacle. Empty all waste receptacles, including all sanitary napkin receptacles, and replace liners. Clean and disinfect outside of all waste receptacle as needed.
10. Clean, disinfect and polish drinking fountain with approved cleaner.

#### Monthly Services

1. Clean and disinfect all light switches.
2. Clean and disinfect interior of all lockers.
3. Clean and disinfect all restroom, locker room and family change room walls.
4. Clean and disinfect inside of all waste receptacles.
5. Dust tops of all locker banks.



**City of Valdez**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

**Vehicle Maintenance Facility**

Services performed **twice weekly**, upon close of facility.

**Daily Services**

1. Empty wastebaskets in all areas; clean cans inside and out, reline.
2. Bathrooms located in break room and tool room area- empty wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces with sanitizing agent. Scrub bowls and sanitize undersides of sinks, toilets, and urinals. Restock all paper products. Replace batteries in paper towel dispensers as necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
3. Sweep and mop floors in break room, both restrooms and upstairs office. Vacuum and remove any rugs from floor before sweeping. Do not replace rugs until floor has dried.
4. Sweep and mop stair leading to upstairs office.
5. Wash inside of windows overlooking shop floor as needed.

**Baler Break Room Building**

Services to be performed **twice weekly**, upon close of facility.

**Daily Services**

1. Empty wastebaskets in all areas; clean cans inside and out, reline.
2. Front shower (1) - Clean and disinfect stalls to include walls, floors, and curtains with sanitizing agent. Wipe down and sanitize shower seats, doorknobs and light switches.
3. Bathrooms- empty all wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces with appropriate cleaning agent. Scrub bowls and sanitize undersides of sinks, toilets, and urinals. Restock all paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe down doorknobs and light switches with appropriate sanitizing agent.
4. Wipe down and sanitize kitchen countertops. Clean and scrub sink. Spot clean cabinets.
5. Sweep and mop floor. Vacuum and remove any rugs from floor before sweeping. Do not replace rugs until floor has dried.



**City of Valdez**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

**Building Maintenance Shop**

Services to be performed **twice weekly**, upon close of facility.

**Daily Services**

1. Bathrooms (one located next to shop stairs and two located off the kitchen area) – Empty wastebaskets. Wipe down inside and outside of cans; reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks and toilets; scrub shower. Restock all paper products. Replace batteries in paper towel dispensers as necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Sweep and mop high traffic areas (main hallways, foyer and computer station area). Remove any mats/rugs prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
3. Kitchen- remove trash and wipe down can- both inside and out; reline. Clean wall behind and around can area. Wipe down and sanitize kitchen countertops. Clean and scrub sink. Wipe down faucet. Spot clean cabinets. Sweep and mop floor. Remove rugs/mats prior to sweeping. **DO NOT REPLACE REGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
4. Prevent urea build-up in front of door during winter season.
5. Offices- remove trash from receptacles, clean can and reline. Wipe down and sanitize hard surfaces such as countertops or desks, if free of paperwork or personal effects. This includes three offices, the computer station, and the conference room.
6. Clean and disinfect all countertop areas.
7. Wipe doorknobs, handrails, and light switches with sanitizing agent.
8. Empty cigarette and trash bins outside of building. Police general vicinity for trash and other debris.

**Weekly Services**

1. Dust all picture frames, window ledges, heat registers, angle cross supports, etc.
2. Sweep and mop or vacuum office floors. Remove rugs/mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
3. Vacuum Conference Room paying attention to wall edges, corners, under registers, and behind doors. Vacuum under table after moving chairs and trashcans. Clean chair mats. Spot clean carpet as needed.
4. Wipe down walls and cove base in bathrooms.



## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### Harbormaster Building - Offices

*August 1st - May 31<sup>st</sup>: Services to be performed **twice weekly** on Tuesdays and Saturdays after close of business, which is 5:00 PM, except Memorial Day through Labor Day is 8:00 PM.*

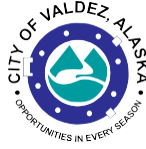
*June 1st - July 31<sup>st</sup>: Services to be performed **once daily** after close of business, which is 5:00 PM, except Memorial Day through Labor Day it is 8:00 PM.*

#### Daily Services

1. Bathroom- Empty wastebaskets; clean inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks and toilet. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Vacuum main floor and all office areas. Spot treat carpet and trim runners as needed. Vacuum under desks after moving chairs and trash cans. Wipe down chair mats.
3. Clean, disinfect and sanitize walls and other hard surfaces such as counter tops and desks, if free of paperwork or personal effects. Wipe down doorknobs and light switches with sanitizing agent.

#### Weekly Service

1. Dust picture frames, heat registers, window ledges, etc.



**City of Valdez**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

**Harbormaster Building – Downstairs Restrooms**

**October 1st - April 30th:** *Services to be performed **once daily** at mutually agreed upon time by the Owner and Contractor.*

**May 1st - 14th AND September 15th - 30th:** *Services to be performed **once daily** Monday through Thursday and **twice daily** Friday through Sunday at mutually agreed upon times by the Owner and Contractor.*

**May 15th - September 14th:** *Services to be performed **twice daily** at mutually agreed upon times by the Owner and Contractor.*

**Daily Services**

1. Showers- With a hard bristle brush, scrub down walls and floor after removing duck boards. Remove hair from drains. Scrub seat areas. Rinse. Replace duck boards.
2. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions.
3. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area.
4. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed.
5. Sweep and mop floor.
6. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.
7. Wipe down seat benches in the main area of the restrooms.
8. Clean and disinfect entry doors.

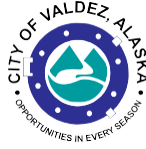
**B-Float and New Harbor Comfort Stations**

**April 15th - May 14th AND September 15th - 30th:** *Services to be performed **once daily** Monday through Thursday and **twice daily** Friday through Sunday at mutually agreed upon times by the Owner and Contractor.*

**May 15<sup>th</sup> – September 14<sup>th</sup>:** *Services to be performed **twice daily** at mutually agreed upon times by the Owner and Contractor.*

**Daily Services**

1. Bathroom – empty wastebaskets; clean inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces.
2. Scrub toilet bowls, sinks, urinals, and the undersides of sinks and toilets.
3. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed.
4. Sweep and mop floors.
5. Wipe down doorknobs and light switches with sanitizing agent.
6. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.



**City of Valdez**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

**New Harbor – Warehouse and Staff Restroom**

**August 1st - May 31<sup>st</sup>: Services to be performed *twice weekly* on Tuesdays and Saturdays after close of business.**

**June 1st - July 31<sup>st</sup>: Services to be performed *once daily* after close of business.**

**Daily Services**

1. Bathroom- Empty wastebaskets; clean inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks and toilet. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Office- Clean, disinfect and sanitize walls and other hard surfaces such as counter tops and desks, if free of paperwork or personal effects. Wipe down doorknobs and light switches with sanitizing agent.

**Weekly Service**

1. Dust picture frames, heat registers, window ledges, etc.

**Warehouse- Public Laundry Area**

**Services to be performed *once daily* at mutually agreed upon times by the Owner and Contractor and contractor.**

**Daily Services**

1. Empty wastebaskets; clean inside and outside of cans; reline.
2. Clean, disinfect and sanitize walls and other hard surfaces such as counter tops.
3. Sweep and mop floors.
4. Wipe down doorknobs and light switches with sanitizing agent.



**City of Valdez**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

**New Harbor Warehouse – Public Restrooms/showers**

**October 1st - April 30th:** Services to be performed ***once daily*** at mutually agreed upon time by the Owner and Contractor.

**May 1st - 14th AND September 15th - 30th:** Services to be performed ***once daily*** Monday through Thursday and ***twice daily*** Friday through Sunday at mutually agreed upon times by the Owner and Contractor.

**May 15th - September 14th:** Services to be performed ***twice daily*** at mutually agreed upon times by the Owner and Contractor.

**Daily Services**

1. Showers- With a hard bristle brush, scrub down walls and floor after removing duck boards. Remove hair from drains. Scrub seat areas. Rinse. Replace duck boards.
2. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions.
3. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area.
4. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed.
5. Sweep and mop floor.
6. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.
7. Wipe down seat benches in the main area of the restrooms.
8. Clean and disinfect entry doors.





## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### Airport Terminal

*Services to be performed **once daily**, upon close of businesses located at facility.*

#### Daily Services

1. Bathrooms- empty all trash receptacles to include sanitary napkin containers; clean trash receptacles inside and out, reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks, toilets, and urinals. Wipe down bathroom partitions. Restock all paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Clean receptacles inside and out, reline. Wipe walls surrounding the receptacle area.
2. Scrub down water fountains.
3. Vacuum main public area and stairs leading to offices on second floor, paying attention to edges, corners, under registers and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.
4. Outside- Police 25' in each direction of all entry doors for trash, debris and cigarette butts, etc. Sweep sidewalk. Remove trash from receptacles and reline. Clean ash urns and empty.
5. Wipe doorknobs, handrails, and light switches with sanitizing agent.
6. Vacuum upstairs hallways paying attention to edges and corners, spot clean as necessary.
7. Upstairs restrooms- Empty all trash receptacles to include sanitary napkin containers; clean trash receptacles inside and out, reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals. Wipe down bathroom partitions. Restock all paper products and soap. Sweep and mop floors. Wipe walls surrounding the receptacle area.
8. Public area between Ravn Air and Whitney side - Vacuum all carpeted areas thoroughly paying close attention to edges and corners. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Wipe down all tables, chairs and booths. Remove and dispose of all trash that is left in this area.

