



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda

City Council

Tuesday, October 15, 2024

7:00 PM

Council Chambers

Regular Meeting

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

1. [Approval of City Council Special Meeting Minutes for August 27, 2024](#)
2. [Approval of City Council Meeting Minutes for September 3, 2024](#)

V. PUBLIC APPEARANCES

1. [Public Appearance: Shawne Mastronardi, Valdez Senior Living Apartments](#)

VI. PUBLIC BUSINESS FROM THE FLOOR

VII. CONSENT AGENDA

1. [Approval To Go Into Executive Session Regarding Settlement of Redistricting Litigation Attorney Fees](#)

VIII. NEW BUSINESS

1. [Approval of Physician Recruitment and Retention Agreement with Dr. Megan Raymon](#)
2. [Approval of Contract Award to Chugach Cleaning Company, LLC in the Amount of \\$163,238.00 for 2025 and 2026 Janitorial Services](#)
3. [Approval of Contract Award to Gulf Coast, Inc dba Clean Alaska in the Amount of \\$238,400.00 for 2025 and 2026 Janitorial Services](#)

4. [Approval of Contract Award to X-DLX Investments, Inc in the Amount of \\$300,020.00 for 2025 and 2026 Janitorial Services](#)

IX. RESOLUTIONS

1. [#24-42 - Authorizing the Purchase of Tracts 1 and 2 St. Patrick's Subdivision](#)
2. [#24-43 - Amending the 2024 Budget by Appropriating an Additional \\$1,900,000 to Legal Department for Legal Fees to be Transferred from Repayment Reserve](#)
3. [#24-44 - Authorizing the Submission of a Building Resilient Infrastructure and Communities \(BRIC\) Grant Application to the State of Alaska Division of Homeland Security and Emergency Management to Assist with Hazard Mitigation Planning](#)

X. REPORTS

1. [PRCS Department's 2024 Operations Report](#)
2. [Communications Report Quarter 2: April - June 2024](#)

XI. CITY MANAGER / CITY CLERK / CITY ATTORNEY / MAYOR REPORTS

1. City Manager Report
2. City Clerk Report
3. City Attorney Report
4. City Mayor Report

XII. COUNCIL BUSINESS FROM THE FLOOR

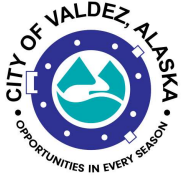
XIII. EXECUTIVE SESSION

XIV. RETURN FROM EXECUTIVE SESSION

XV. ADJOURNMENT

XVI. APPENDIX

1. [Correspondence from Alaska Affordable Housing Regarding Valdez Housing Project](#)



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 24-0396, **Version:** 1

ITEM TITLE:

Approval of City Council Special Meeting Minutes for August 27, 2024

SUBMITTED BY: Elise Sorum-Birk, Deputy City Clerk

FISCAL NOTES:

Expenditure Required: n/a

Unencumbered Balance: n/a

Funding Source: n/a

RECOMMENDATION:

n/a

SUMMARY STATEMENT:

City Council Special Meeting Minutes from August 27, 2024 are attached for review.

City of Valdez

212 Chenega Ave.
Valdez, AK 99686



Meeting Minutes – DRAFT

Tuesday, August 27, 2024

6:00 PM

Special Meeting: Alderwood Water Issue

Council Chambers

City Council

SPECIAL MEETING AGENDA - 6:00 PM**I. CALL TO ORDER****II. ROLL CALL**

Present: 7 - Mayor Dennis Fleming
Mayor Pro Tem Austin Love
Council Member Alan Sorum
Council Member Sharon Scheidt
Council Member Jimmy Devens
Council Member Olivia Foster
Council Member Joseph Lally

Also Present: 5 - City Clerk Sheri Pierce
City Manager John Douglas
Deputy City Clerk Elise Sorum-Birk
Assistant City Manager Bart Hinkle
Assistant City Manager Nathan Duval

III. RESOLUTIONS**1. #24-34 - Authorizing the City Manager to Execute Agreements for the Purpose of Installing Water Connections at Alderwood Mobile Home Park**

MOTION: Council Member Sorum moved, seconded by Mayor Pro Tem Love, to approve resolution 24-34.

Council Member Devens noted his conflict of interest and recused himself with the support of Council.

Capital Facilities Director Duval provided a status update of the water hook ups, and the expected process and expectations of the agreement.

Council Member Love expressed concern about the different approaches already taken to hook up to City water, and asked if there would be follow up with those who were already in the process or who may have completed the work themselves. Duval stated that all trailers would be inspected to verify they had been hooked up satisfactorily.

Council Member Scheidt asked how quickly the work could be done. Director Duval stated he believed the work could be done prior to the end of October.

The following Alderwood residents spoke on the current water connection issues:

- Jeri Devens
- Carol White
- Julie Rogers

- Steven Adams
- Gail Johnson

VOTE ON THE MOTION

Yays: 6 - Fleming, Love, Sorum, Scheidt, Foster and Lally

Abstained: 1 - Devens

MOTION CARRIED.

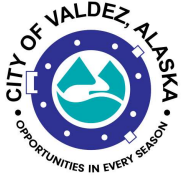
2. #24-35 - Amending the 2024 City Budget by Appropriating an Additional \$150,000 to Nuisance Abatement for Alderwood Water Connections to be Transferred from the City Council Contingency Reserve

MOTION: Council Member Sorum moved, seconded by Mayor Pro Tem Love, to approve resolution 24-35.

Yays: 6 - Fleming, Love, Sorum, Scheidt, Foster and Lally

Abstained: 1 - Devens

IV. ADJOURNMENT



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 24-0397, **Version:** 1

ITEM TITLE:

Approval of City Council Meeting Minutes for September 3, 2024

SUBMITTED BY: Elise Sorum-Birk, Deputy City Clerk

FISCAL NOTES:

Expenditure Required: n/a

Unencumbered Balance: n/a

Funding Source: n/a

RECOMMENDATION:

n/a

SUMMARY STATEMENT:

City Council Meeting Minutes from September 3, 2024 are attached for review.

City of Valdez

212 Chenega Ave.
Valdez, AK 99686



Meeting Minutes - DRAFT

Tuesday, September 3, 2024

7:00 PM

Regular Meeting

Council Chambers

City Council

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: 6 - Mayor Dennis Fleming
Mayor Pro Tem Austin Love
Council Member Alan Sorum
Council Member Jimmy Devens
Council Member Olivia Foster
Council Member Joseph Lally

Excused: 1 - Council Member Sharon Scheidt

Also Present: 4 - City Manager John Douglas
Deputy City Clerk Elise Sorum-Birk
Assistant City Manager Bart Hinkle
Assistant City Manager Nathan Duval

IV. APPROVAL OF MINUTES

1. Approval of City Council Minutes from August 21, 2024

V. PUBLIC APPEARANCES

Faith Harris, Executive Director of Discover Valdez, provided an update to Council on 2024 operations.

VI. PUBLIC BUSINESS FROM THE FLOOR

VII. CONSENT AGENDA

- 1. Proclamation: Recognizing Karen Feero Retirement**
- 2. Proclamation: Suicide Prevention Awareness Month**
- 3. Acceptance of Resignation Letter from Deborah Plant - PVMC
Community Advisory Council- Effective July 11, 2024**
- 4. Appointment to the Providence Valdez Medical Center Community Advisory
Council, Applicant: Dennis Humphrey**
- 5. Acceptance of Resignation Letter for Economic Diversification Commissioner
Mercedes Blancaflor**

6. Approval To Go Into Executive Session Re: Alderwood Litigation Strategy and Settlement Discussions

MOTION: Council Member Lally moved, seconded by Council Member Foster, to approve the consent agenda.

VOTE ON THE MOTION

Yays: 6 - Fleming, Love, Sorum, Devens, Foster and Lally

Absent: 1 - Scheidt

MOTION CARRIED.

VIII. ORDINANCES

1. #24-11 - Amending Chapter 1.08 of the Valdez Municipal Code Titled General Penalty. Second Reading. Adoption.

MOTION: Council Member Foster moved, seconded by Council Member Lally, to Approve Ordinance 24-11 in second reading for adoption.

VOTE ON THE MOTION

Yays: 6 - Fleming, Love, Sorum, Devens, Foster and Lally

Absent: 1 - Scheidt

MOTION CARRIED.

IX. RESOLUTIONS

1. #24-36 - Establishing Physician Recruitment Program and Rescinding Resolution No. 18-20

MOTION: Council Member Sorum moved, seconded by Council Member Devens, to approve resolution 24-36.

Council Member Love asked if local physicians had provided input on the resolution. City Attorney Jake Staser stated input was received from Council, the Clerk's Office, and Providence.

City Clerk Pierce noted the resolution was on the agenda in anticipation of a new full time physician joining Providence in September.

Council Member Foster expressed concern over the success of the program regarding retention, and the City's involvement with Providence in this manner. She noted a doctor who had received the subsidy had already left the community.

Capital Facilities Director Duval outlined the history of the program.

Council Member Love expressed concern about the effectiveness of the program.

Council Members Devens and Sorum shared their support of the program.

City Clerk Pierce stated it would be possible to postpone to the next meeting to receive additional information from Providence if Council desired.

MOTION: Council Member Love moved, seconded by Council Member Sorum, to postpone Resolution 24-36 to the next regular meeting.

Council Member Devens voiced concern over the start date of the most recently recruited physician and the impact on their access to the program.

VOTE ON THE MOTION TO POSTPONE

Yays: 6 - Fleming, Love, Sorum, Devens, Foster and Lally

Absent: 1 - Scheidt

MOTION CARRIED.

X. REPORTS

- 1. Report: Issuance of Temporary Land Use Permit #24-09 for Wilson Brothers Distributing for Six Months, for a 1.44-acre portion of 226 S Harbor Drive, Tract G, Harbor Subdivision**

XI. CITY MANAGER / CITY CLERK / CITY ATTORNEY / MAYOR REPORTS

1. City Manager Report

City Manager Douglas asked if Council was interested in forwarding an official recommendation regarding the essential air service via resolution at the next upcoming regular meeting. Council Members Foster and Devens volunteered to form a subcommittee.

Director Duval provided an oral capital projects update.

2. City Clerk Report

Deputy Clerk Sorum-Birk reviewed the upcoming Council calendar.

3. City Attorney Report

City Attorney Staser provided updates on cases his firm is working on behalf of the City, including escaped property, C-Plan, Alderwood, and TAPS Ad Valorem.

4. City Mayor Report

Mayor Fleming reminded those listening the Chugach Naswik building would be holding their grand opening September 5th.

XII. COUNCIL BUSINESS FROM THE FLOOR

Council thanked Jason Weber, Kate Huber, and Nate Duval for representing the community well in the Alaska Public Media article addressing Valdez housing.

Council thanked Bettisworth North and staff for the recommendation for the childcare facility at Herman Hutchens Elementary School.

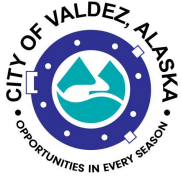
Council congratulated Karen Feero on her retirement.

Council Member Foster invited those listening to attend the upcoming Sound Wellness Alliance Network's Wellness Symposium.

Council Member Lally thanked Faith Harris and Kevin Reeves for the update and presentation on the Valdez Convention and Visitor's Bureau.

XIII. EXECUTIVE SESSION**XIV. RETURN FROM EXECUTIVE SESSION****XV. ADJOURNMENT****XVI. APPENDIX**

- 1. September 2024 City Council Calendar**
- 2. Legal Billing Summary - July 2024**



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 24-0398, **Version:** 1

ITEM TITLE:

Public Appearance: Shawne Mastronardi, Valdez Senior Living Apartments

SUBMITTED BY: n/a

FISCAL NOTES:

Expenditure Required: n/a

Unencumbered Balance: n/a

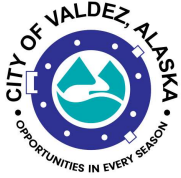
Funding Source: n/a

RECOMMENDATION:

n/a

SUMMARY STATEMENT:

Shawne Mastronardi with Valdez Senior Living Apartments will provide an update to Council.



Legislation Text

File #: 24-0399, **Version:** 1

ITEM TITLE:

Approval To Go Into Executive Session Regarding Settlement of Redistricting Litigation Attorney Fees

SUBMITTED BY: Sheri Pierce, MMC, City Clerk

FISCAL NOTES:

Expenditure Required: [Click here to enter text.](#)

Unencumbered Balance: [Click here to enter text.](#)

Funding Source: [Click here to enter text.](#)

RECOMMENDATION:

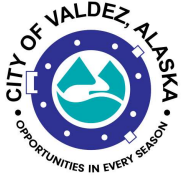
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SUMMARY STATEMENT:

Alaska Statute AS 44.62.310 provides an exception to the Alaska Open Meetings law (AS 44.62.310) which allows the City Council to meet in executive session for the purpose of discussion related to:

1. Matters which involve litigation and where matters of which the immediate knowledge would clearly have an adverse effect upon the finances of the City.
2. Matters which by law, municipal charter, or ordinance are required to be confidential.

Any formal action related to the discussion requiring a motion and vote of the governing body must be done in open session.



Legislation Text

File #: 24-0400, **Version:** 1

ITEM TITLE:

Approval of Physician Recruitment and Retention Agreement with Dr. Megan Raymon

SUBMITTED BY: Sheri Pierce, MMC, City Clerk

FISCAL NOTES:

Expenditure Required: \$60,000

Unencumbered Balance: \$150,037

Funding Source: 350-0200-55000

RECOMMENDATION:

[Click here to enter text.](#)

SUMMARY STATEMENT:

The city council has determined that an insufficient number of physicians presently serve the community, and the high turnover rate of physicians practicing within the City of Valdez is detrimental to the health and wellbeing of Valdez citizens and that recruiting and retaining highly capable physicians to practice in the City of Valdez requires competitive pay and benefits. Therefore, it has been determined that offering a financial incentive in addition to regular pay and benefits is necessary to compete in the marketplace for the purpose of retaining skilled physicians to practice medicine in Valdez.

Dr. Megan Raymon has accepted employment to practice medicine full time in the City of Valdez and intends to continue practice within the city in accordance with her Physician's employment contract.

Within sixty (60) days of execution of this Agreement the City will provide Physician with a Sixty Thousand Dollar (\$60,000) recruitment and transition payment. The \$60,000 recruitment and transition payment shall be compensation for Dr. Raymon working as a full-time physician practicing medicine in Valdez for a (12) month period after execution of this Agreement. If Dr. Raymon fails to work as a full-time physician practicing medicine in Valdez for a period of twelve (12) months after execution of this Agreement, the \$60,000 recruitment and transition payment shall be repaid to the city on a prorated basis at a daily rate of \$164.38.

The City shall pay up to sixteen (16) quarterly retention payments in the amount of Fifteen Thousand Dollars (\$15,000) within forty- five (45) days of completion of the initial twelve (12) months of full-time employment and at the beginning of every three (3) months thereafter until sixty (60) months of full-time employment from the date of execution of this Agreement. In the event physician fails to work as a full-time employee practicing medicine in the City of Valdez for the entire quarter after receiving

a quarterly payment the quarterly payment shall be repaid on a prorated basis at a daily rate equal to quarterly compensation divided by the number of days in the quarter.

This agreement shall become effective on the date it is executed and shall remain in effect for a period of five (5) years, for a total amount of \$300,000. This agreement provides an option, upon consent of both parties, to extend the Agreement for one (1) additional five (5) year term with the compensation provided in this Agreement adjusted for inflation as indicated by the Consumer Price Index.

CITY OF VALDEZ

PHYSICIAN RECRUITMENT AND RETENTION AGREEMENT

THIS PHYSICIAN RECRUITMENT AND RETENTION AGREEMENT (hereinafter “Agreement”) is made by and between Megan Raymon (hereinafter “Physician”) and the City of Valdez, Alaska (hereinafter the “City”) and is entered into on the ____ day of _____, 2024. Physician and City are each individually referred to herein as a “Party” and collectively as the “Parties.”

WHEREAS, the provision of reliable high-quality medical services is of great importance to the health and wellbeing of the City’s citizens; and

WHEREAS, the City has determined that an insufficient number of physicians presently serve the community, and the high turnover rate of physicians practicing within the City is detrimental to the health and wellbeing of the City’s citizens; and

WHEREAS, recruiting and retaining highly capable physicians to practice in the City requires competitive pay and benefits; and

WHEREAS, the City desires to aid in the recruitment and retention of physicians by offering a financial incentive in addition to regular pay and benefits; and

WHEREAS, offering a financial incentive is necessary to compete in the marketplace for the purpose of recruiting and retaining skilled physicians to practice medicine in the City; and

WHEREAS, Physician has accepted employment to practice medicine on a full-time basis in the City and intends to continue practice within the City in accord with Physician’s employment contract.

NOW, THEREFORE, in consideration of the mutual covenants set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Parties agree as follows:

1. TERMS AND CONDITIONS

a. Physician shall maintain full-time employment practicing medicine within the City for the term of this Agreement. Full-time employment is defined as an average of forty (40) paid working hours per week. Periodic time spent practicing medicine outside the City for the purposes of gaining/maintaining competency is allowable as long as the Physician maintains full-time employment within the City.

b. Physician shall provide coverage at Providence Valdez Medical Center

within the scope of Physician's hospital privileges and for services upon terms agreed upon between Physician and Providence Valdez Medical Center.

c. Physician shall at all times comply with the terms of any agreement(s) with his or her employer. The City shall have the right to review any such agreement(s) with the understanding that the contents of any such agreement will be kept confidential from the public as required by such agreements or by law.

d. Nothing in this Agreement shall be interpreted as preventing Physician from acquiring an ownership interest in a medical practice.

e. This Agreement does not entitle Physician to any compensation for employment prior to the execution of this Agreement.

f. Execution of a Memorandum of Agreement with Physician's employer to facilitate administration of the program is a prerequisite to execution of this Agreement.

2. COMPENSATION

The City will compensate Physician as follows:

a. Within sixty (60) days of execution of this Agreement the City will provide Physician with a Sixty Thousand Dollar (\$60,000) recruitment and transition payment. The \$60,000 recruitment and transition payment is compensation for Physician working as a full-time employee practicing medicine in the City for a twelve (12)-month period after execution of this Agreement. If Physician voluntarily or as the result of termination for cause fails to work as a full-time employee practicing medicine in the City for a period of twelve (12) months after execution of this Agreement, the \$60,000 recruitment and transition payment shall be repaid to the City on a prorated basis at a daily rate of \$164.38.

b. The City shall pay Physician up to sixteen (16) quarterly retention payments in the amount of Fifteen Thousand Dollars (\$15,000) within forty five (45) days of Physician's completion of the initial twelve (12) months of full-time employment and at the beginning of every three (3) months thereafter until the Physician reaches sixty (60) months of full-time employment from the date of execution of this Agreement. In the event Physician fails to work as a full-time employee practicing medicine in the City for the entire quarter after receiving a quarterly payment, the quarterly payment shall be repaid on a prorated basis at a daily rate equal to quarterly compensation divided by the number of days in the quarter.

c. Compensation under this Agreement is subject to appropriation of funds by the City Council.

3. TERM

This Agreement shall become effective on the date it is executed and shall remain in effect for a period of five (5) years with an option, upon consent of both parties, to extend the Agreement for one (1) additional five (5) year term.

4. TERMINATION

a. If either Party fails to perform any provisions herein, that Party shall be in default. The Party not in default may, by written notice, provide notice of the default. If the default is not cured within thirty (30) days or as otherwise agreed to in writing by the parties, then the non-defaulting party may terminate this Agreement in whole or in part for failure to perform. In such event, the defaulting Party shall be liable for damages, as well attorney's fees arising out of or related to the default.

b. If Physician discontinues work as a full-time employee practicing medicine within the City for any reason, this Agreement may be terminated by the City.

c. The City may at its sole discretion terminate this Agreement upon the occurrence of any of the following events:

i. the denial, suspension, revocation, termination, restriction, or voluntary relinquishment of the professional license or privileges of Physician at Providence Valdez Medical Center;

ii. the death or inability of Physician to perform normal and ordinary duties as a physician due to sickness or accident for ninety (90) consecutive days;

iii. the termination or revocation of Physician's drug enforcement agency number; or

iv. the exclusion of Physician from participation in the Medicare, Medicaid, or other government health program.

5. SOLE BENEFIT OF PARTIES

This Agreement is for the sole benefit of the Physician and the City. Nothing in this Agreement is intended to confer any rights or remedies on any third party.

6. LIABILITY

In no event, whether as a result of breach of contract, tort liability, or otherwise, shall either party or its agents or employees be liable to the other party for indirect, economic, or consequential damages of any nature.

7. NOTICES

Notice under this agreement shall be given in writing and may be hand delivered, sent by U.S. Mail, or faxed as follows:

If to Physician:

Megan Raymon
P.O. Box _____
Valdez, Alaska 99686

If to City:

City of Valdez
P.O. Box 307
Valdez, Alaska 99686
ATTN: City Manager

A party may change the address to which or official to whom notice is to be given by giving notice of such change to the other party.

8. GOVERNING LAW/JURISDICTION

This Agreement shall be governed by, interpreted, and enforced in accordance with the laws of the State of Alaska and the laws of the United States, as applicable. The venue for all litigation arising out of or relating to this Agreement shall be Valdez, Alaska. The parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Alaska and waive any defense of *forum non conveniens*.

9. NO WAIVER OF IMMUNITIES

In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either Party's rights or defenses with regard to each Party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

10. SEVERABILITY

In the event any provision of this Agreement is held to be unenforceable or invalid for any reason, this Agreement shall remain in full force and effect and enforceable in accordance with its terms disregarding such unenforceable or invalid provision.

11. ASSIGNMENT

Physician may not assign or transfer any of Physician's rights, duties, or obligations under this Agreement, in whole or in part, without the prior written consent of the City.

12. ENTIRE AGREEMENT

This Agreement represents the entire agreement and understanding between the Parties relative to the recruitment and retention of physicians. All previous or contemporaneous contracts, representations, promises, and conditions relating thereto are superseded.

13. MODIFICATION, AMENDMENT, WAIVER

No modification, amendment, or waiver of any of the provisions of this Agreement shall be effective unless in writing specifically referring hereto, and authorized by both parties.

14. FEES AND EXPENSES CAUSED BY BREACH

The City is entitled to receive actual reasonable attorneys' fees and other expenses incurred by the City by reason of the breach of this Agreement by Physician.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, on the date first above mentioned.

[SIGNATURES TO FOLLOW]

Physician

Signature

Name

Date

Mailing Address

City, State, Zip Code

City of Valdez, Alaska, Authorized

Dennis Fleming, Mayor

Date

Attested:

Sheri L. Pierce, MMC, City Clerk

Date

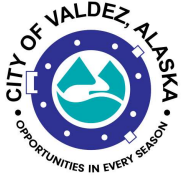
Recommended:

John Douglas, City Manager

Date

Approved as to Form:

Brena, Bell & Walker, P.C.
Jake. W. Staser



Legislation Text

File #: 24-0401, **Version:** 1

ITEM TITLE:

Approval of Contract Award to Chugach Cleaning Company, LLC in the Amount of \$163,238.00 for 2025 and 2026 Janitorial Services

SUBMITTED BY: Nathan Duval, Assistant City Manager/Capital Facilities Director

FISCAL NOTES:

Expenditure Required: \$163,238.00

Unencumbered Balance: N/A

Funding Source: 001-4200-44230

RECOMMENDATION:

Approve the contract award with Chugach Cleaning Company, LLC in the amount of \$163,238.00 for 2025 and 2026 Janitorial Services.

SUMMARY STATEMENT:

Chugach Cleaning Company, LLC was awarded a five-year contract to perform janitorial services at the Library, Fire Station 1, and the Recreation Center. The total cost of the contract for 2025 and 2026 with Chugach Cleaning Company, LLC is \$163,238.00. The contract value of the remaining years will be negotiated upon renewal.

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 and cc Jodi Fowler at 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; 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.

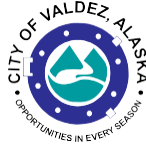
1. General

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 and cc'd to Jodi Fowler at 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

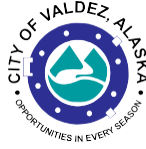
The Owner encourages that every Contractor and Subcontractor, employ to the maximum extent practical and allowed by law, qualified people who regularly reside in the project area.

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. DO NOT REPLACE RUGS ON WET FLOOR SURFACE-WAIT UNTIL DRY. 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
Services to be performed Monday - Friday after 6PM			
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	
Community Development (Including Old Fire Station Offices)			
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 (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 ➡			

Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Services to be performed Monday - Friday after 6PM			
Empty trash bin and ash urn outside of Old Fire Station door and pick up any debris or trash in the area. Sweep sidewalk.	Daily	Yes	
Prevent urea build-up in front of door during winter season.	Daily	Yes	
Clean all glass windows/partitions in hallways, or more often as needed.	Weekly	Yes	
Dust all picture frames, window ledges, heat registers, etc.	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.			\$1434.50
Exterior and interior windows washed two (2) times per year: Once in April and October.			1500
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.			740
Comments, Discounts, or Alternatives for City Hall and Community Development:			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

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	

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

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	

<i>Optional Bi-Annual Additive Alternate</i>		
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
Comments, Discounts, or Alternatives for Council Chambers:		
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?		

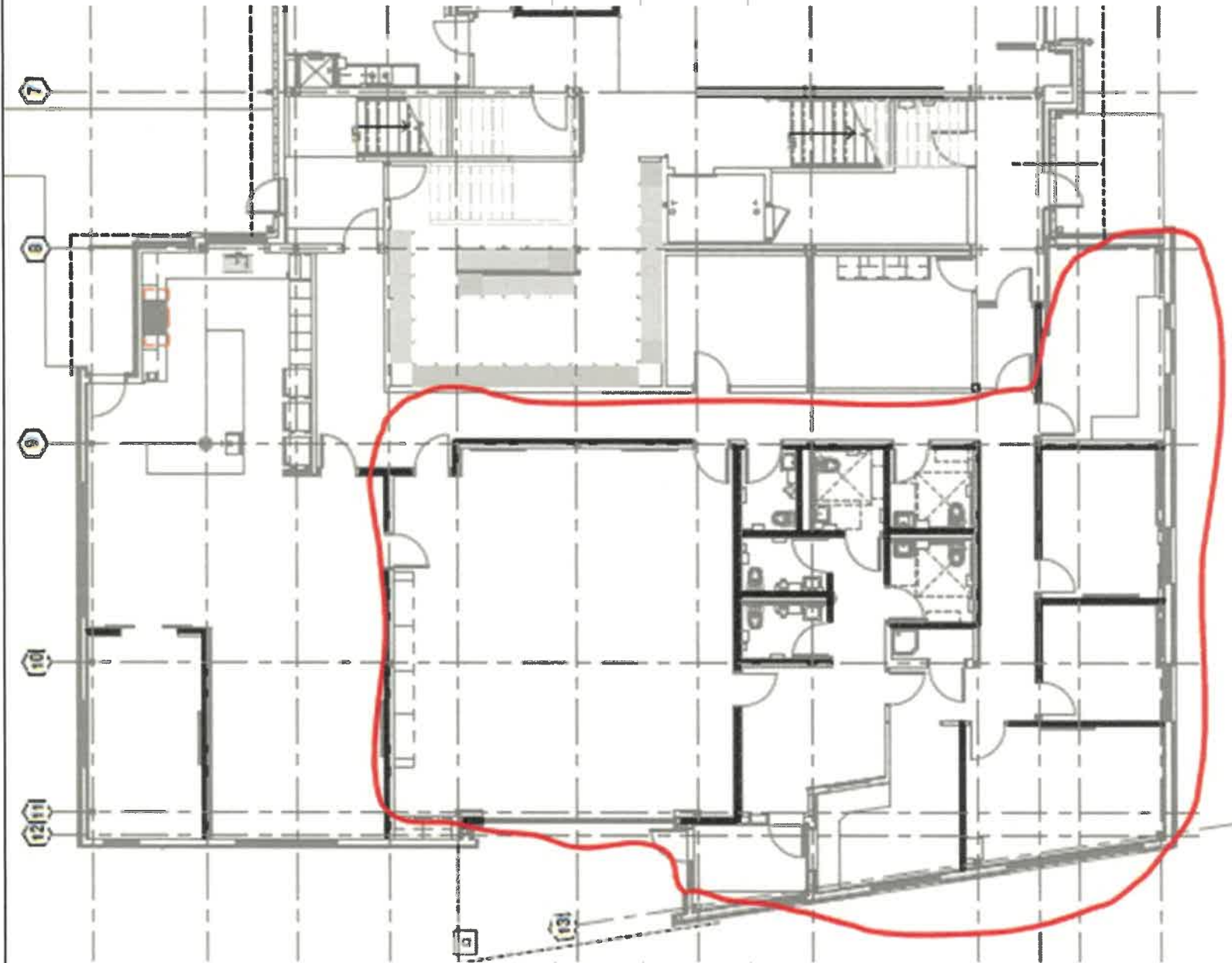
Library			
\$24,000.00			
Services to be performed Monday through Saturday after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, 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	
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.			\$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
Comments, Discounts, or Alternatives for Library:			
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	

Comments, Discounts, or Alternatives for Fire Station #1:

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			
\$7,320.00			
Services to be performed after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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	
Optional Bi-Annual Additive Alternate			
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
Comments, Discounts, or Alternatives for Vehicle Maintenance Facility: If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

Baler Break Room and Baler Bathroom			
\$6,120.00			
Services to be performed after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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		
Optional Bi-Annual Additive Alternate			
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		
Comments, Discounts, or Alternatives for Baler Break Room and Baler Bathroom: If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

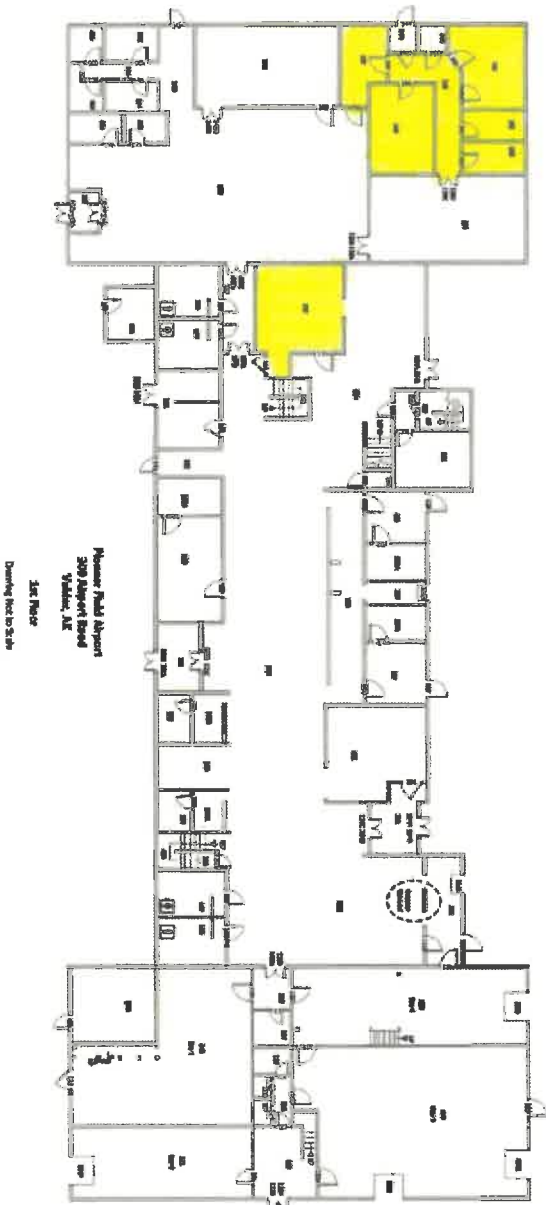
Building Maintenance Shop			
\$7,620.00			
Services to be performed after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathrooms (one located next to shop stairs and two located off the kitchen area) – 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?			