#### Weekly Services

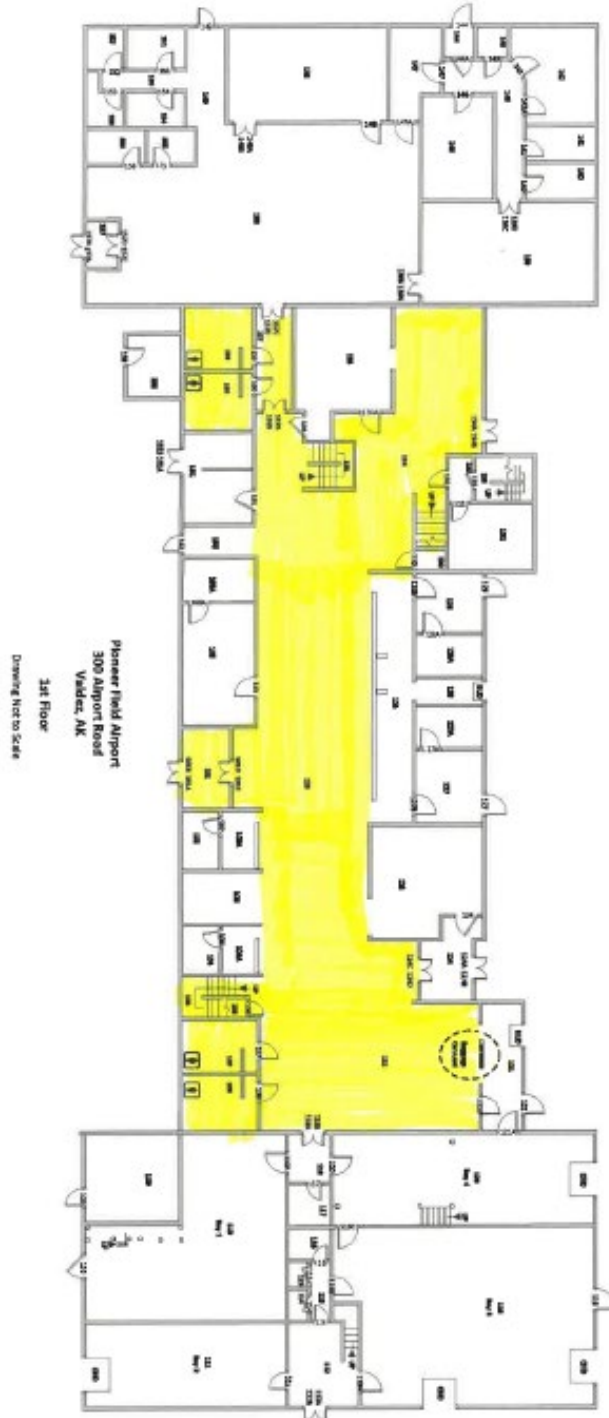
1. Windows- Clean windows entry area or more often as needed. Clean all glass partitions in public areas, to include upstairs overview.
2. Dusting- this includes all window ledges, picture frames, woodwork, etc. (weekly or as needed) to include stairs, soda machines, information distribution center, etc.
3. Wipe down walls and cove base in upstairs restrooms, paying attention to dust collecting around heat registers.
4. Showers- Clean showers and fixtures with disinfectant.



**City of Valdez**

**Project: 2025 Janitorial Services**  
**Contract Number: 2275**

**Airport First Floor**  
**Highlighted Areas to be Cleaned**

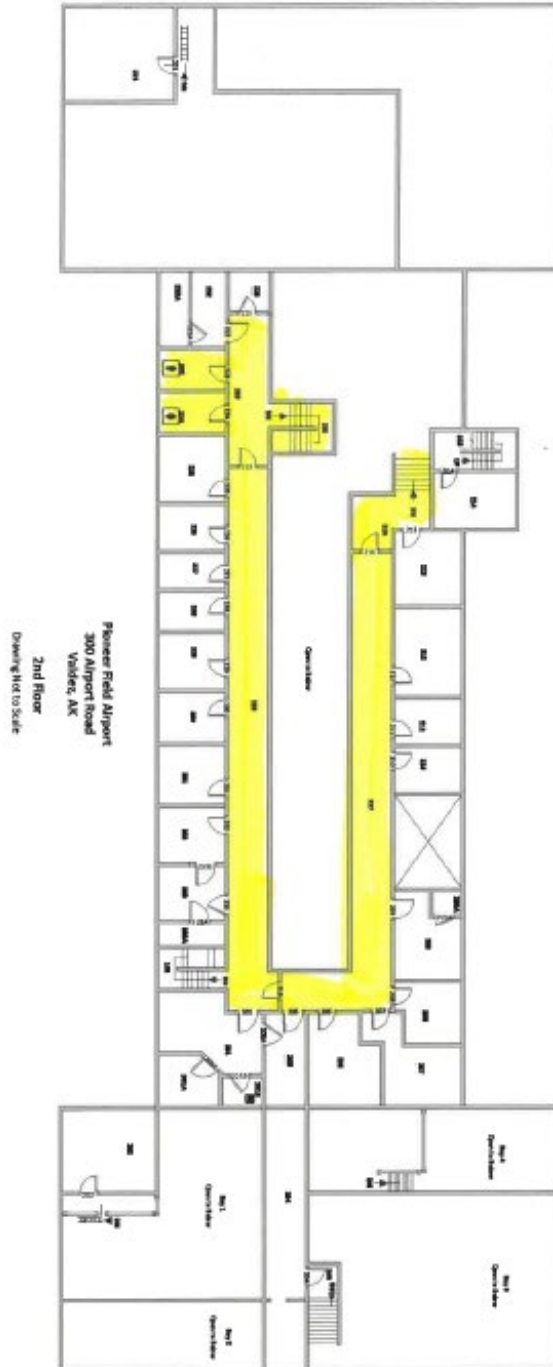




**City of Valdez**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

**Airport Second Floor  
Highlighted Areas to be Cleaned**





## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### Capital Facilities, Finance, and Port Offices at Airport

*Services to be performed **twice weekly** (Sundays and Wednesdays), upon close of facility.*

##### Daily Services

1. Empty wastebaskets in all areas, clean cans inside and out, reline.
2. Vacuum offices and Port conference room, paying attention to corners, behind doors, and under tables and desks.
3. Wipe down coffee station countertop.
4. Wipe down main office bathroom countertop. Mop floor.
5. Wipe down bathroom countertop and sink. Restock paper towels and replace batteries in dispenser if necessary. Toilet is not used in the main office.
6. Windows- clean all glass doors and partition windows.
7. Clean hard surfaces such as countertops, baseboard heaters, file cabinets, window ledges, or desks, *if free of paperwork or personal effects*.
8. Port kitchen - remove trash and wipe down can- both inside and out; reline. Wipe down and sanitize Port kitchen countertops. Clean and scrub sink and faucet. Spot clean cabinets. Sweep and mop floors.

#### Comfort Stations

**Dock Point, Ruth Pond, Oumalik, Shoup Bay Trailhead, and John Kelsey Municipal Dock  
(Total of 5 facilities)**

Dock Point, Ruth Pond, and John Kelsey Municipal Dock are open from April 15th - September 30<sup>th</sup>.

***April 15<sup>th</sup> – May 31<sup>st</sup> and September 15<sup>th</sup> – September 30<sup>th</sup>: Services to be performed **once daily** Monday through Thursday and **twice daily** Friday through Sunday.***

***June 1<sup>st</sup> - September 14<sup>th</sup>: Services to be performed **twice daily**.***

Oumalik and Shoup Bay Trailhead are open from May 1st - September 14<sup>th</sup>: *Services to be provided **once daily** Monday through Thursday and **twice daily** Friday through Sunday.*

##### Daily Services

1. Sanitize and scrub down walls, partitions, etc. with brush and appropriate cleansing agent.
2. Scrub bowls and sanitize undersides of sinks, toilets and urinals.
3. Wipe down mirrors.
4. Sanitize and wipe down all countertops, door handles and light switches with appropriate cleaning agent.
5. Mop floors.
6. Remove trash from receptacle, clean inside and outside of can, reline.
7. Restock all paper products and soap dispensers. Replace batteries in paper towel dispenser if necessary.



## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### Outhouses

**Alpine Woods (two outhouses), Robe River Playground, and Solomon Gulch at Hatchery  
(Four facilities total)**

Services to be performed **twice weekly** at Alpine Woods (2) and Robe River Playground from May 1<sup>st</sup> - October 14<sup>th</sup> with the exception of prescheduled park rentals to which 72-hour advanced notice will be given upon any cleaning schedule change to accommodate those reserved rental events.

Solomon Gulch Hatchery services to be performed **once daily** from May 1<sup>st</sup> - September 30<sup>th</sup>.

#### Daily Services

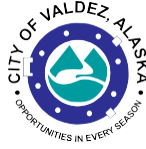
1. Sanitize and scrub down walls, floors, doors, partitions, etc. with brush and appropriate cleansing agent.
2. Sanitize and wipe down all countertops, door handles, and door frames with appropriate cleansing agent.
3. Sweep and mop floors.
4. Scrub and sanitize toilet pedestals.
5. Remove trash from receptacles, clean inside and outside of can, reline.
6. Restock all paper products.

#### Goldfields

Services to be performed from May 1- August 31<sup>st</sup> with the exception of prescheduled park rentals and/or game tournaments to which 72-hour advanced notice will be given upon any cleaning schedule change. Schedule will be Monday through Thursday **once daily** providing there are no tournaments. During tournaments, services will need to be provided **twice daily**. We will utilize a schedule of games if one is provided.

#### Daily Services

1. Sanitize and scrub down walls, partitions, etc. with brush and appropriate cleansing agent.
2. Scrub bowls and sanitize undersides of sinks, toilets, and urinals
3. Wipe down mirrors
4. Sanitize and wipe down all countertops, door handles, and light switches with appropriate cleansing agent.
5. Mop floors.
6. Remove trash from receptacle, clean inside and outside of can, reline.
7. Restock all paper products and soap dispensers. Replace batteries in paper towel dispenser if necessary.



## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### **Special Services- Spring and Fall Cleanings**

##### **Carpet Shampooing**

All facilities shall be shampooed according to contract specifications two (2) times per year in early May and late October with the exception of the Airport Terminal and the Capital Facilities, Finance, and Port Offices at the Airport. Contractor is required to return to the facility the next day in order to ascertain which spots need additional treatment. Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved equal by the Contract Administrator when shampooing any carpets in “City Owned” facilities to keep the carpets from being damaged by harsh chemicals.

##### **Window Washing**

All facilities within this contract shall have both the exterior and interior windows washed two (2) times per year: Once in April and October.

##### **Dusting**

All facilities within this contract shall be thoroughly dusted (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.

#### **Custodial Specifications and Standards**

##### **Waste and Trash Receptacles**

Specifications- Empty all contents from trash and waste receptacles. Clean and sanitize all receptacles inside and out, install properly fitting liners. Scrub the walls and floor areas immediately surrounding the receptacles. Visually and manually police circumference of each facility looking for loose waste, cigarette butts, and trash. Remove and replace liners from exterior receptacles. Sweep and/or mop beneath receptacle and clean surrounding areas.

Standards- Properly cleaned receptacle shall be free of debris and waste residue or build-up. Walls, floors, corners, and surrounding areas of receptacles must be free of dirt, build-up or residue.

##### **Ash Urns**

Specifications- Empty all containers and wash/clean with appropriate cleaning material to remove all stains and residue. Polish metal of containers.

Standards- Properly cleaned containers are free of debris, odors, deposits, smudges and unsightly conditions. They will display a bright, clean, and residue free appearance. There will be no cigarette butts or debris of any kind lying around the ground of the surrounding area.



## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### **Drinking Fountains**

Specifications- All stains- including rust, lime, calcium and other foreign objects- will be completely removed from the fixture. Virex or a similar product shall be applied to the fountain to clean and sanitize the entire surface area. Bright work, including any exposed piping, will be cleaned with an appropriate cleaning agent. The drain holes will not be allowed to become clogged or discolored. After cleaning, the fountain will be wiped dry with a clean cloth. Areas immediately adjacent to the fountain will be cleaned also.

Standards- Properly cleaned and maintained fountains and associated surfaces will be free of streaks, discolorations, deposits, build-up, and all other unsanitary or unsightly conditions.

#### **Carpet**

Specifications- Vacuum all carpet surfaces with an industrial type commercial vacuum using attachments or “BacPac” style vacuum for corners and edgework. When soiled/stained; spot clean with appropriate cleanser for carpet type. Check spot the following day, treat again if needed. It may take several treatments to pull the spot from carpet. Trim runners with sharp knife or scissors to the normal surface height of the carpet. Damage done by contractor must be reported to the City of Valdez and corrected by the contractor at no cost to the City.

Standards- Properly vacuumed and spot-cleaned carpets are free of loose strands, soiled spots, dust, dirt, matted areas, and other unsightly blemishes. The surfaces will display a uniformly clean and bright appearance. Carpeted surfaces shall not display any dirt buildup in corners, edges, or under furniture and fixtures.

#### **Carpet Shampooing**

Specifications- Carpet shampooing shall be provided to all carpeted surfaces throughout City Facilities. All carpets shall be shampooed using a warm water extraction method, and when applicable, a scrubbing method. Carpet must be allowed to **thoroughly** dry before completely vacuuming surfaces. Methods used to clean or dry surfaces that may lead to shrinkage are not allowable. Contractor will take care during extraction not to damage any surrounding furniture, cove base, wall fixtures or additional surfaces. All furniture will be replaced to its original location after drying is complete.

Standards- Properly cleaned carpet surfaces are free of soiled spots, stains, wet areas, rust, odors, matted surfaces, shrinkage, color runs, discolorations, and all other foreign matter.

Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved Equal by the Contract Administrator when shampooing any carpets in “City Owned” facilities to keep the carpets from being damaged by harsh chemicals.

The Contractor is responsible for any repair work or replacement costs due to damages associated with this service. The Contractor will contact the Contract Administrator to schedule this service in advance.



## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

#### **Pedimats, Rubbermats, Rugs, & Runners**

Specifications- Where applicable, mats shall be removed from “cut-out” areas. Underneath surfaces shall be swept and mopped prior to mat replacement. Each section must be reinstalled in the same location from which it was removed.

#### **Vinyl/Linoleum Surfaces**

Specifications- Surfaces shall be swept to remove any sand, grit, dirt, dust or other debris. Airborne dust particles are to be kept at a low level when performing this service. Flooring surfaces must then be mopped with a solution of water and a neutral cleanser. For greasy spills use a slightly alkaline cleanser. Do not apply wax to floor surfaces.

Standards- Properly cleaned floor surfaces are free of dirt, sand, grit, stains, rust spots, mop strings, missed areas, scuff marks, or other unsightly appearances. Linoleum surfaces must display a uniform bright, clean and odor free appearance. Build-up in corners, edges and under fixtures is not allowable.

#### **Dance Floor/Laminate Flooring**

Specifications- Wood/Laminate floor surfaces must be swept to remove sand, grit, dirt, dust or other debris. Use a damp mop with water and a neutral cleanser. For greasy spills use a slightly alkaline cleanser. Do not apply wax to floor surfaces.

Standards- Properly maintained floor surfaces are free of dirt, sand, grits, dust, or any other debris or unsafe condition and appearance. Build-up in corners, edges, and under fixtures is not allowable.

#### **Stairs and Landings**

Specifications- Vacuum all stairs and landings with an industrial type canister or “BacPac” style cleaner for the removal of dirt, dust, lint, loose nap or other debris or foreign particles. All non-carpeted stairs will be mopped with water and a neutral cleanser. Handrails will be wiped with Virex or a similar product.

Standards- Stairs and landings must be cleaned for complete removal of debris, lint, dirt, sand, and other foreign objects.

#### **Ice Melt/Urea Removal**

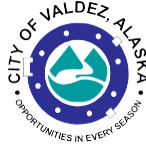
Specifications- With a mixture of neutralizer/conditioner and a quality carpet cleanser use an extraction machine for the soiled and stained carpeted areas until no staining appears. This may take several extractions. Use a mixture of detergent and neutralizer as last rinse.

Standards- Carpets, rugs, and bare flooring shall have no staining, streaking, discoloration, or unsightly showing of ice melt or urea.

#### **Restrooms**

Specifications- Clean, sanitize and wipe dry the inside, outside, and underneath of all urinals, commodes, wash basins, bright work, toilet seats on both sides, under & around hinges, partitions, partition leg supports, plumbing fixtures, dispensers, doors, mirrors, and walls. Sanitize with Virex or similar approved product. Use stainless steel cleanser if applicable.





## City of Valdez

### Project: 2025 Janitorial Services Contract Number: 2275

Restock all soap and paper towel dispensers ensuring all products are of the proper size for the dispenser. Remove trash from receptacles, reline. Sweep floor surfaces to remove dirt, sand, grit, dust or other unsightly matter. Mop floors with cleansing agent that leaves no residue on floor surfaces. Flush floor drains (if applicable) with hot water.

Standards- Properly cleaned restrooms will be free of all odors, stains, discolorations and deposits. High sanitary conditions will be maintained.

#### **Showers**

Specifications- Scrub and wipe dry inside and outside of all shower stalls, floors, bright work, partitions, plumbing fixtures, and shower doors with a solution of water and non-abrasive cleanser. Use a stainless steel cleanser if applicable. Use Virex or approved equal to sanitize previously specified items. Drains are to be cleaned and any debris removed. Mats on shower floors shall be disinfected and sanitized.

Standards- Properly cleaned showers shall be free of all odors, stains, discoloration and deposits. High sanitary conditions shall be maintained. No offensive odors shall be detected from showers, mats or drains. There shall be no soap or grime build-up on shower walls, seats, mats, or partitions.

#### **Glass Surfaces & Mirrors**

Specifications- Cleanse all glass surfaces with a cleanser that contains ammonia. Wipe dry with lint free cloth or squeegee.

Standards- Glass surfaces and mirrors shall maintain a clean, streak free appearance free of lint, blemishes, and any other unsightly appearances.

#### **Exterior Entrances**

Specifications- The immediate area (25' radius) of all exterior entrance and exit doors shall be cleaned during regular custodial services. Sidewalk areas shall be swept with brooms to remove any other foreign matter. Where applicable, grates shall be removed from each "cut out" area and the underneath surfaces thoroughly cleaned. Walls in these areas are to be kept clean and free from residue.

Standards- Properly cleaned areas outside entrance and exit doors shall be free of all cigarette butts, trash, litter or any other foreign matter. Grate cut out areas shall be free of dirt, soiled spots, odors, discoloration, and other unsightly appearances.