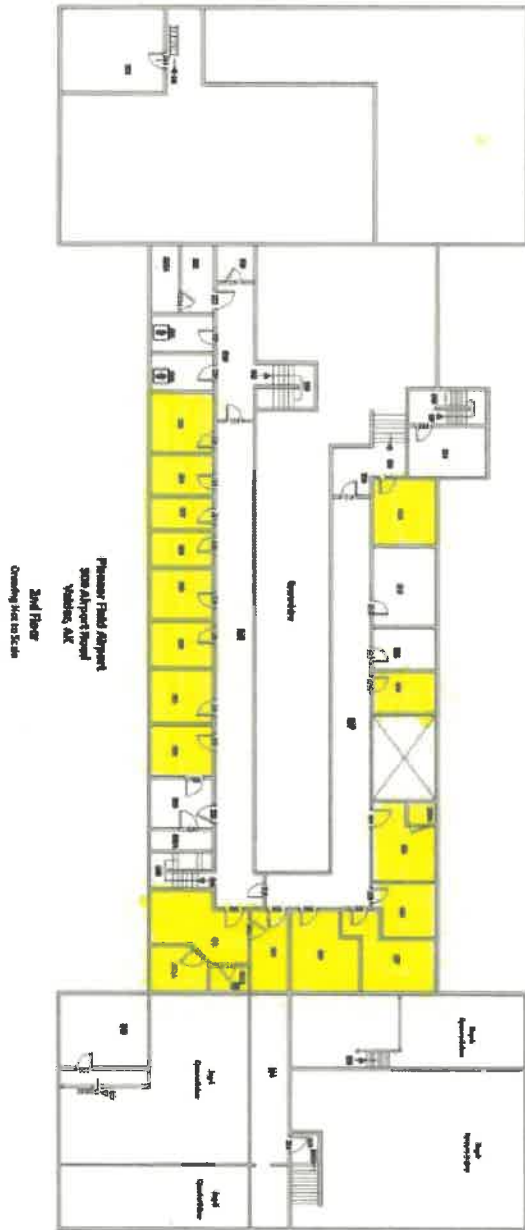
Capital Facilities, Finance, and Port Offices at Airport			
\$10,020.00			
Services to be performed after close of facility.			
See Airport floorplan below showing areas to be cleaned.			
		Desired Service and Frequency Acceptable? Yes/No	
Desired Service	Desired Frequency		If No, Contractor Proposed 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
Comments, Discounts, or Alternatives for Capital Facilities, Finance, and Port Offices at Airport:			
<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



Hourly Labor Rates	
Hourly rates are required as part of proposal	
Labor Description	Rate Amount
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:

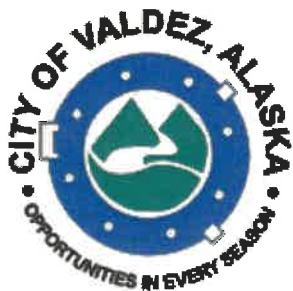
56 - Administrative, Support, Waste Management and Remediation Services



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
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
	COMMERCIAL GENERAL LIABILITY						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:						\$
	AUTOMOBILE LIABILITY						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) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<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 31st 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

Nathan Duval, Capital Facilities Director

Corporate Secretary

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
Contract Number: 2275**

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:

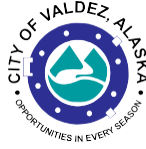
Janitorial Services as outlined within the Building Frequencies, Standards & Specifications and Proposal Schedule found in this contract.

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;



City of Valdez

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

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

Project: 2025 Janitorial Services Contract Number: 2275

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.

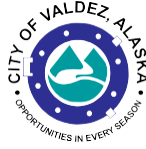
The Contract Administrator reserves the right to request at any time, that timesheets be provided listing employees, dates, and times that services were rendered.

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.



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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

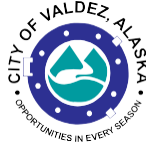
All work times shall be coordinated and approved by the Contract Administrator prior to commencing work. The contractor shall provide to the Contract Administrator with a scheduled time of services within ten (10) working days of the Notice of Intent to Award.

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.



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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

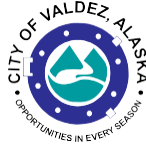
Payments shall be in accordance with Section 10.07, Measurement and Payment of the CVSS. All invoices for payment must be submitted on a City of Valdez *Periodic Payment Request Form*. An electronic copy of this form (Excel Spreadsheet) will be made available for the contractor's use.

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.



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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.



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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.*

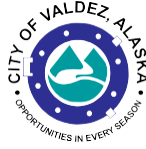
Services to be performed five times per week: Monday through Friday

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

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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

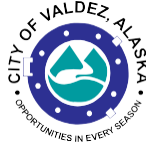
1. Bathrooms- empty wastebaskets; clean cans inside and out; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls of sinks, toilets and urinals. Restock all soap and paper products. Replace batteries in paper towel dispenser if necessary. Sweep and mop bathroom 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.



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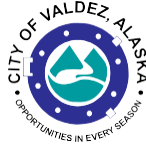
Animal Shelter

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.



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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.



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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.*

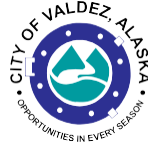
Services to be performed five times per week: Monday-Friday

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

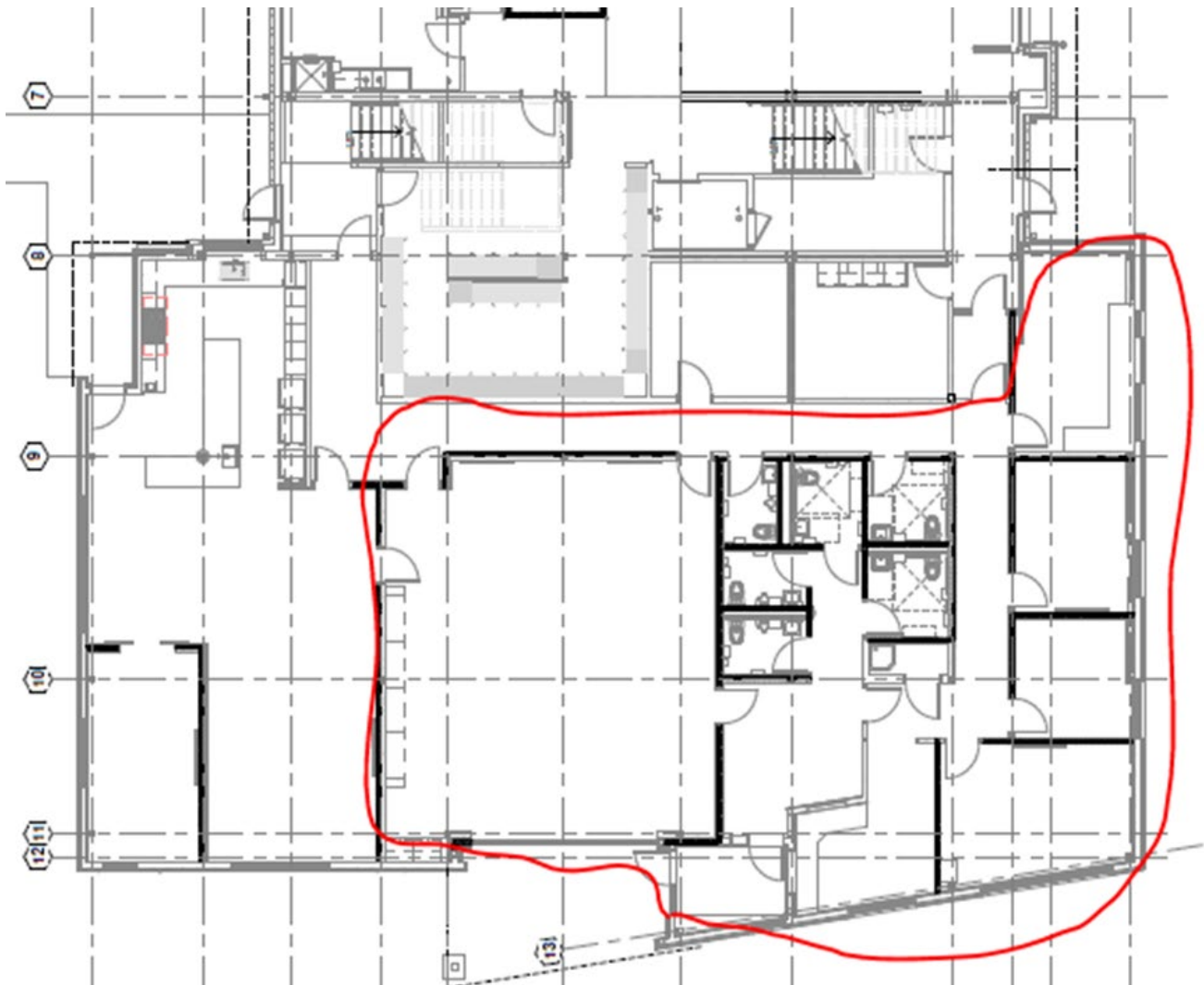
5. Clean all glass windows/partitions in hallways and foyer weekly or more often as needed.
6. Dust all picture frames, window ledges, heat registers, etc.
7. Vacuum low traffic areas, to include offices and training room, paying attention to edges, corners, under registers and behind doors. Vacuum under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



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Floorplan of Fire Station #1 Showing Area to be Cleaned





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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.



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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.



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Vehicle Maintenance Facility

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

Daily Services

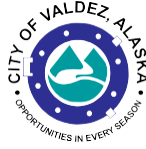
1. Empty wastebaskets in all areas; clean cans inside and out, reline.
2. Bathrooms located in break room and tool room area- empty wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces with sanitizing agent. Scrub bowls and sanitize 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.



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Contract Number: 2275**

Building Maintenance Shop

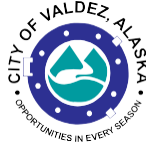
Services to be performed **twice weekly**, upon close of facility.

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 31st: 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.*

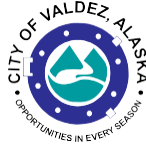
*June 1st - July 31st: Services to be performed **once daily** after close of business, which is 5:00 PM, except Memorial Day through Labor Day it is 8:00 PM.*

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 15th – September 14th: *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 31st: Services to be performed **twice weekly** on Tuesdays and Saturdays after close of business.*

*June 1st - July 31st: 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

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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

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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

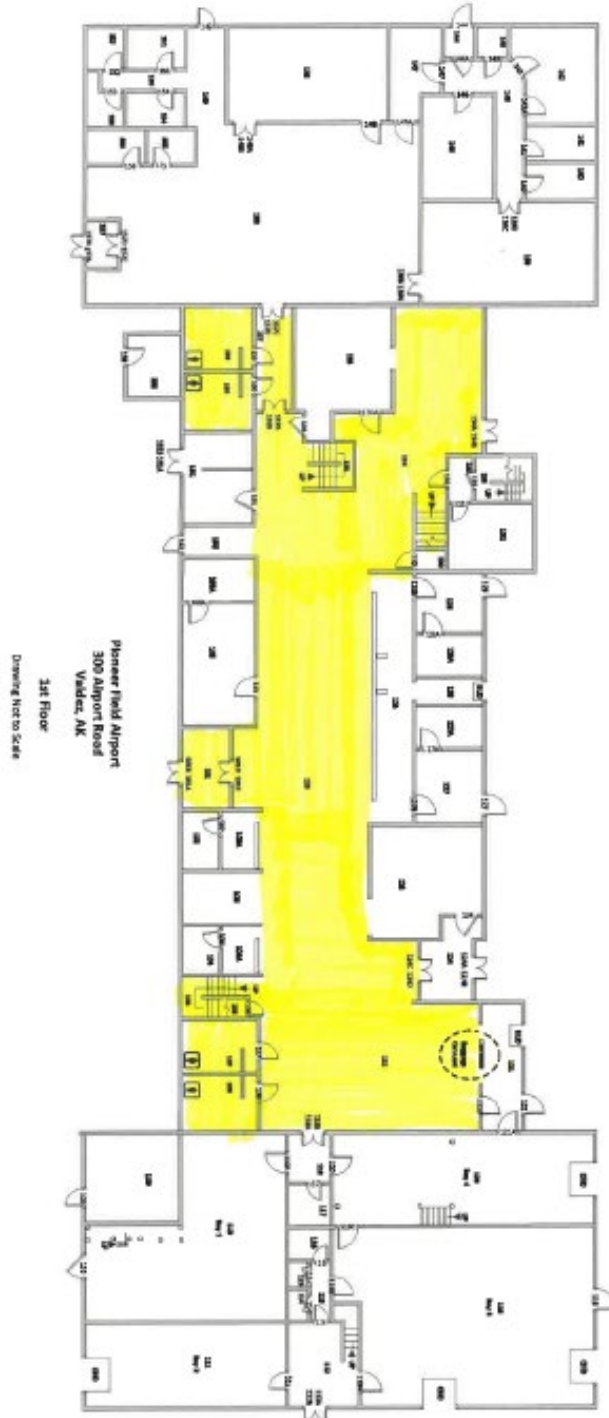
1. Windows- Clean windows entry area or more often as needed. Clean all glass partitions in public areas, to include upstairs overview.
2. Dusting- this includes all window ledges, picture frames, woodwork, etc. (weekly or as needed) to include stairs, soda machines, information distribution center, 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

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

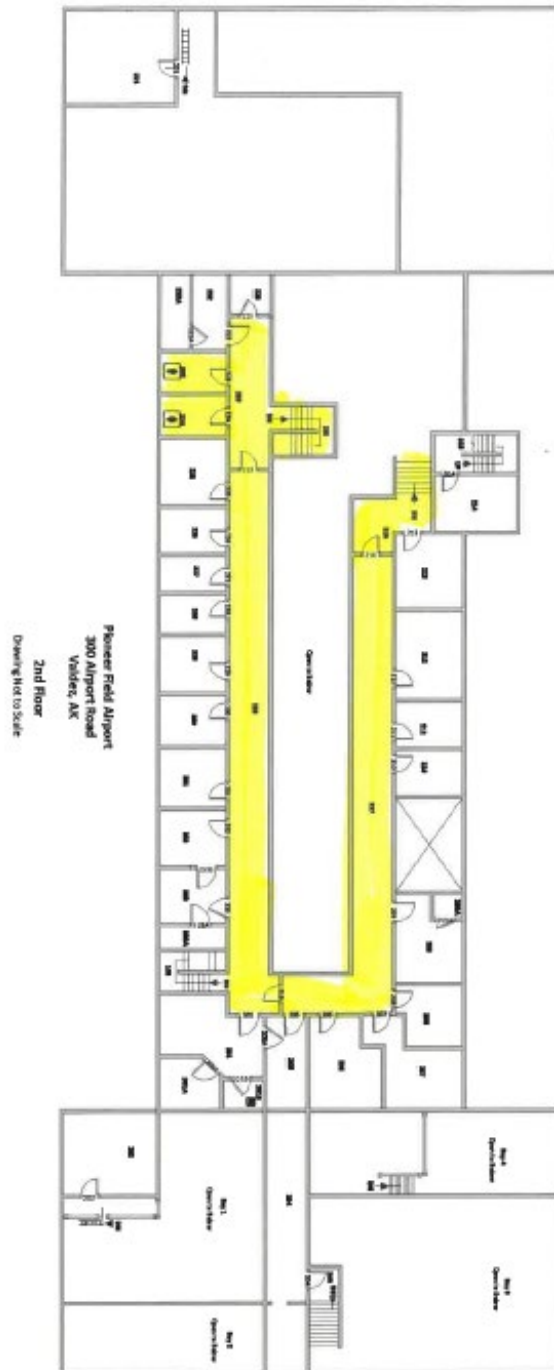


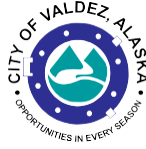


City of Valdez

**Project: 2025 Janitorial Services
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**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 30th.

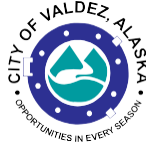
April 15th – May 31st and September 15th – September 30th: Services to be performed **once daily** Monday through Thursday and **twice daily** Friday through Sunday.

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

Oumalik and Shoup Bay Trailhead are open from May 1st - September 14th: 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

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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 1st - October 14th 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 1st - September 30th.

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 31st 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

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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.



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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.



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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.

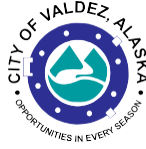
Ice Melt/Urea Removal

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:

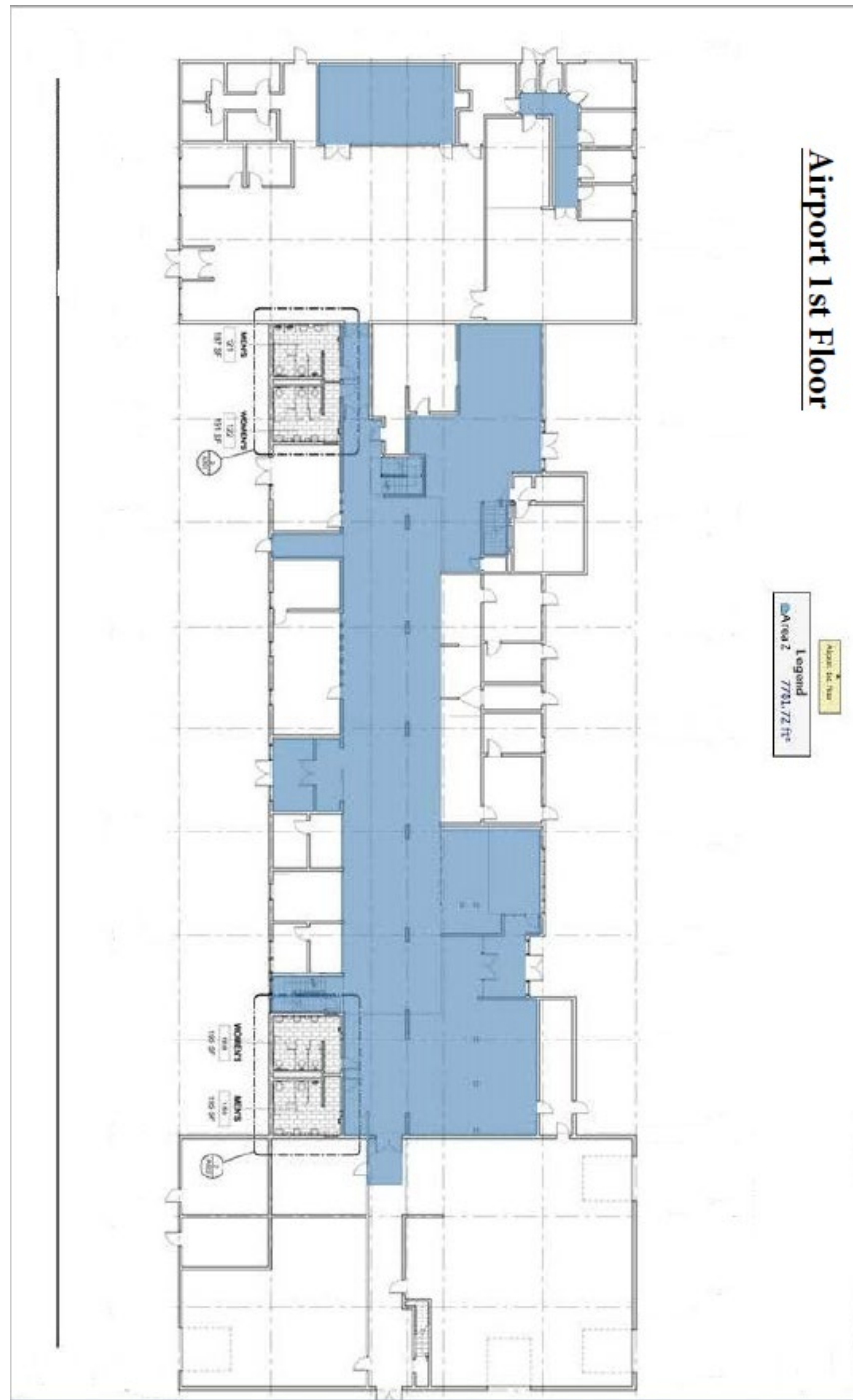
1. The Additive Alternates, including carpet cleaning, window cleaning, and thorough dusting, are not included in the budgeted amount listed in red at the top of each building proposal page. Please provide your price for providing the Additive Alternate services.
2. Window washing is dependent on favorable 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.

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



City of Valdez

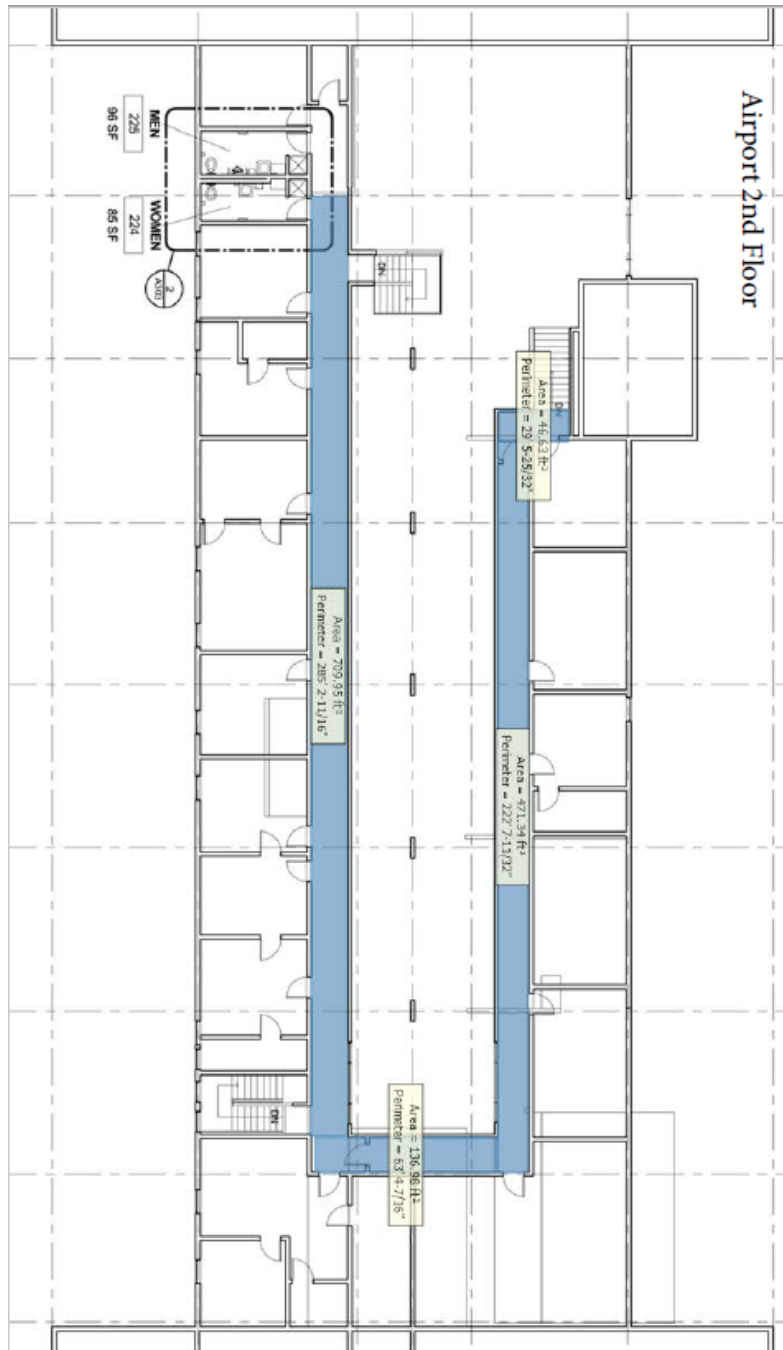
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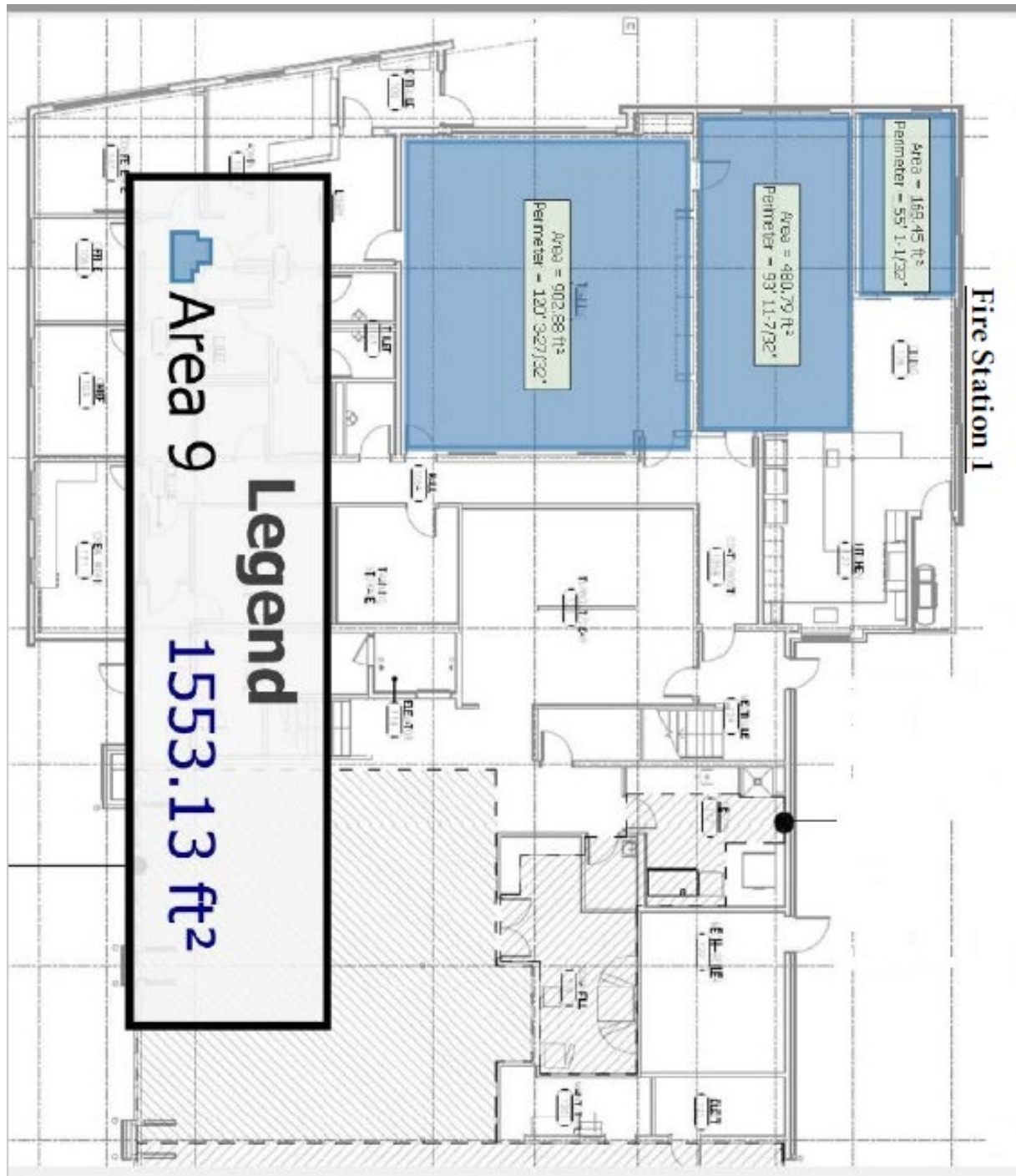