#### **Dusting-includes furniture, fixed surfaces, walls, blinds, etc.**

Specifications- Dust all furniture and fixed surfaces with treated dust cloth. For painted wall surfaces, a non-treated dust cloth attached to a long handled tool shall be used to reach from baseboards to ceiling lines. Virex or similar agent shall be used to sanitize doorknobs, handrails, light switches, etc.

Standards- Properly cleaned and dusted surfaces shall show no signs of dust build-up or any residue accumulation on walls, light switches, doorknobs, handrails, etc.



**City of Valdez**

**Project: 2025 Janitorial Services  
Contract Number: 2275**

**TO: All Recipients**

**Date: August 1, 2024**

**SUBJECT: Addendum No.1**

This 16-page Addendum forms a part of the project scope documents and modifies the project scope for the above-referenced project. **Acknowledge receipt of this Addendum in the space provided on the Addendum Acknowledgement Form.** Failure to do so may subject the Proposer to disqualification.

This Addendum makes the following changes and/or clarifications:

1. The Additive Alternates, including carpet cleaning, window cleaning, and thorough dusting, are not included in the budgeted amount listed in red at the top of each building proposal page. Please provide your price for providing the Additive Alternate services.
2. Window washing is dependent on favorable weather conditions, so there is flexibility in the schedule plus or minus two weeks.
3. The City does not provide or rent Genie lifts for window washing.
4. Only 60 gallon trash bags will be provided by the City. All other trash bags will be provided by the contractor.
5. The table and floor plans below are provided to help calculate your carpet cleaning price.

<b>Building</b>	<b>Square Footage of Carpeted Area to be Cleaned</b>
Airport 1 <sup>st</sup> Floor	7,782
Airport 2 <sup>nd</sup> Floor	1,365
Building Maintenance Shop	276
Council Chambers	1,598
City Hall 1 <sup>st</sup> & 2 <sup>nd</sup> Floor	1,646
Fire Station 1	1,553
Library 1 <sup>st</sup> Floor	2,771
Library 2 <sup>nd</sup> Floor	2,158
Library Basement	2,388
Planning – Com Dev	1,223
Police Department 1 <sup>st</sup> Floor	742
Police Department 2 <sup>nd</sup> Floor	683
Recreation Center	1,772
Pool Reception Area	452



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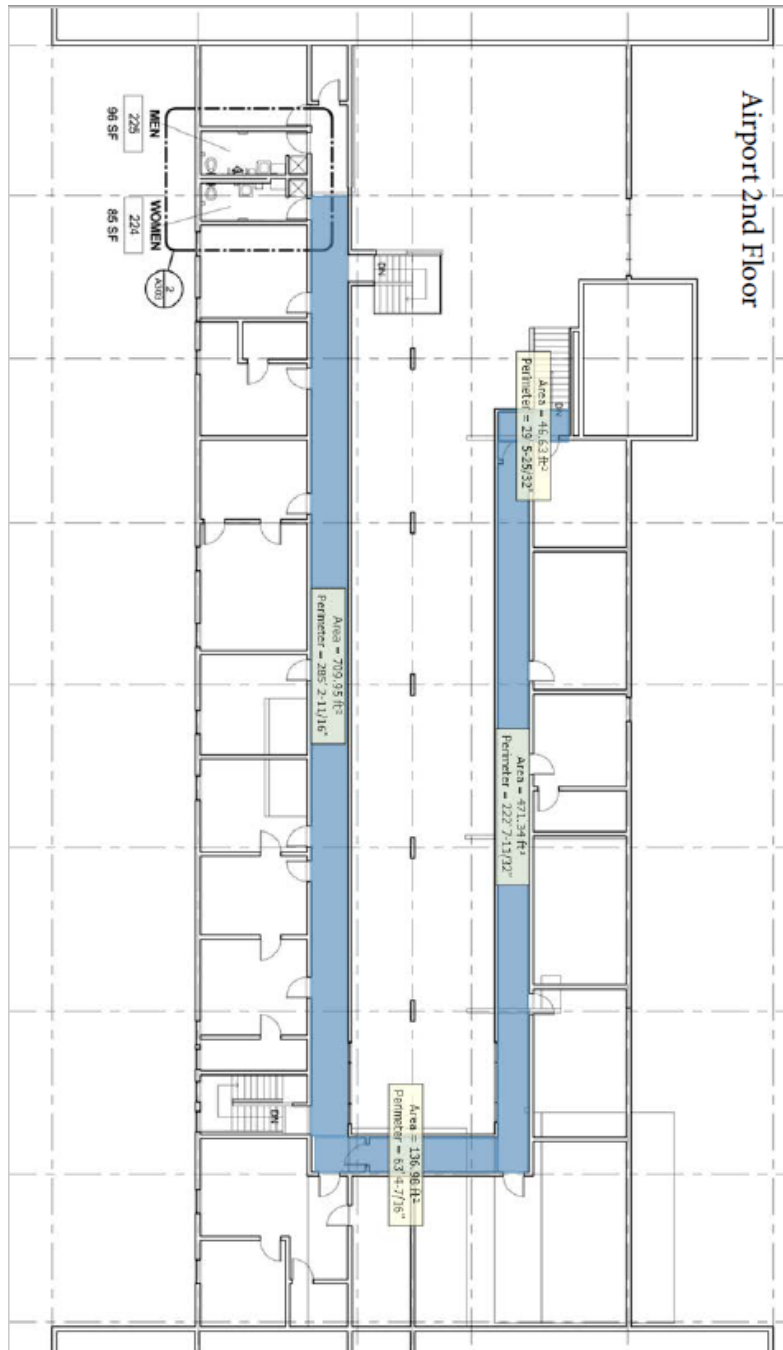
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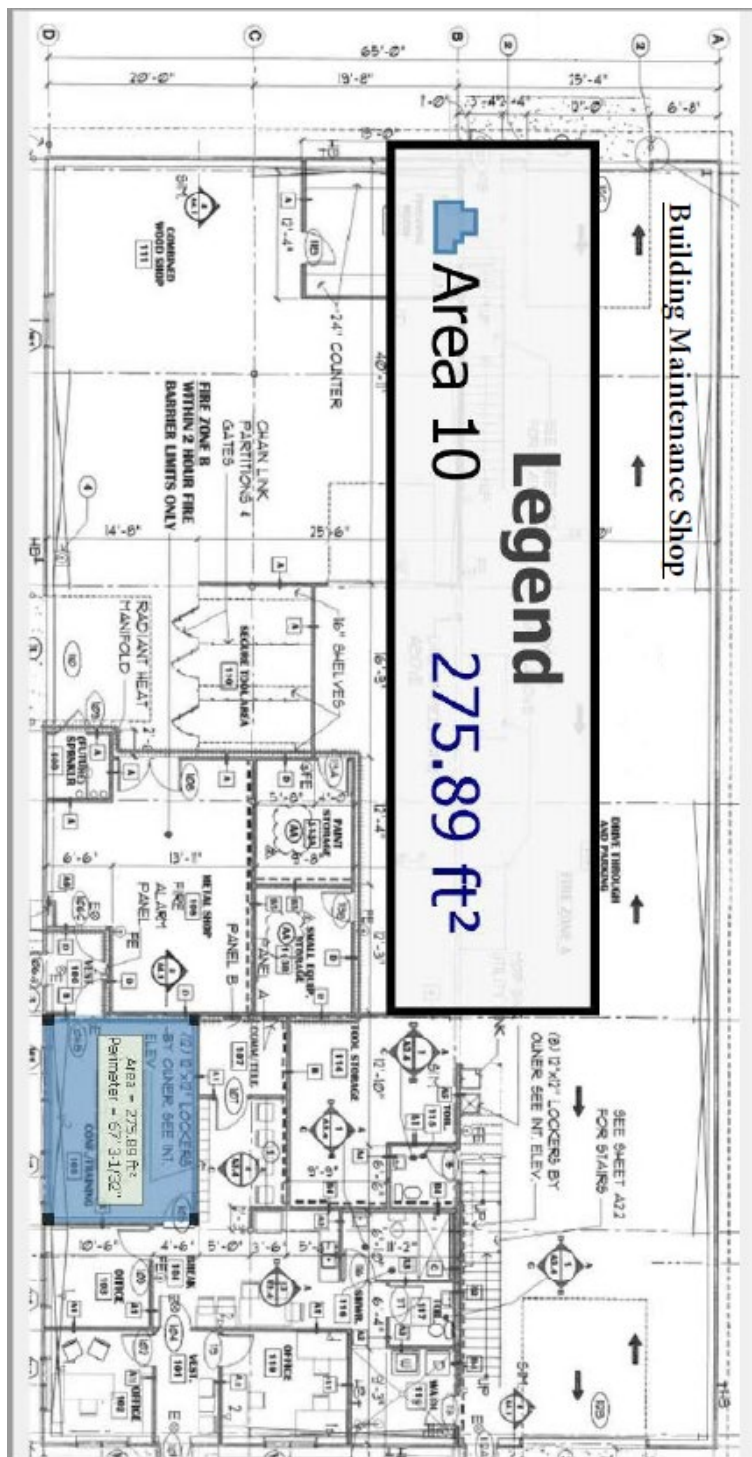


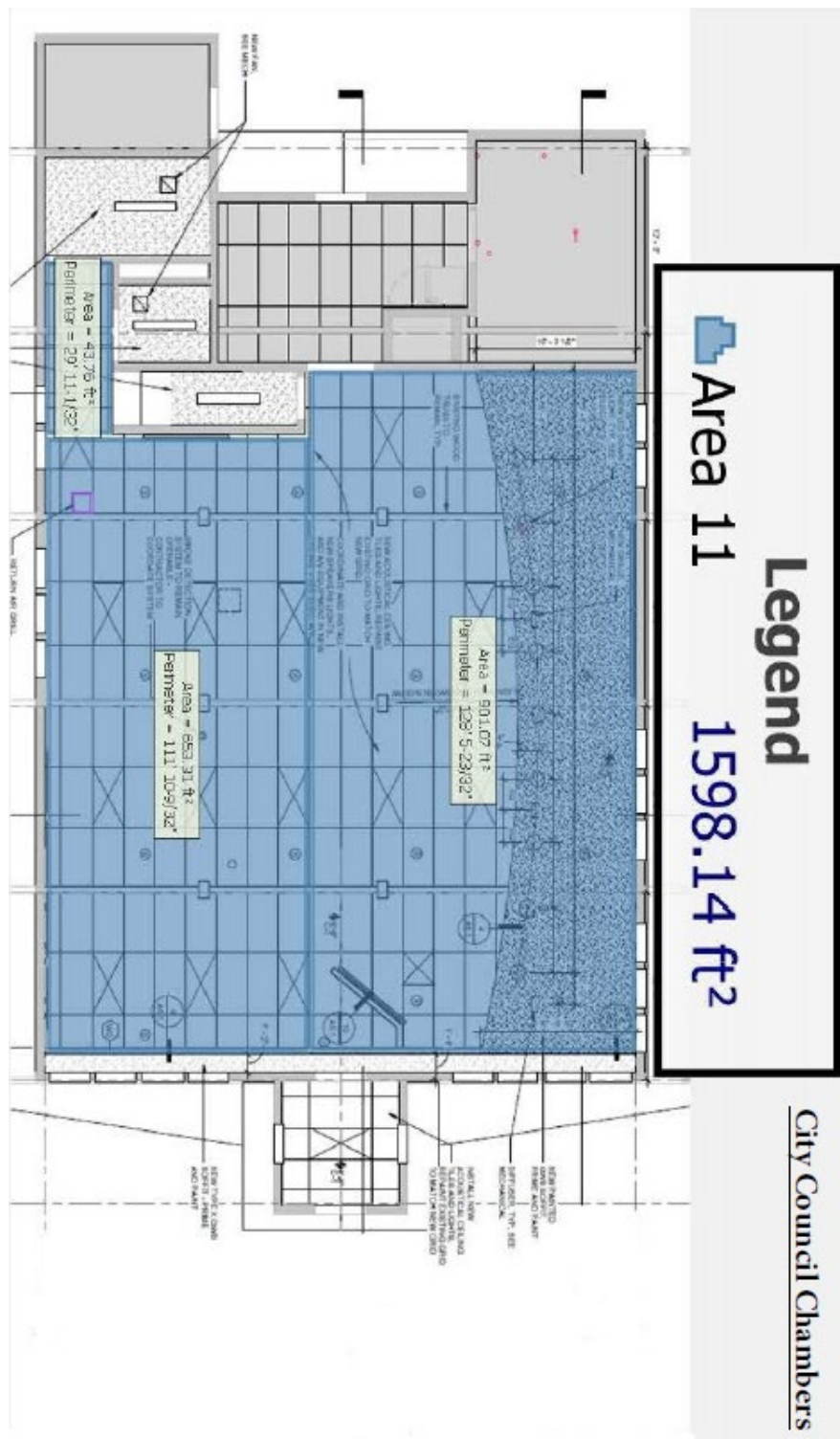


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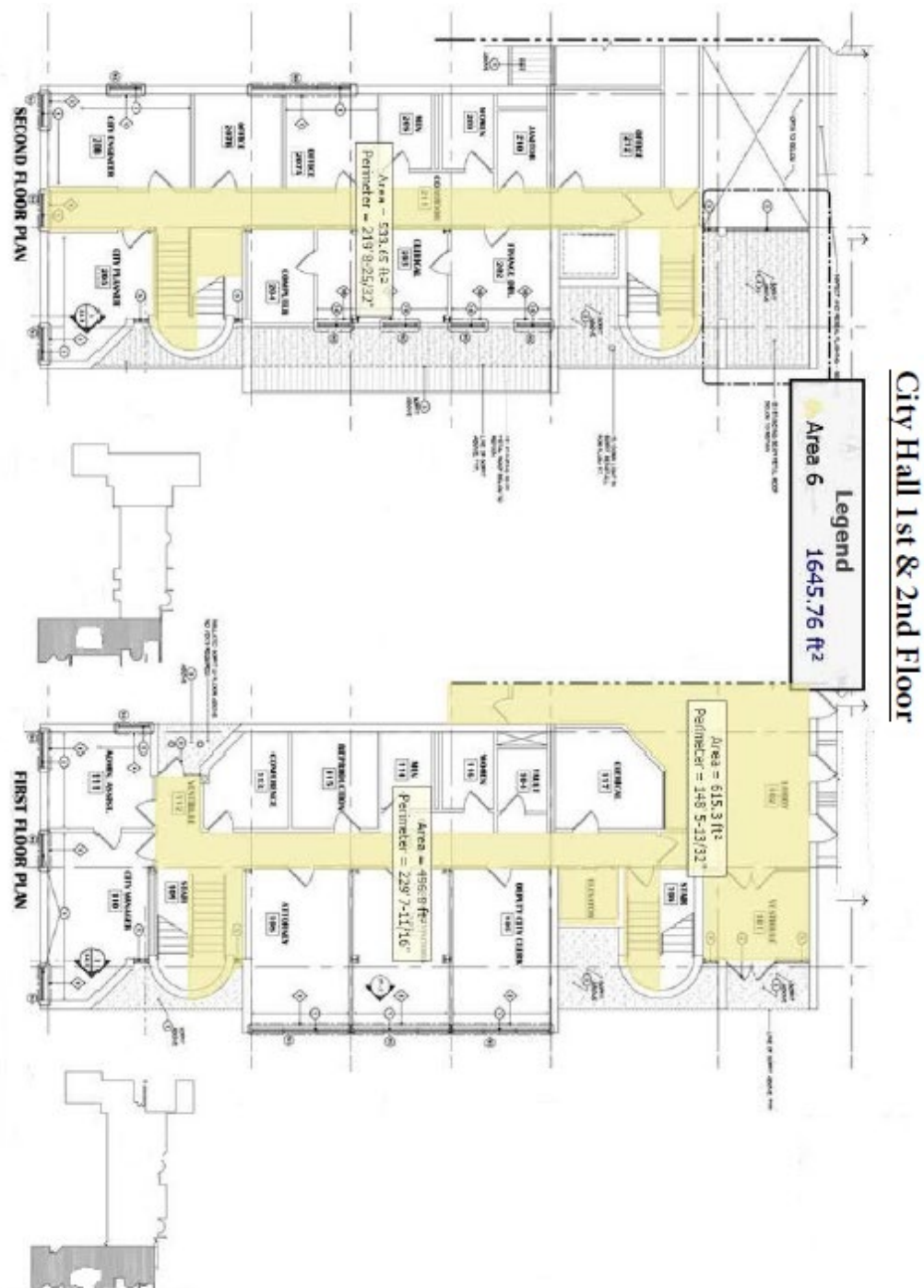
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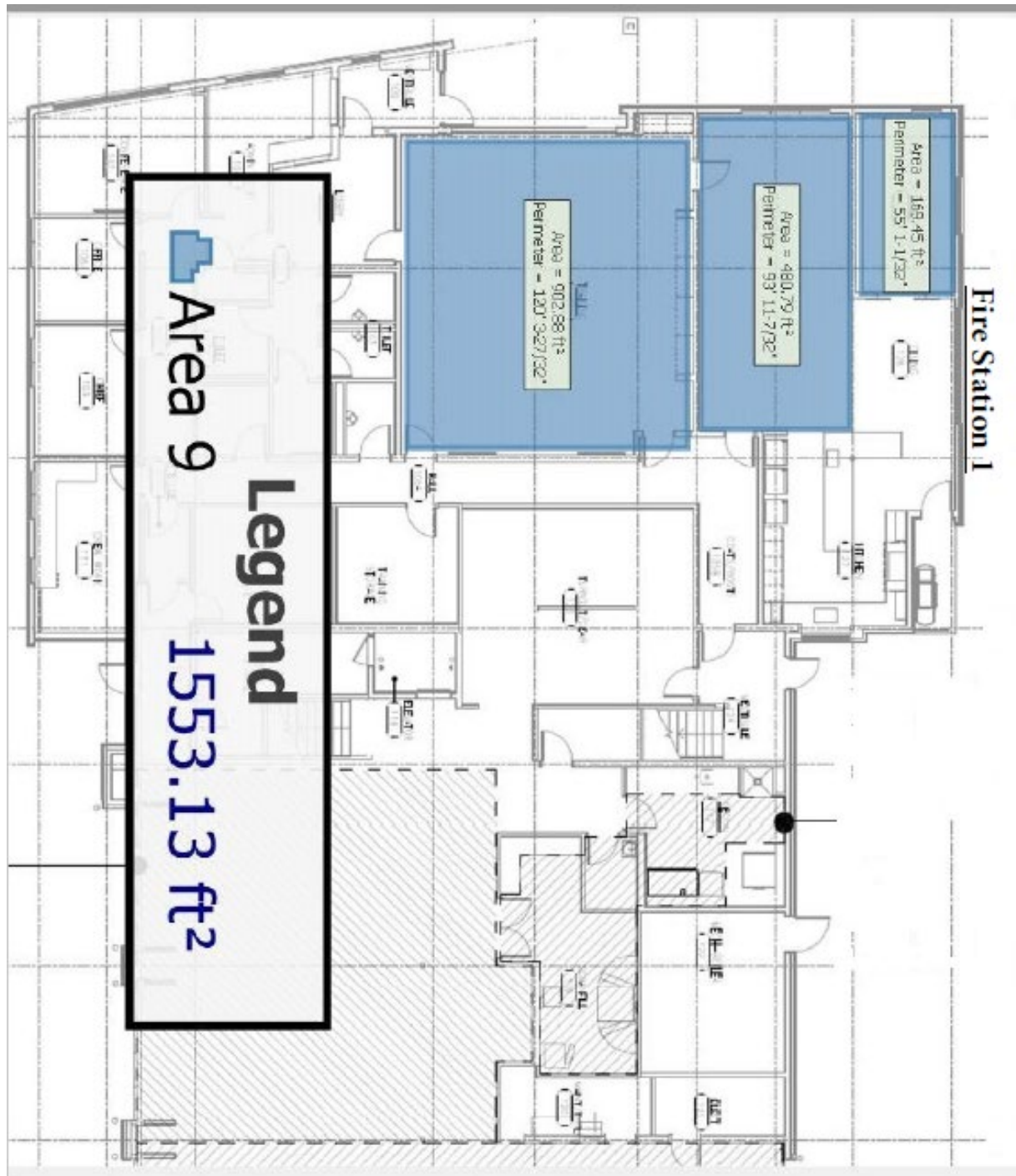