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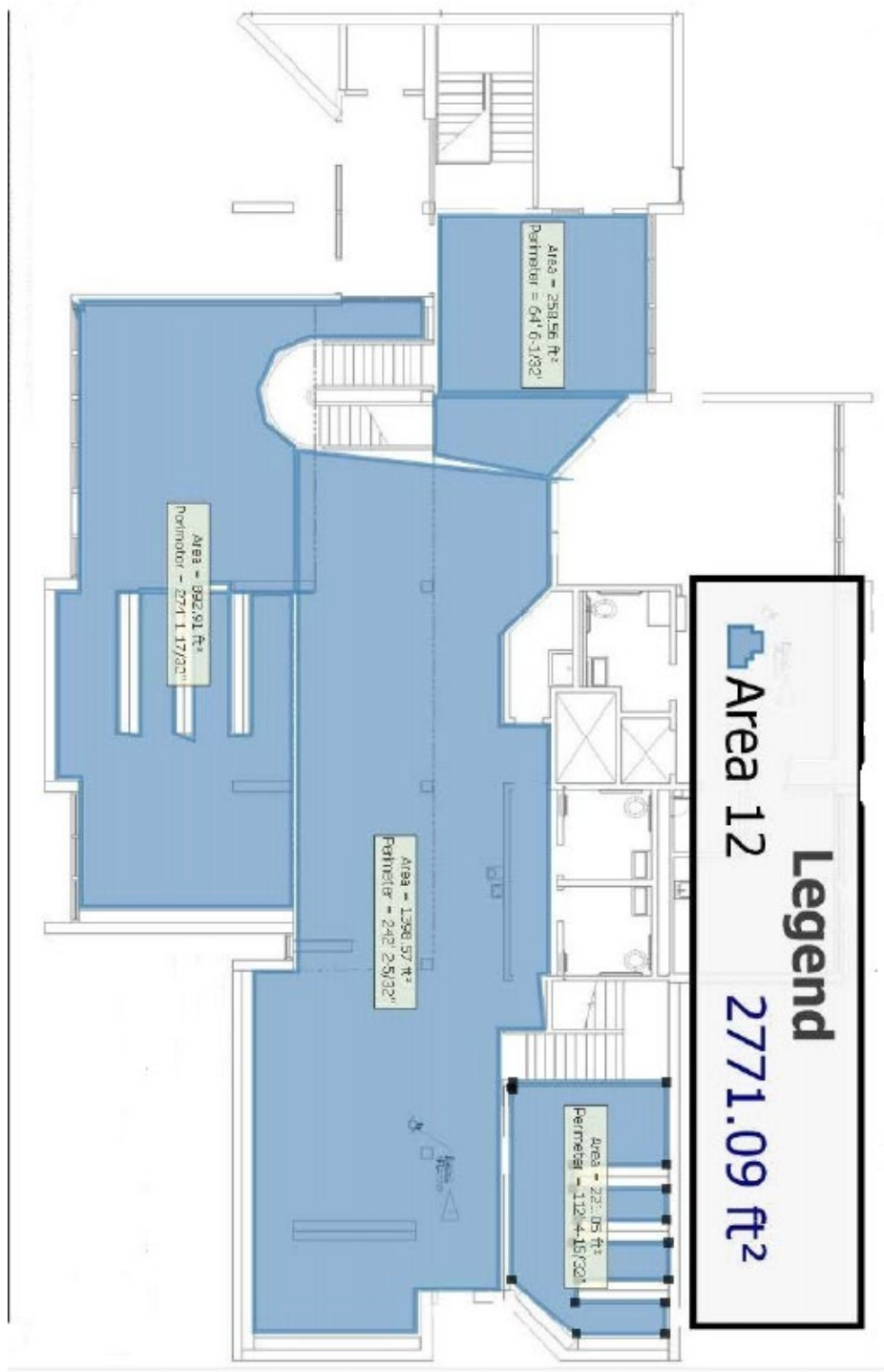
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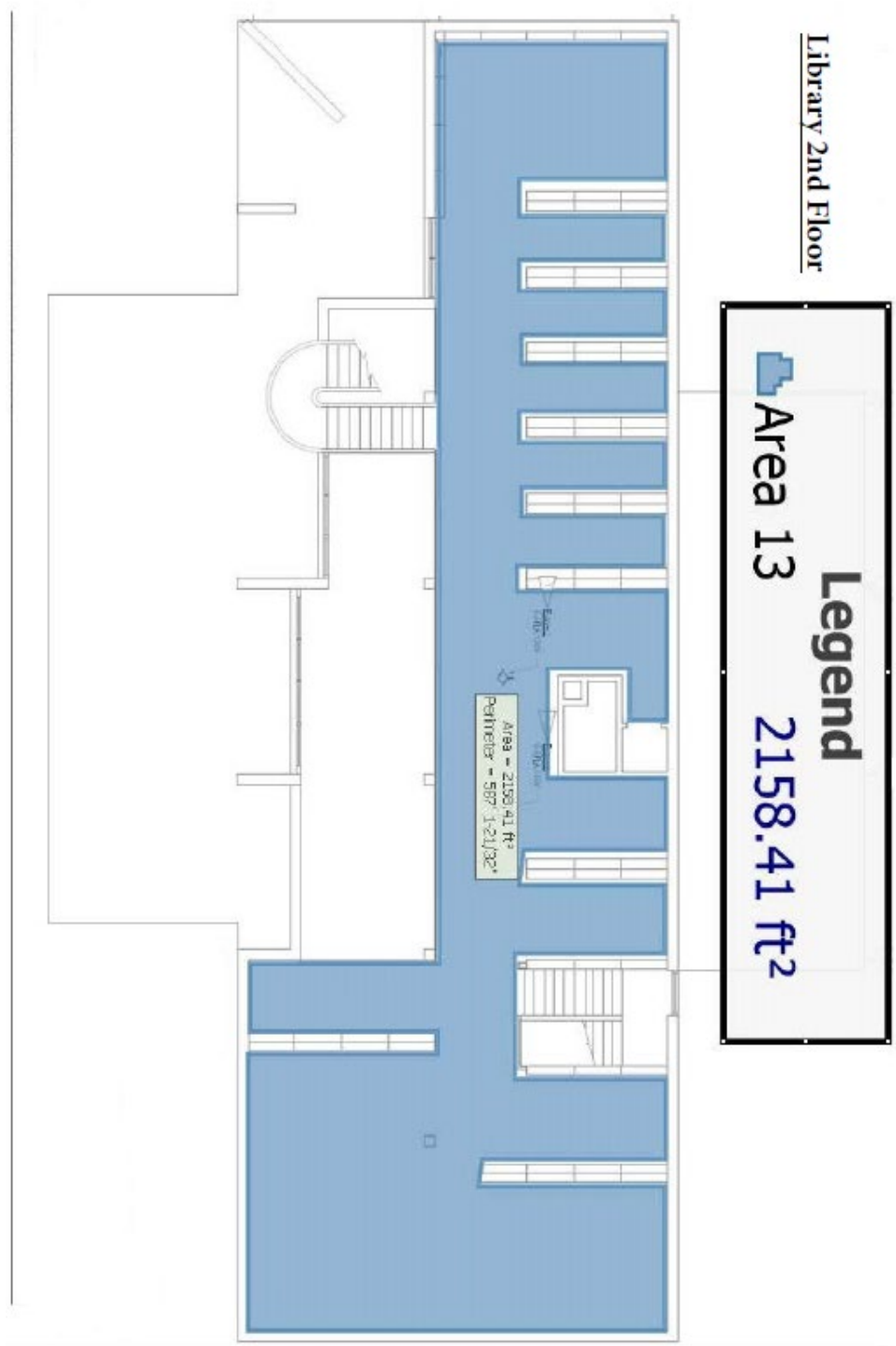
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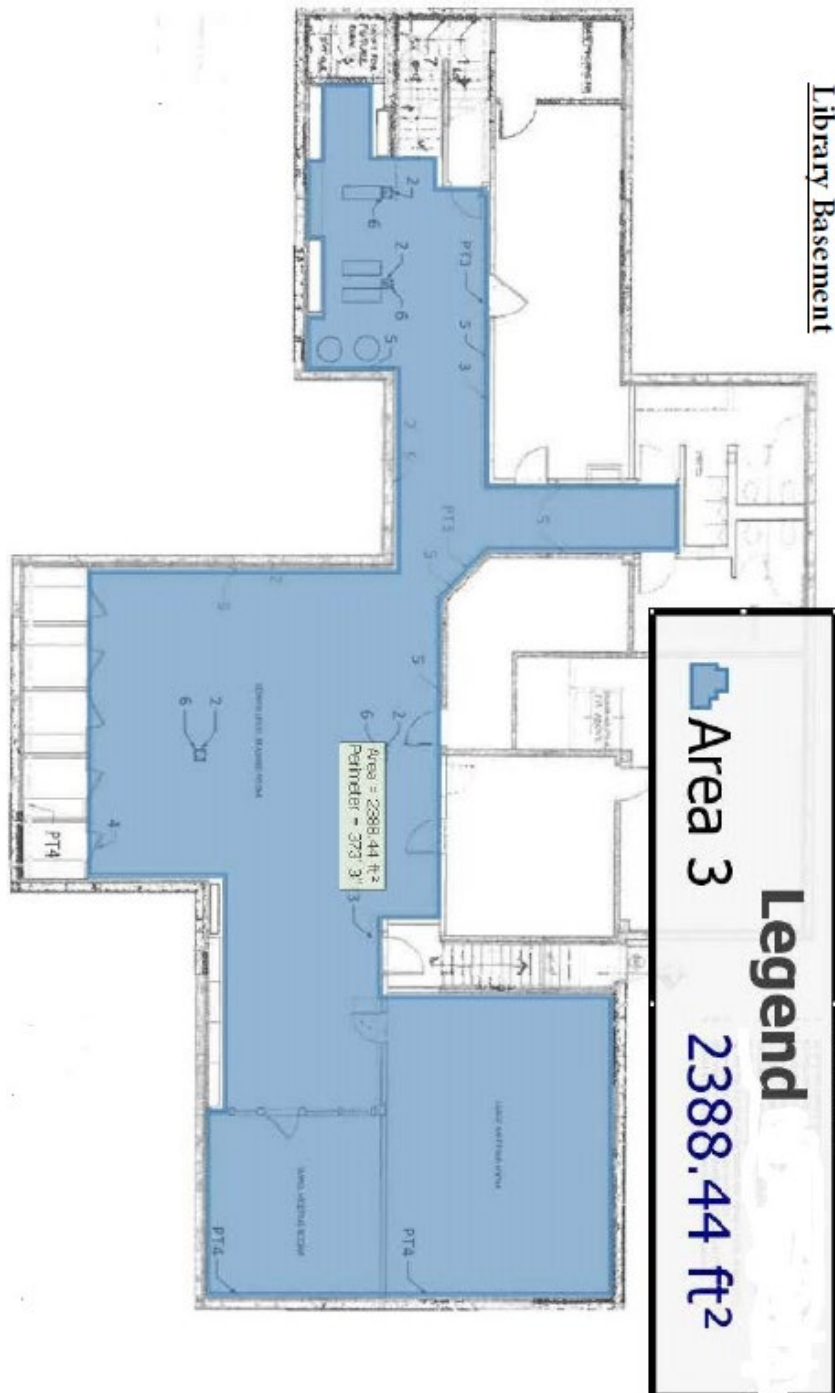
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Contract Number: 2275





City of Valdez

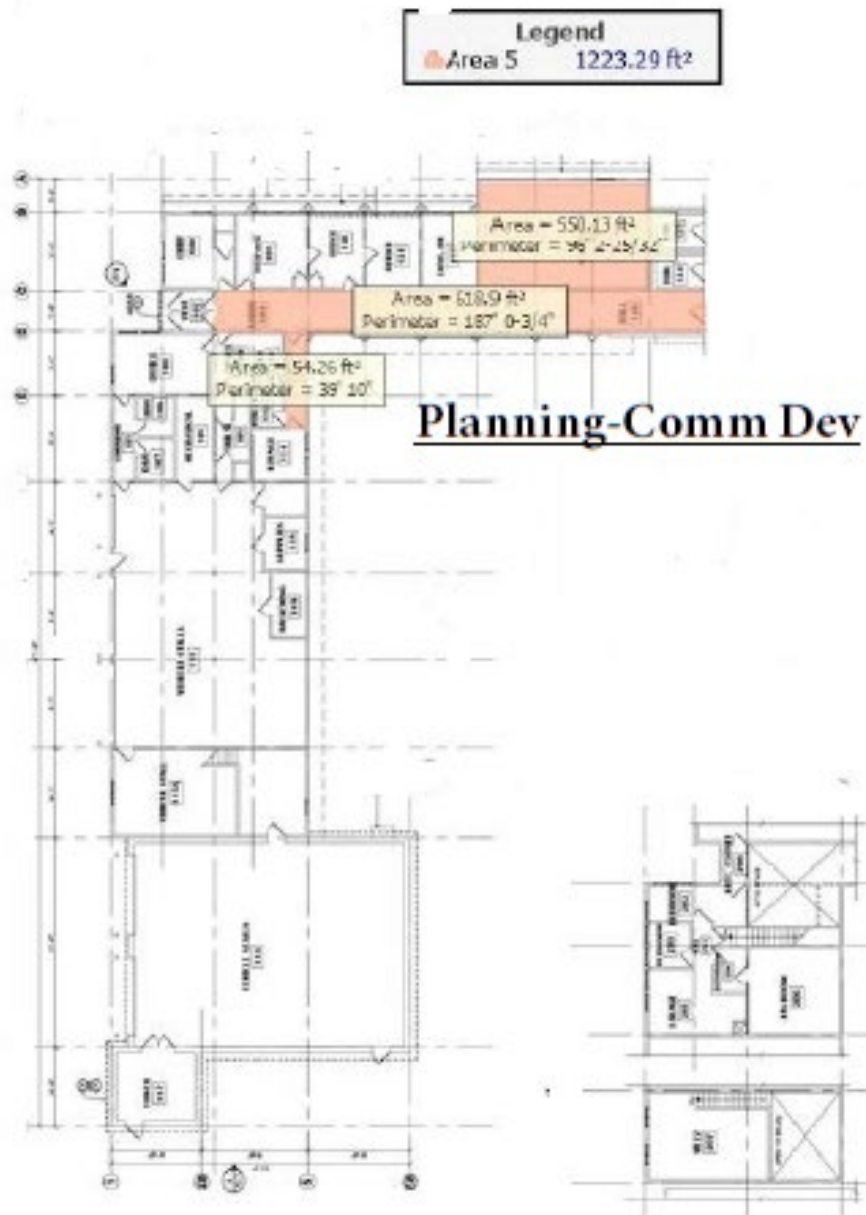
Project: 2025 Janitorial Services
Contract Number: 2275





City of Valdez

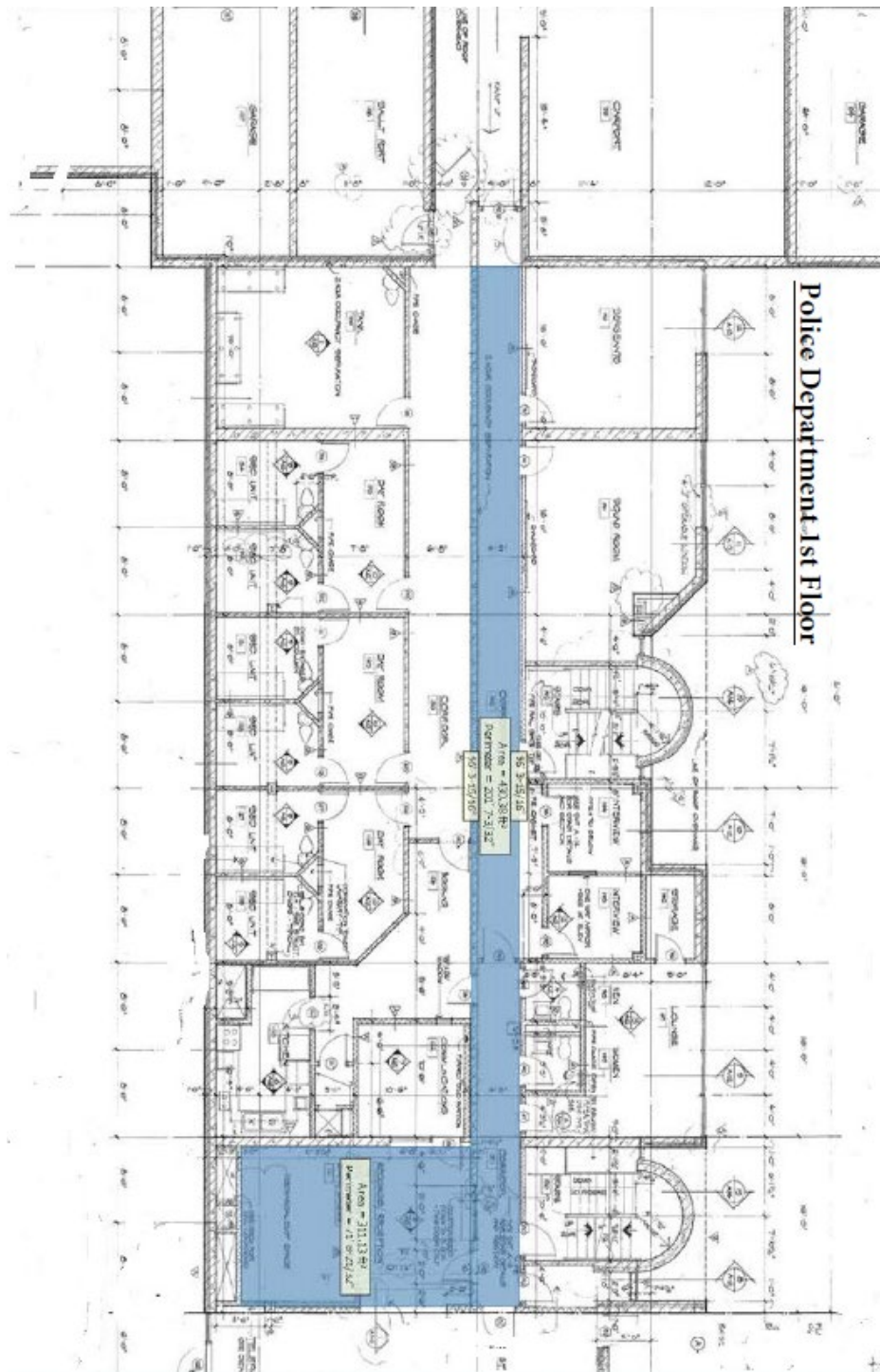
Project: 2025 Janitorial Services
Contract Number: 2275





City of Valdez

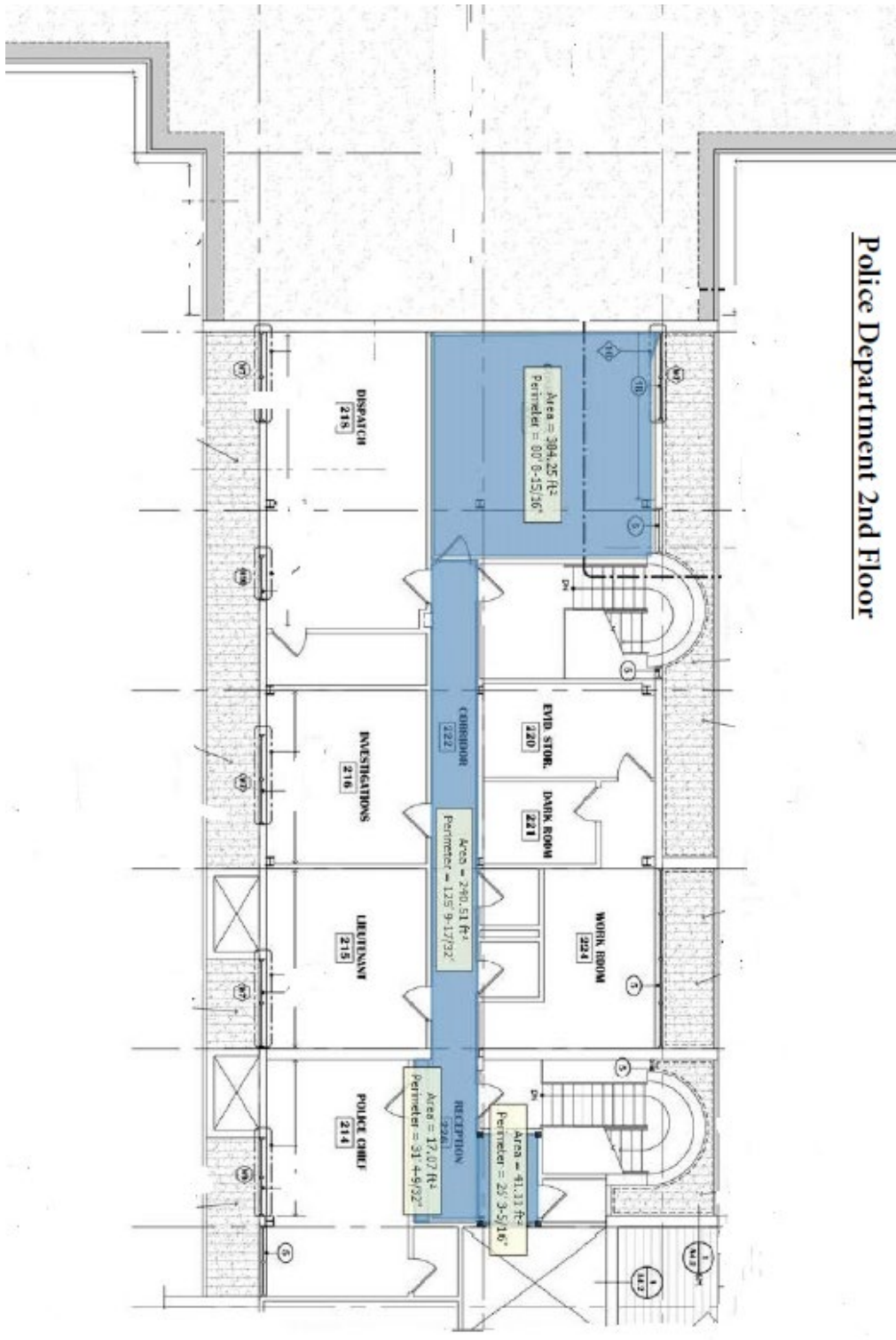
Project: 2025 Janitorial Services
Contract Number: 2275





City of Valdez

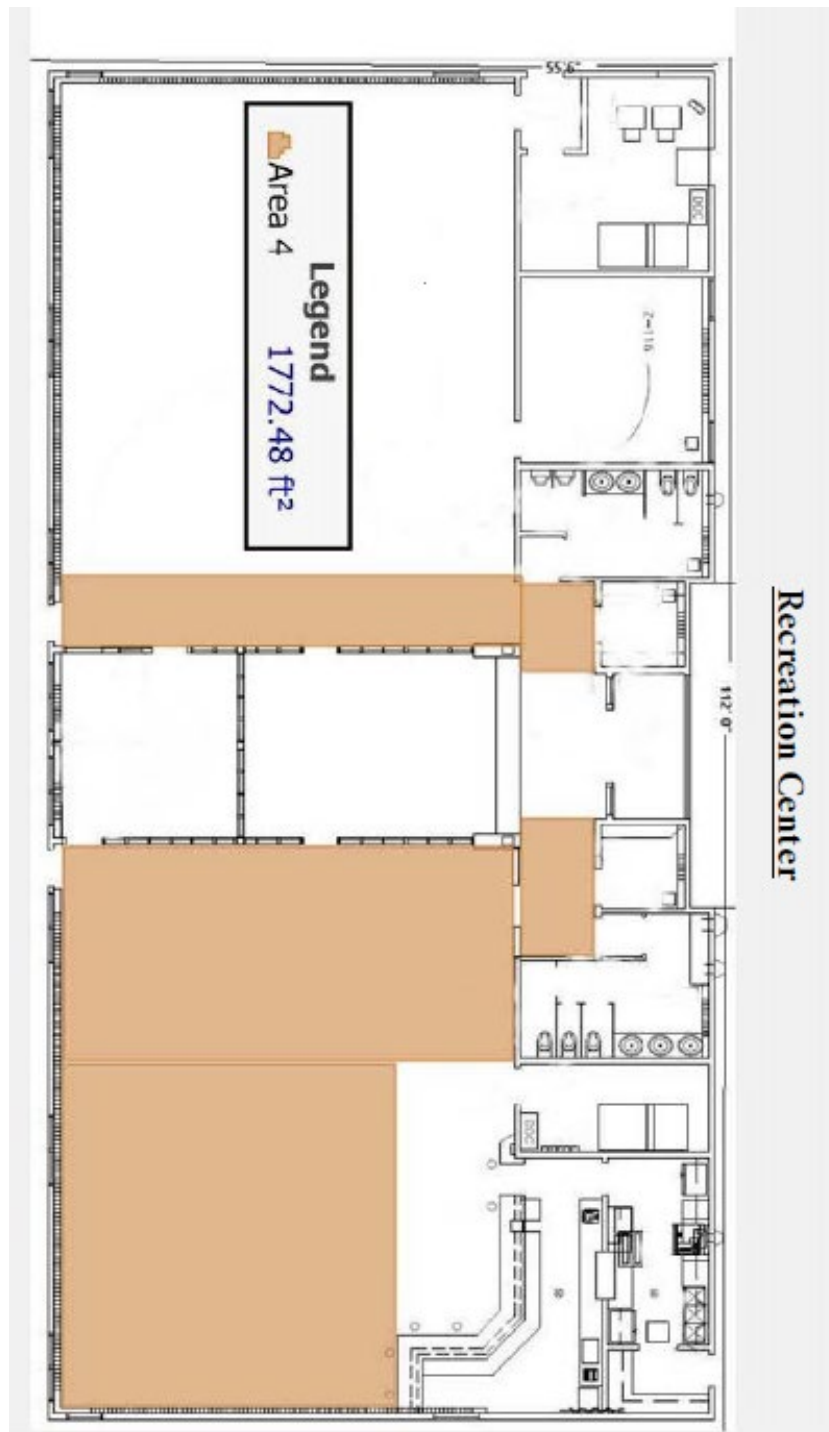
Project: 2025 Janitorial Services
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City of Valdez

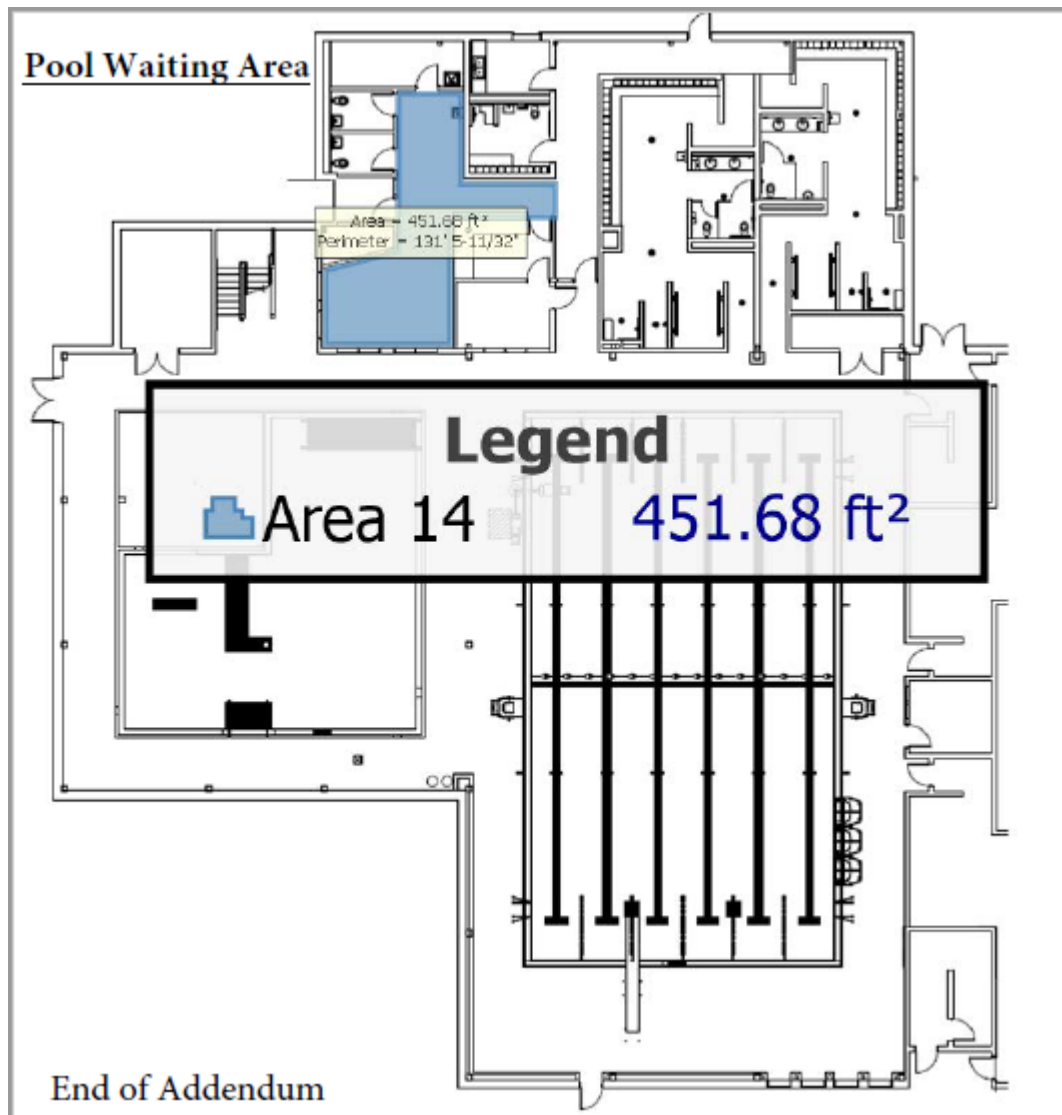
Project: 2025 Janitorial Services
Contract Number: 2275