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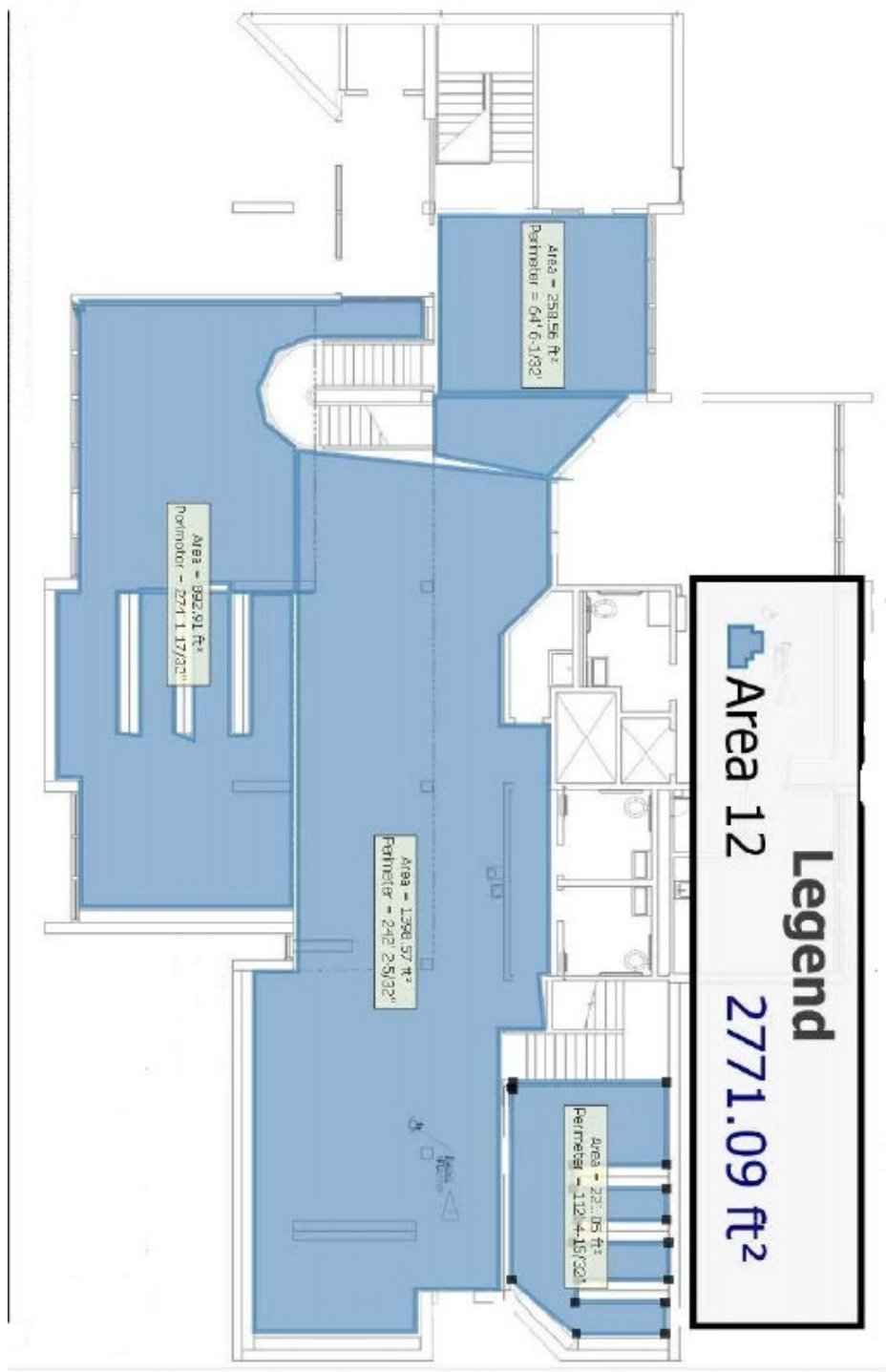