City of Valdez

Project: 2025 Janitorial Services
Contract Number: 2275



Summary of Proposal Received

2025 Janitorial Services

September 10, 2024

Area	Chugach Cleaning Company			D. Zamora Clean Sweep			Gulf Coast dba Clean Alaska			X-DLX Investments		
	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount
City Hall and Com Dev	11	\$4,424.95	\$48,674.50	11	\$4,421.82	\$48,640.00	11	\$3,772.73	\$41,500.00			N/A
Police Department	11	\$1,546.59	\$17,012.50	11	\$1,672.00	\$18,392.00	9	\$2,200.00	\$19,800.00			N/A
Council Chambers City Hall and Com Dev, PD, & Council Awarded Together	10	\$1,157.90	\$11,579.00	11	\$1,106.27	\$12,169.00	12	\$691.67	\$8,300.00			N/A
		\$7,129.45	\$77,266.00		\$7,200.09	\$79,201.00		\$6,664.39	\$69,600.00			
Animal Shelter			N/A			N/A	10	\$1,516.00	\$15,160.00	11	\$1,187.27	\$13,060.00
Library	11	\$2,522.23	\$27,744.50	8	\$4,013.25	\$32,106.00			N/A	10	\$2,570.00	\$25,700.00
Fire Station 1	12	\$1,880.71	\$22,568.50	10	\$2,485.40	\$24,854.00			N/A			N/A
Rec Center	10	\$3,130.60	\$31,306.00			N/A			N/A	9	\$3,400.00	\$30,600.00
City Pool			N/A			N/A	8	\$3,612.50	\$28,900.00			N/A
Vehicle Maintenance Facility	11	\$687.27	\$7,560.00	10	\$777.00	\$7,770.00	11	\$636.36	\$7,000.00			N/A
Baler Breakroom & Bathroom	11	\$572.73	\$6,300.00	10	\$652.00	\$6,520.00	12	\$516.67	\$6,200.00	11	\$592.73	\$6,520.00
Building Maint Shop	11	\$741.64	\$8,158.00	10	\$848.90	\$8,489.00	12	\$625.00	\$7,500.00			N/A
Harbormaster - Upstairs Offices			N/A			N/A			N/A	10		\$4,000.00
Harbormaster - Downstairs Restrooms			N/A			N/A			N/A	10		\$13,200.00
B-Float and New Harbor Comfort Stations			N/A			N/A			N/A	9		\$10,500.00
New Harbor - Warehouse and Staff Restroom			N/A			N/A			N/A	9		\$5,350.00

Summary of Proposal Received
2025 Janitorial Services
September 10, 2024

Area	Chugach Cleaning Company			D. Zamora Clean Sweep			Gulf Coast dba Clean Alaska			X-DLX Investments		
	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount
Warehouse - Public Laundry			N/A			N/A			N/A	9		\$7,000.00
New Harbor Warehouse - Public Restrooms			N/A			N/A			N/A	9		\$14,800.00
Airport Terminal			N/A			N/A			N/A	9		\$45,900.00
Airport Offices	10	\$1,160.25	\$11,602.50			N/A			N/A	9	\$1,077.78	\$9,700.00
Comfort Stations			N/A			N/A			N/A	10		\$14,900.00
Outhouses			N/A			N/A			N/A	10		\$8,600.00
Goldfields			N/A			N/A			N/A	10		\$3,000.00
Standard Hourly Rate	\$75.00			\$72.50			\$65.00			\$86.00		
Call-Out Rate	\$100.00			\$110.00			\$95.00			\$120.00		
Total Amount Awarded			\$81,619.00			\$0.00			\$119,200.00			\$150,010.00

The bid totals are subject to adjustment after the bids have been completely reviewed.

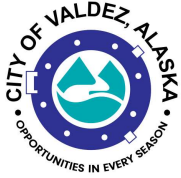
Totals have been reviewed

Totals have been adjusted

I hereby certify that the above is a true and correct summary of proposals received.

Stanley L. Davis

Project Manager



Legislation Text

File #: 24-0402, **Version:** 1

ITEM TITLE:

Approval of Contract Award to Gulf Coast, Inc dba Clean Alaska in the Amount of \$238,400.00 for 2025 and 2026 Janitorial Services

SUBMITTED BY: Nathan Duval, Assistant City Manager/Capital Facilities Director

FISCAL NOTES:

Expenditure Required: \$238,400.00

Unencumbered Balance: N/A

Funding Source: 001-4200-44230

RECOMMENDATION:

Approve the contract award with Gulf Coast, Inc dba Clean Alaska in the amount of \$238,400.00 for 2025 and 2026 Janitorial Services.

SUMMARY STATEMENT:

Gulf Coast, Inc dba Clean Alaska was awarded a five-year contract to perform janitorial services at City Hall and Community Development, Police Department, Council Chambers, City Pool, Vehicle Maintenance Facility, Baler Breakroom and Bathroom, and the Building Maintenance Shop. The total cost of the contract for 2025 and 2026 with Gulf Coast, Inc dba Clean Alaska is \$238,400.00. The contract value of the remaining years will be negotiated upon renewal.

CITY OF VALDEZ
ALASKA

CONTRACT DOCUMENTS

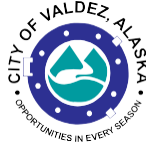
Project: 2025 Janitorial Services
Contract Number: 2276
Cost Codes: 001-4200-44230
402-4300-43400
510-4600-43400

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

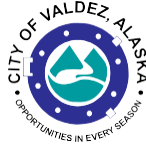


**City of Valdez
Contract Documents**

**Project: 2025 Janitorial Services
Contract Number: 2276**

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**City of Valdez
Invitation to Bid**

July 22, 2024:

**Project: 2025 Janitorial Services
Contract Number: 2276**

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 Manager, 555 West Egan, P. O. Box 307, Valdez, Alaska 99686 or emailed to Stanley Porritt at sporritt@valdezak.gov and cc Jodi Fowler at 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; 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: 2276**

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.

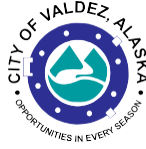
1. General

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 and cc'd to Jodi Fowler at 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.

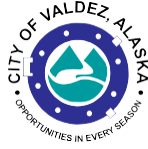
- A. Certificate of Insurance naming City of Valdez as an “Additional Insured”
- B. Certificate of good standing for a Corporation or LLC
- C. Non-collusion Affidavit
- D. Agreement (2 signed copies)
- E. City of Valdez Business Registration
- F. Executed W-9 Form

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

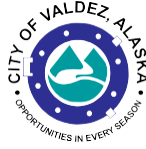
The Owner encourages that every Contractor and Subcontractor, employ to the maximum extent practical and allowed by law, qualified people who regularly reside in the project area.

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

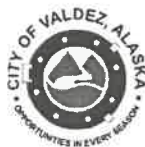
The contract, if awarded, will be awarded based on past performance, ability to perform service based on supplied narrative, contractor qualifications, and cost, as determined by the terms of the Valdez Municipal Code and these documents.

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>8-1-24</u>	Initials	<u>C.S.</u>
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____

Gulf Coast Inc. dba Clean Alaska
Company Name

Mandia Smith
Authorizing Name

8-15-2024
Date

Owner
Title

Li Seth
Signature

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)	yes	
Police Department	yes	
City Council Chambers	yes	
Animal Shelter	yes	
Library		No
Fire Department		No
Recreation Center		No
City Pool	yes	
Vehicle Maintenance Facility	yes	
Baler Break Room Building and Baler Bathroom	yes	
Building Maintenance Shop	yes	
Harbormaster Building – Upstairs Offices		No
Harbormaster Building – Downstairs Restrooms		No
B-Float Comfort Station and New Harbor Comfort Station		No
New Harbor– Warehouse Office and Staff Restroom		No
Warehouse- Public Laundry Area		No
New Harbor– Warehouse- Public Restroom/Showers		No
Airport Terminal		No
Capital Facilities, Finance, and Port Offices at Airport		No

Clad: Sixth

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	No	
Outhouses - Alpine Woods Playgrounds (2 outhouses), Robe River Playground, and Solomon Gulch Outhouse at Hatchery	No	
Goldfields	No	
Hourly Labor Rates - Required	X	

Proposer:

Gulf Coast Inc.

Company Name

Claudia Smith

Authorizing Name

Ms Smith

Signature

8-15-2024

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. DO NOT REPLACE RUGS ON WET FLOOR SURFACE-WAIT UNTIL DRY. 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 ➡			

Ad-Sit

Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Services to be performed Monday - Friday after 6PM			
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	
Community Development (Including Old Fire Station Offices)			
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 (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 ➡			

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Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Services to be performed Monday - Friday after 6PM			
Empty trash bin and ash urn outside of Old Fire Station door and pick up any debris or trash in the area. Sweep sidewalk.	Daily	yes	
Prevent urea build-up in front of door during winter season.	Daily	yes	
Clean all glass windows/partitions in hallways, or more often as needed.	Weekly	yes	
Dust all picture frames, window ledges, heat registers, etc.	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.			
Exterior and interior windows washed two (2) times per year: Once in April and October.			
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.			
Comments, Discounts, or Alternatives for City Hall and Community Development: 38500,- for cleaning If you reduced or deleted a service or frequency, what would be the additional cost to add it back in? 3000,- Window's Carpit's Dusting <i>Rad. Suth</i>			

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.		
Exterior and interior windows washed two (2) times per year: Once in April and October.		
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.		
Comments, Discounts, or Alternatives for Police Department:		
<p>16600,- at is very hard to find Employees in Valdez who can pass the Police background check to there standard.</p> <p>Increases</p> <p>If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?</p> <p>3200,- Window's Carpet's Dusting</p> <p>Rad-Sik</p>		

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	

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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.		
Exterior and interior windows washed two (2) times per year: Once in April and October.		
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.		
Comments, Discounts, or Alternatives for Council Chambers: 7500,- for cleaning		
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in? 800,- window's Dusting carpet's <i>Adi Sath</i>		

Animal Shelter			
\$12,660.00			
Services to be performed after 6:00 PM.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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.	Mon, Wed, Fri	yes	
Cat Room- clean and disinfect countertop, including sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.	Mon, Wed, Fri	yes	
Reception and Office Area- wipe down all hard surfaces. Remove trash, wipe cans inside and out; reline. Sweep and mop. Wipe down door knobs and light switches with sanitizing agent.	Mon, Wed, Fri	yes	
Break Room- wipe down all hard surfaces and sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.	Mon, Wed, Fri	yes	
Multi-Purpose Room- clean and sanitize sink and countertop areas. Remove trash, wipe cans inside and out; reline. Sweep and mop.	Mon, Wed, Fri	yes	
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.	Mon, Wed, Fri	yes	
Windows- clean lobby, cat room, office and glass door windows as needed.	Mon, Wed, Fri	yes	
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.	Mon, Wed, Fri	yes	
Cat Room - sweep and mop under rolling cat condos.	Monthly	yes	

David Smith

Optional Bi-Annual Additive Alternate		
Service		Annual Price
Exterior and interior windows washed two (2) times per year: Once in April and October.		
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.		
Comments, Discounts, or Alternatives for Animal Shelter:		
13660 \$ increases		
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?		
1500 \$ Window's Dusting		
Radia Smith		

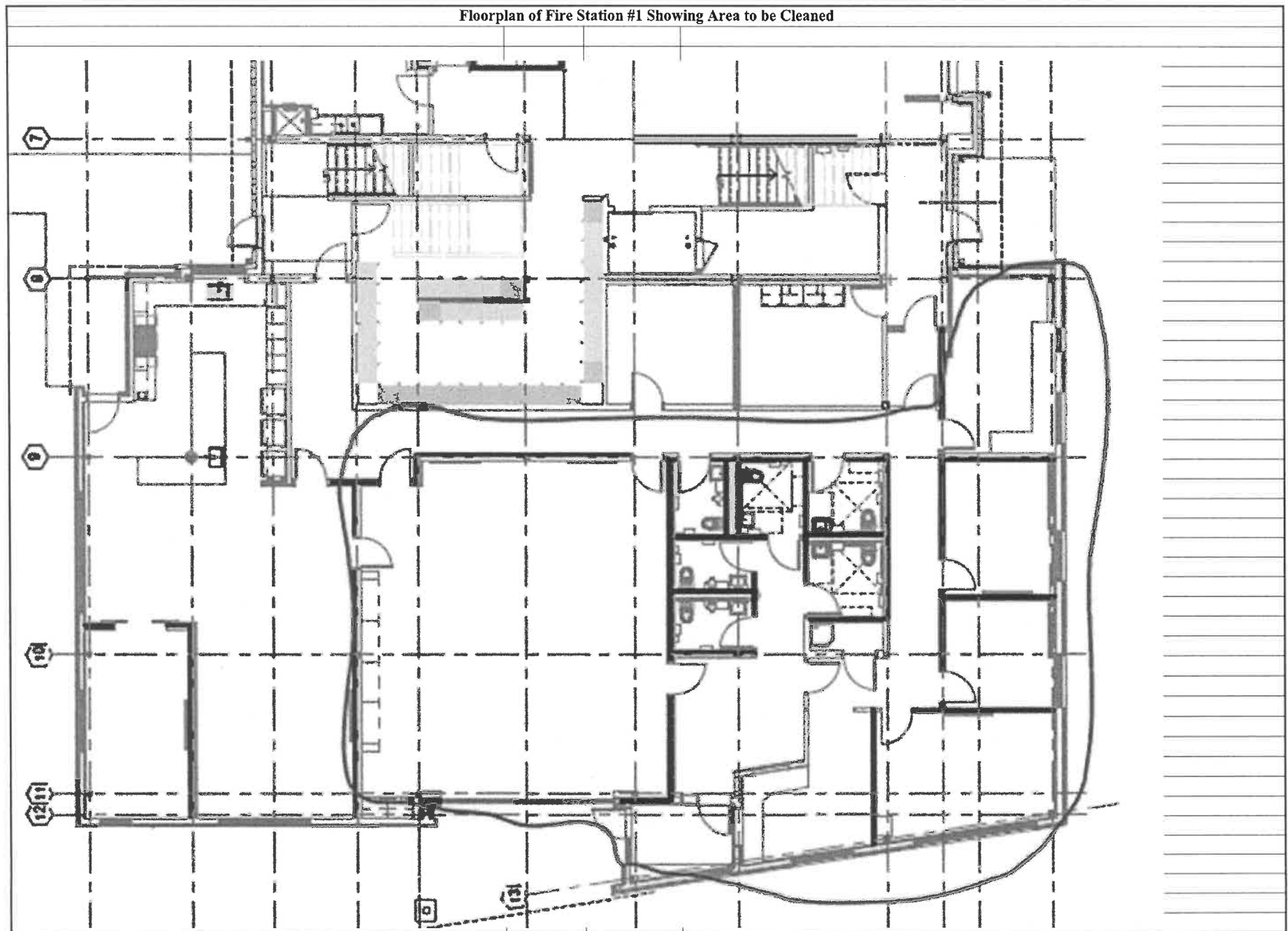
Library			
\$24,000.00			
NO Mod. Gr			
Services to be performed Monday through Saturday after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathrooms- Empty all wastebaskets; clean cans inside and out; 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		
Scrub down drinking fountain.	Daily		
All entry door glass must be cleaned inside and out to remove fingerprints.	Daily		
Clean and disinfect countertops, tables and desks, if free of personal effects.	Daily		
Remove trash from all cans. Clean cans inside and out; reline. Wipe down walls adjacent to the trash can areas.	Daily		
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		
Sweep and mop stairs, paying special attention to edges and the ledges below the hand rails.	Daily		
Police circumference of building for debris, trash, butts, and other items. Clean ash urns and empty. Sweep entry sidewalks and landings.	Daily		
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		
Clean all glass partitions/windows on main floor and lower level or more often as needed.	Weekly		
Clean foyer windows weekly, or more often as needed.	Weekly		
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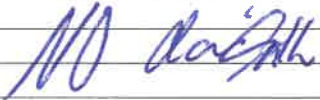
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Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Dust all window ledges, heat registers, picture frames, and other hard surfaces.	Weekly		
Wipe down bathroom walls and partitions.	Weekly		
Wipe down stairway handrails, light switches, door knobs and ADA buttons with sanitizing agent.	Weekly		
Vacuum, clean and Scotch-Guard furniture.	Yearly		
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.			
Exterior and interior windows washed two (2) times per year: Once in April and October.			
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.			
Comments, Discounts, or Alternatives for Library:			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

No Bid With

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.		
Section continued on next page ➡		
Optional Bi-Annual Additive Alternate		
Service		Annual Price
Exterior and interior windows washed two (2) times per year: Once in April and October.		
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.		
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?		