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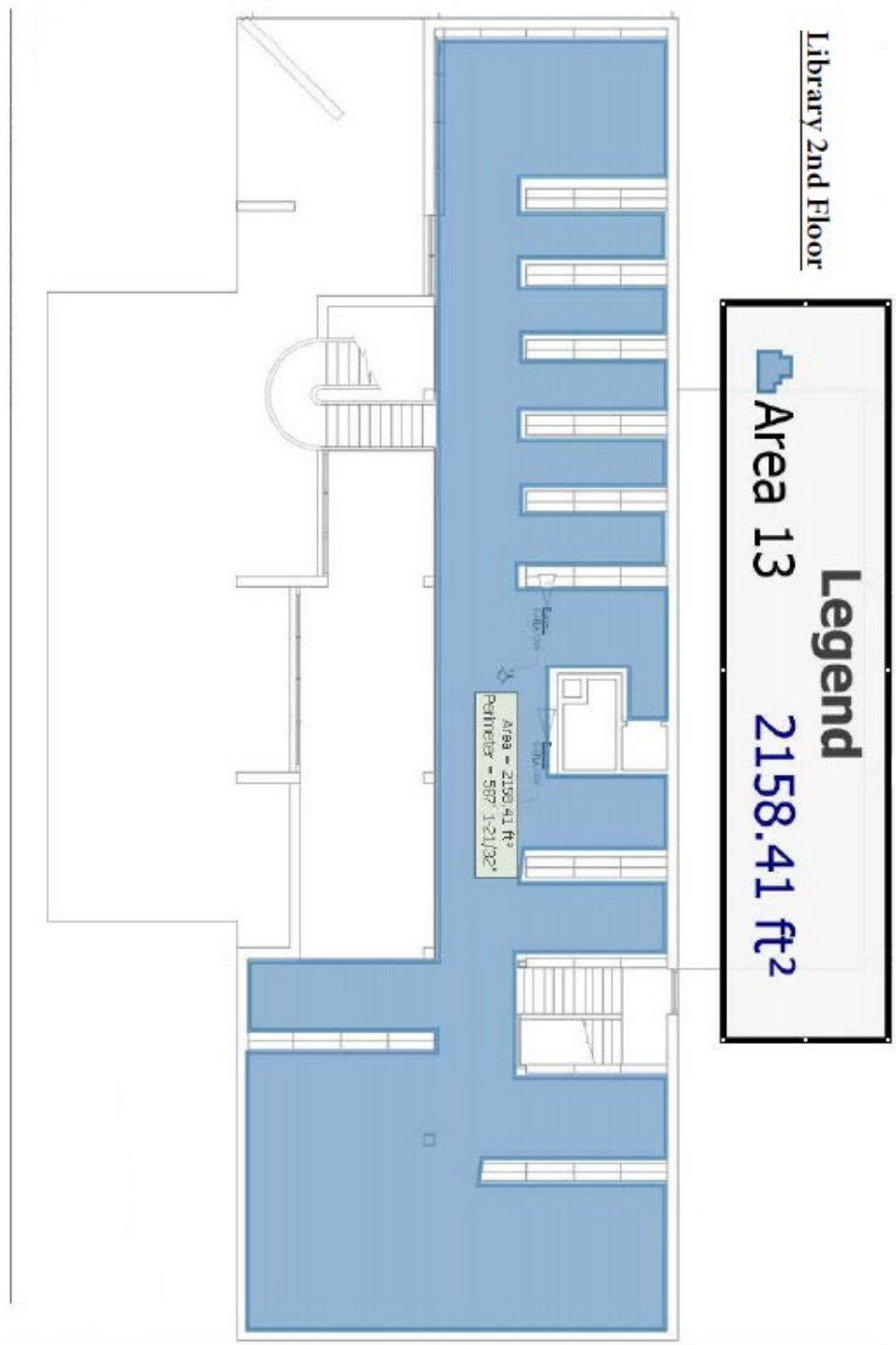
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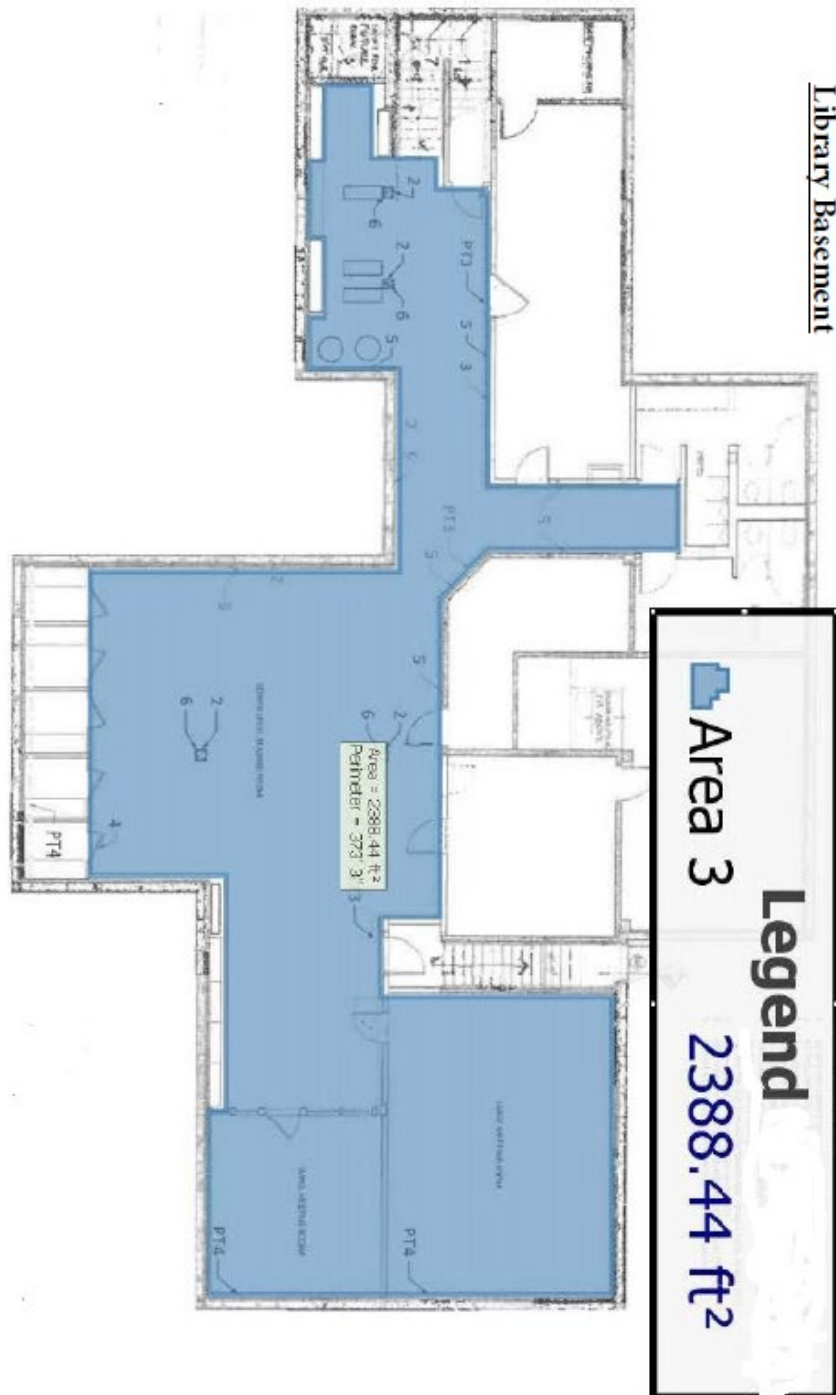
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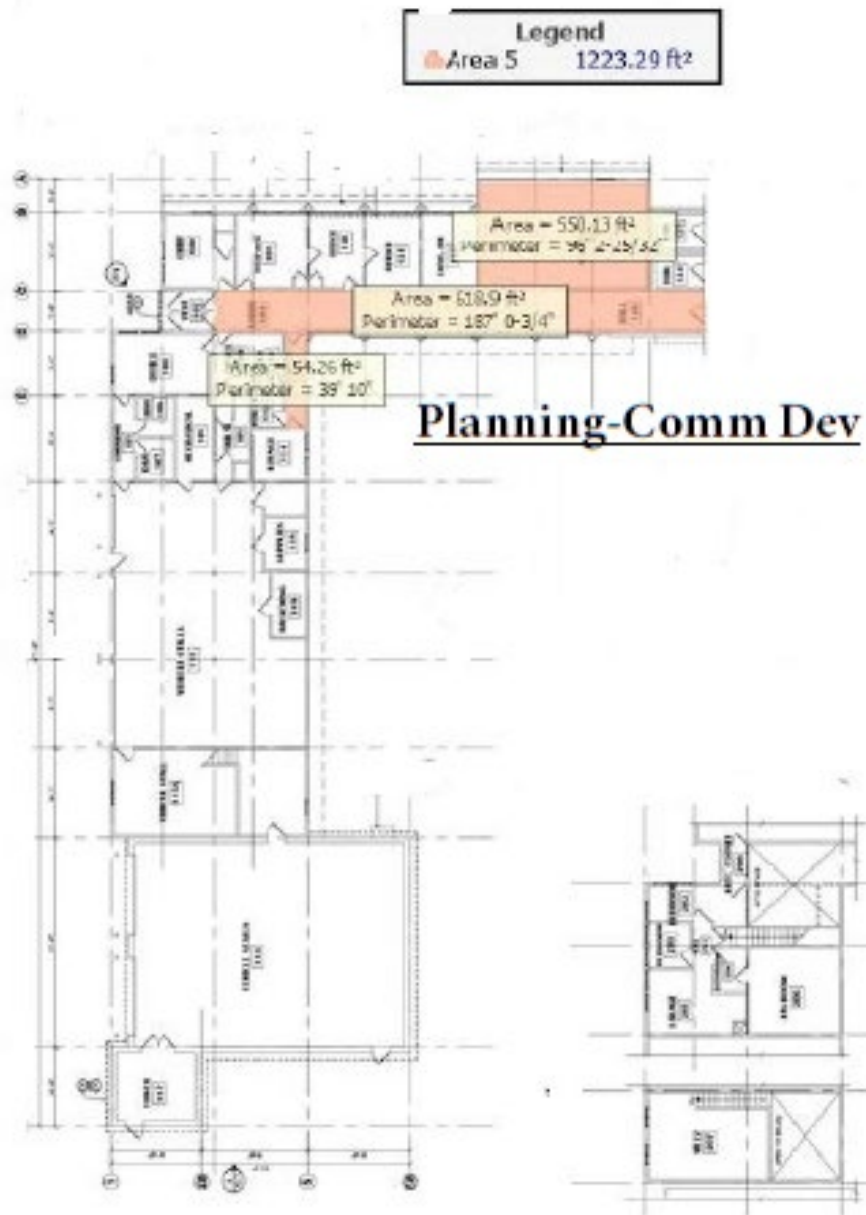
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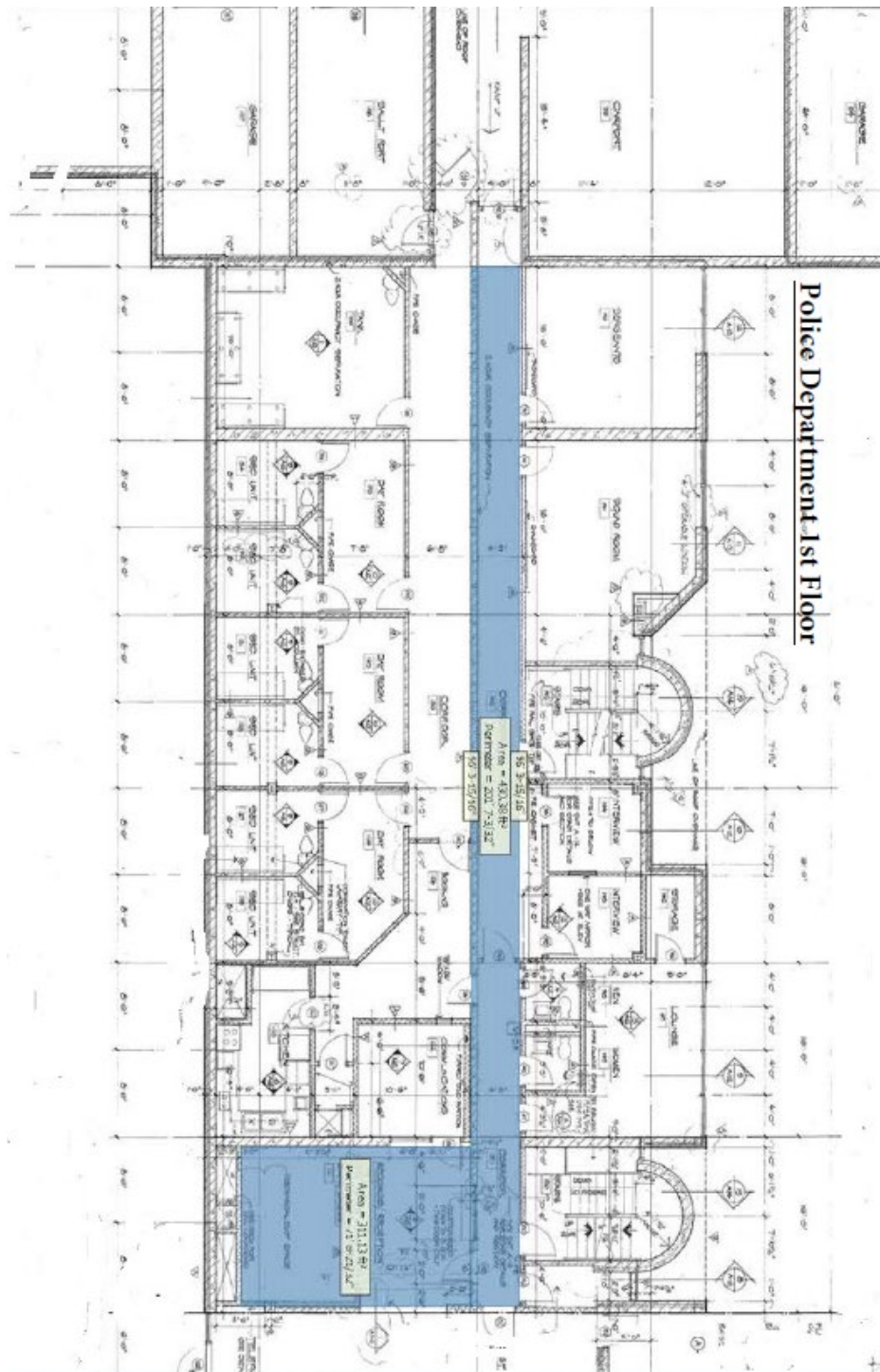
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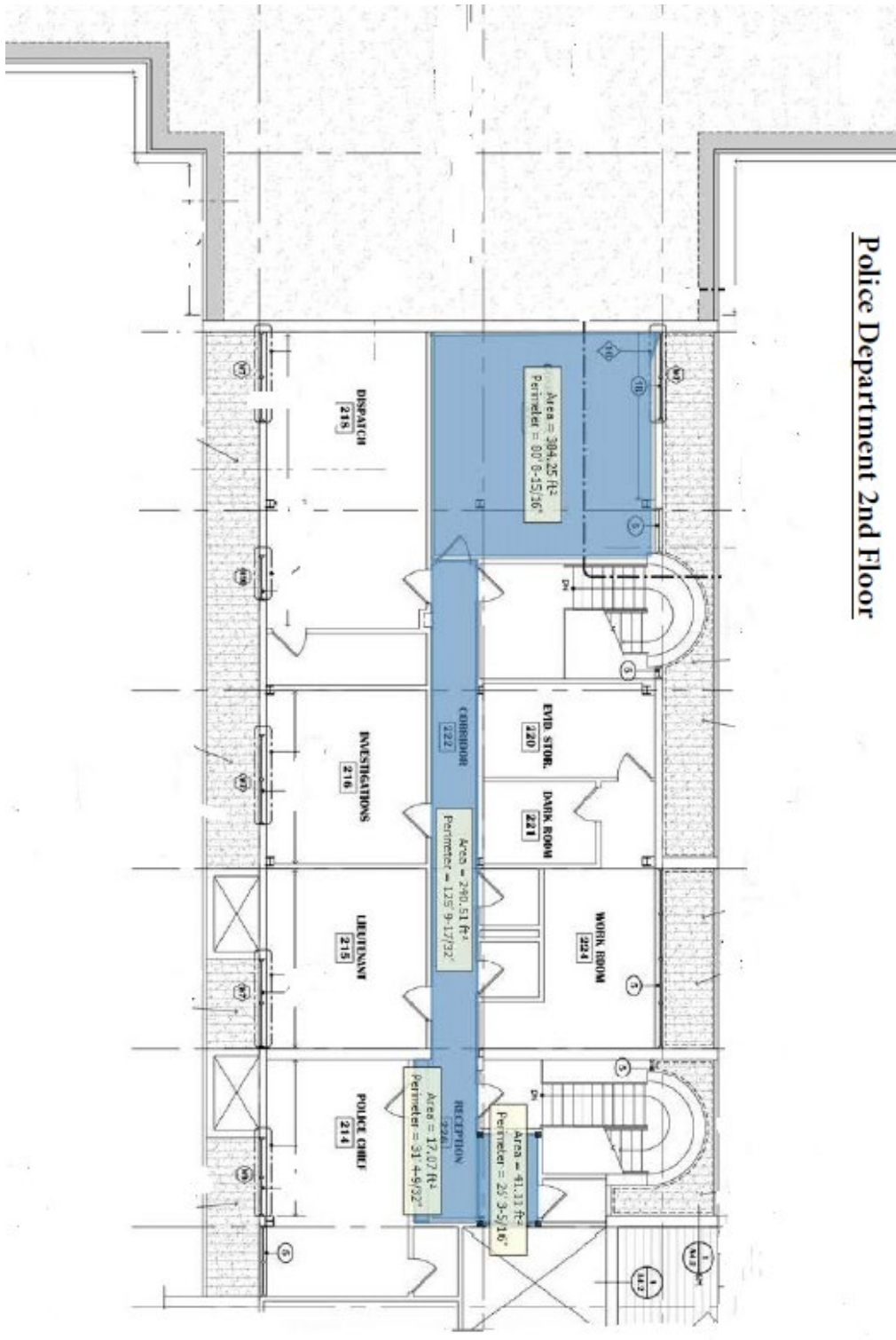
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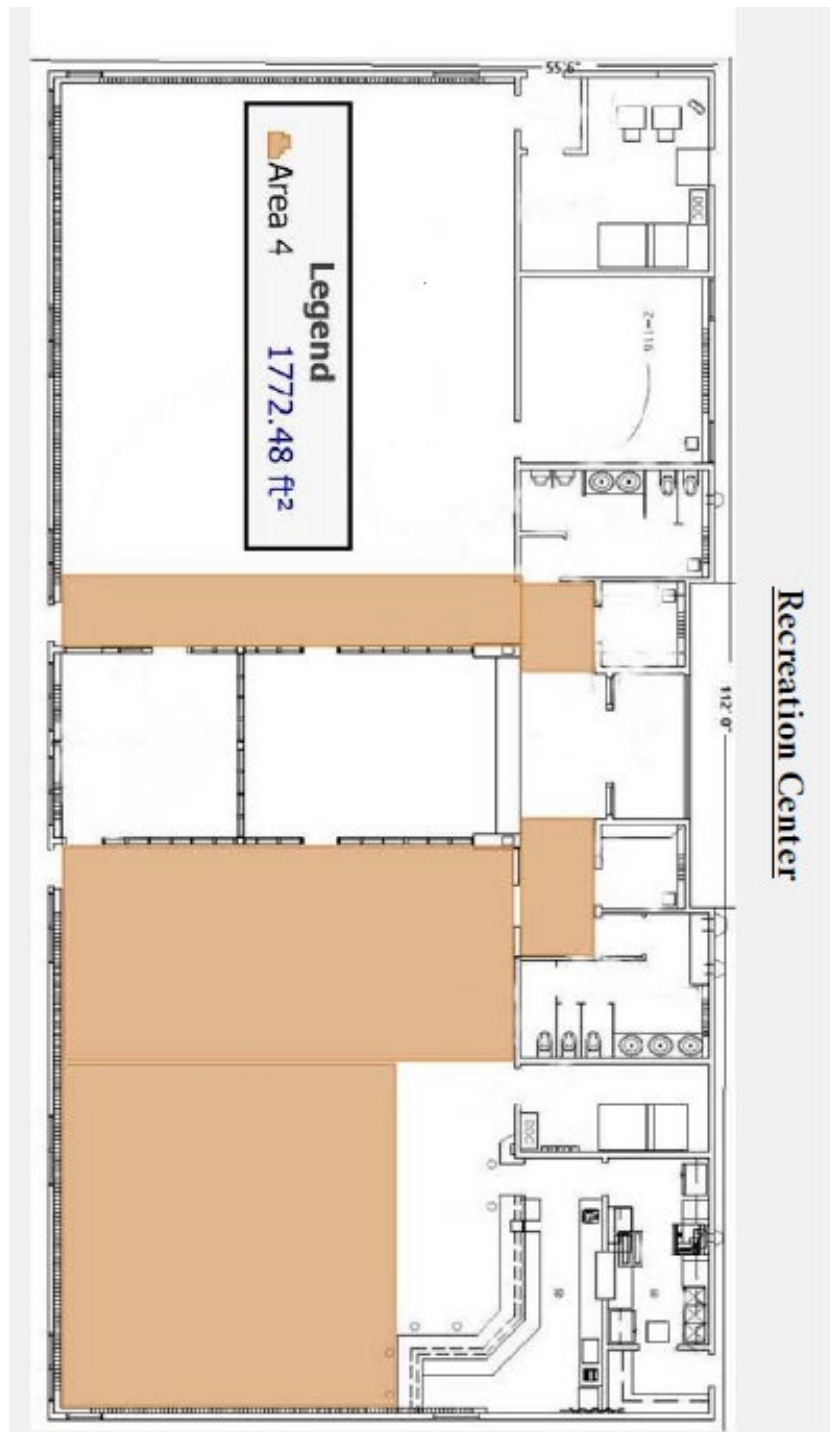






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