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		
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		
Kitchen Area- Sweep and mop flooring, removing chairs first. Sweep and mop behind counter area. Wipe down and sanitize all kitchen countertop surfaces.	Daily		
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		
Spot clean carpet as needed and trim runners.	Daily		
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		
Wipe down baseboard heaters and window ledges throughout the facility.	Daily		
Wipe down all doorknobs, light switches and hand rails with sanitizing agent.	Daily		
Spot clean all walls with approved cleaner as needed.	Daily		
All entry door glass must be cleaned inside and out to remove finger prints.	Daily		
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. *NO per Siff*

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		
Police circumference of building collecting debris, trash, etc. Remove trash from outside receptacle, clean cans and reline.	Daily		
Dust all game tables, window ledges, picture frames, etc.	Weekly		
Clean all interior windows and window partitions, or more often as needed.	Weekly		
Sweep back entry.	Weekly		
Vacuum all carpeted walls.	Monthly		
Clean and disinfect all restroom walls.	Monthly		
Clean and disinfect inside of all waste receptacles.	Monthly		
Dust all air handler and heat exchange vents.	Monthly		
Dust all can and pod lights.	Monthly		
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.			
Exterior and interior windows washed two (2) times per year: Once in April and October.			
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.			
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?

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City Pool			
\$27,500.00			
Services to be performed Monday through Saturday. 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.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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.	Daily	yes	
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.	Daily	yes	
Spot clean all carpeted floors as needed.	Daily	yes	
Clean interior and exterior of all entryway doors, including frame, crash bars, handles, and glass.	Daily	yes	
Clean and disinfect all doors, including crash bars, handles, knobs, glass, and kick plates as needed.	Daily	yes	
Clean interior and exterior of all entryway windows, including all window frames and ledges.	Daily	yes	
Clean and disinfect all windows as needed.	Daily	yes	
Spot clean all walls with approved cleaner as needed.	Daily	yes	
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.	Daily	yes	
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Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Clean, disinfect and polish drinking fountain with approved cleaner	Daily	yes	
Clean and disinfect all light switches.	Monthly	yes	
Clean and disinfect interior of all lockers.	Monthly	yes	
Clean and disinfect all restroom, locker room and family change room walls.	Monthly	yes	
Clean and disinfect inside of all waste receptacles.	Monthly	yes	
Dust tops of all locker banks.	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.			
Exterior and interior windows washed two (2) times per year: Once in April and October.			
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.			
Comments, Discounts, or Alternatives for City Pool: 27500,- Monday's to Friday's for cleaning			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in? 1400,- Carpet's Dusting - Window's			

Rad. S. S.

Vehicle Maintenance Facility			
\$7,320.00			
Services to be performed after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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	
Optional Bi-Annual Additive Alternate			
Service			Annual Price
Exterior and interior windows washed two (2) times per year: Once in April and October.		yes	
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.		yes	
Comments, Discounts, or Alternatives for Vehicle Maintenance Facility: 7000,- everything			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

Mad. S. H.

Baler Break Room and Baler Bathroom			
\$6,120.00			
Services to be performed after close of facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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	yes	
Optional Bi-Annual Additive Alternate			
Service			Annual Price
Exterior and interior windows washed two (2) times per year: Once in April and October.			
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.			
Comments, Discounts, or Alternatives for Baler Break Room and Baler Bathroom:			
6000,- for cleaning			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			
200,- Windows Dusting			
			

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	

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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.			
Exterior and interior windows washed two (2) times per year: Once in April and October.			
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.			
Comments, Discounts, or Alternatives for Building Maintenance Shop: 7200,- for cleaning			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in? 300,- Carpets Windows Dusting			



Harbormaster Building - Upstairs Offices			
\$3,300.00			
August 1st - May 31st services to be provided after close of business, which is 5:00 PM, except Memorial Day through Labor Day it is 8:00 PM.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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 door knobs and light switches with sanitizing agent.	Tues & Sat		
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.	Tues & Sat		
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.	Tues & Sat		
Dust picture frames, heat registers, window ledges, etc.	Weekly		
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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 door knobs and light switches with sanitizing agent.	Daily		
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.	Daily		
Section continued on next page ➡			

Harbormaster Building - Downstairs Restrooms			
\$13,200.00			
NO LIST			
October 1st - April 30th: Cleanings to be performed at mutually agreed upon time by the Owner and Contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	Daily		
May 1st - 14th AND September 15th - 30th: Cleanings to be performed at mutually agreed upon times by the Owner and Contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	Mon - Thur Daily Fri - Sun 2x Day		
Continued on next page →			

No. 2: Set

Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	2x Day		
Comments, Discounts, or Alternatives for Harbormaster Building - Downstairs Restrooms:			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

NO link

New Harbor - Warehouse and Staff Restroom			
\$5,050.00			
August 1st - May 31st services to be provided after close of business.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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 door knobs and light switches with sanitizing agent.	Tues & Sat		
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.	Tues & Sat		
Dust picture frames, heat registers, window ledges, etc.	Weekly		
June 1st - July 31st services to be provided after close of business			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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 door knobs and light switches with sanitizing agent.	Daily		
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.	Daily		
Dust picture frames, heat registers, window ledges, etc.	Weekly		

NO bis Sch

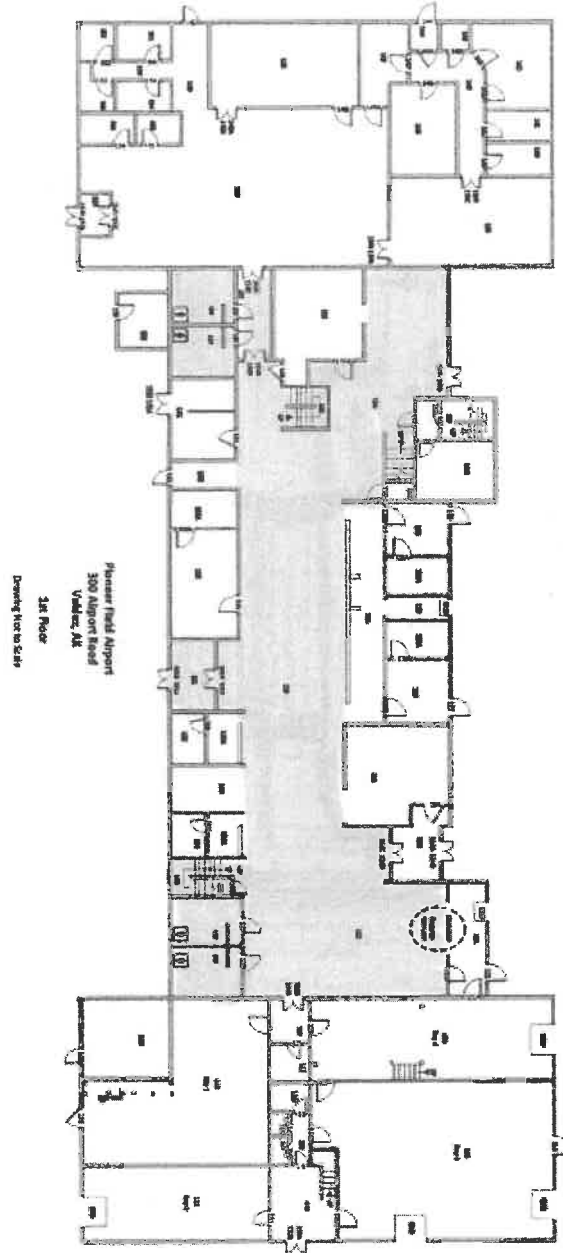
New Harbor Warehouse - Public Restrooms/showers			
		\$14,800.00	
NO R. S. H.			
October 1st - April 30th: Cleanings to be performed at mutually agreed upon time by the Owner and Contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	Daily		
May 1st - 14th AND September 15th - 30th: Cleanings to be performed at mutually agreed upon times by the Owner and Contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	Mon - Thur Daily Fri - Sun 2x Day		
Continued on next page ➡			

May 15th - September 14th: Cleanings to be performed at mutually agreed upon times by the Owner and Contractor and contractor <i>NO</i> <i>6-8w</i>			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	2x Day		
Comments, Discounts, or Alternatives for New Harbor Public Restrooms and Showers:			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

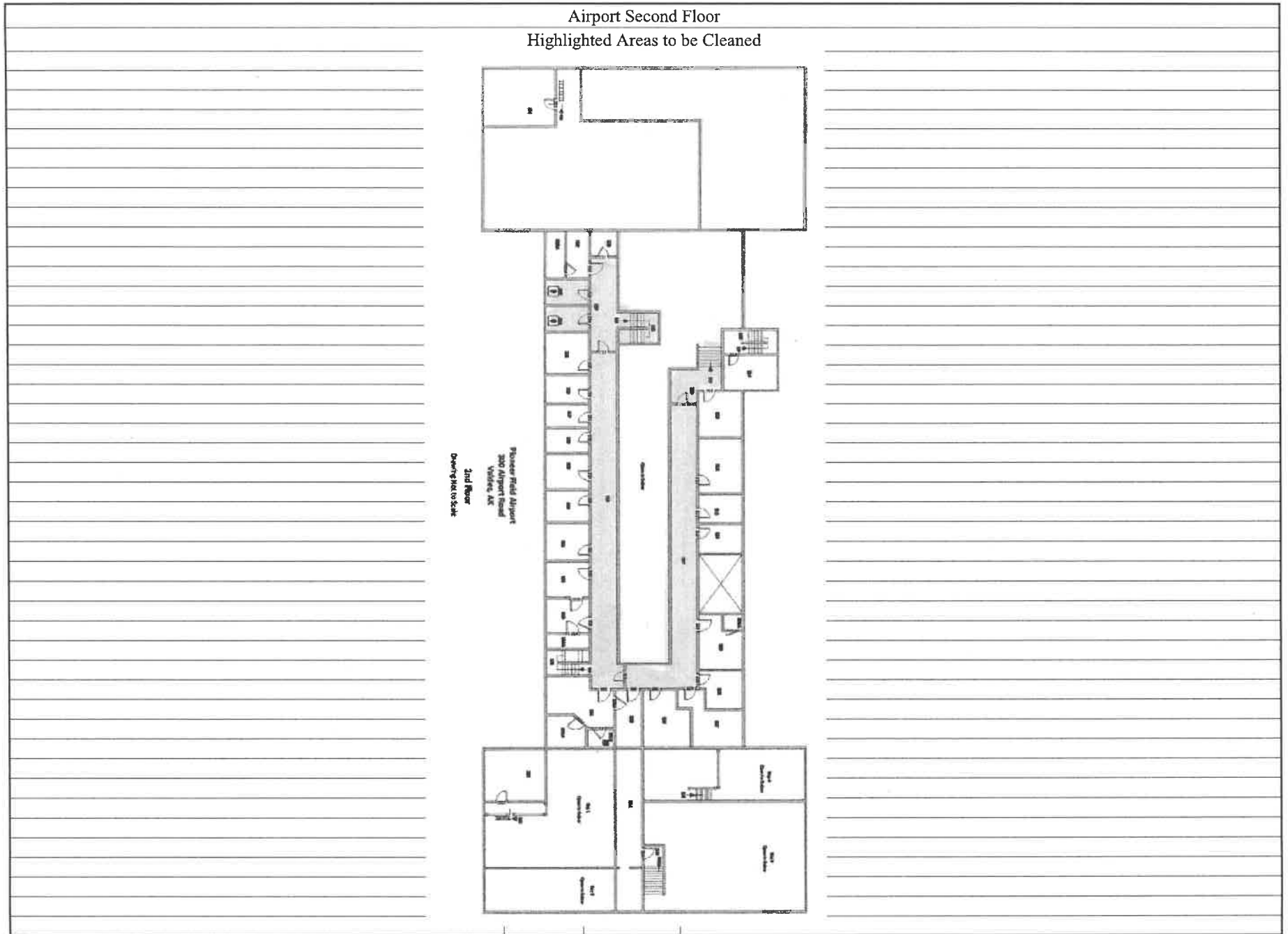
Airport Terminal			
\$47,160.00			
NO Ka Set			
Services to be performed after close of businesses at facility.			
See Airport floorplan below showing areas to be cleaned.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathrooms- empty 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 dispenser if necessary. Sweep and mop floors. Clean receptacles inside and out, reline. Wipe walls surrounding the receptacle area.	Daily		
Scrub down water fountains.	Daily		
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.	Daily		
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.	Daily		
Wipe doorknobs, handrails, and light switches with sanitizing agent.	Daily		
Vacuum upstairs hallways paying attention to edges and corners, spot clean as necessary.	Daily		
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.	Daily		
Section continued on next page ➡			

Services to be performed after close of businesses at facility. <i>NO a: 5/17</i>			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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.	Daily		
Windows- Clean windows entry area or more often as needed. Clean all glass partitions in public areas, to include upstairs overview.	Weekly		
Dusting- this includes all window ledges, picture frames, woodwork, etc. (weekly or as needed) to include stairs, soda machines, information distribution center, etc.	Weekly		
Wipe down walls and cove base in upstairs restrooms, paying attention to dust collecting around heat registers.	Weekly		
Showers- Clean showers and fixtures with disinfectant.	Weekly		
Optional Quarterly Additive Alternate			
Service		Annual Price	
Shampoo carpets according to contract specifications each quarter. 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.			
Continued on next page ➡			

Airport First Floor
Highlighted Areas to be Cleaned



No. 1111



Capital Facilities, Finance, and Port Offices at Airport**\$10,020.00**

NO Doc Sign

Services to be performed after close of facility.

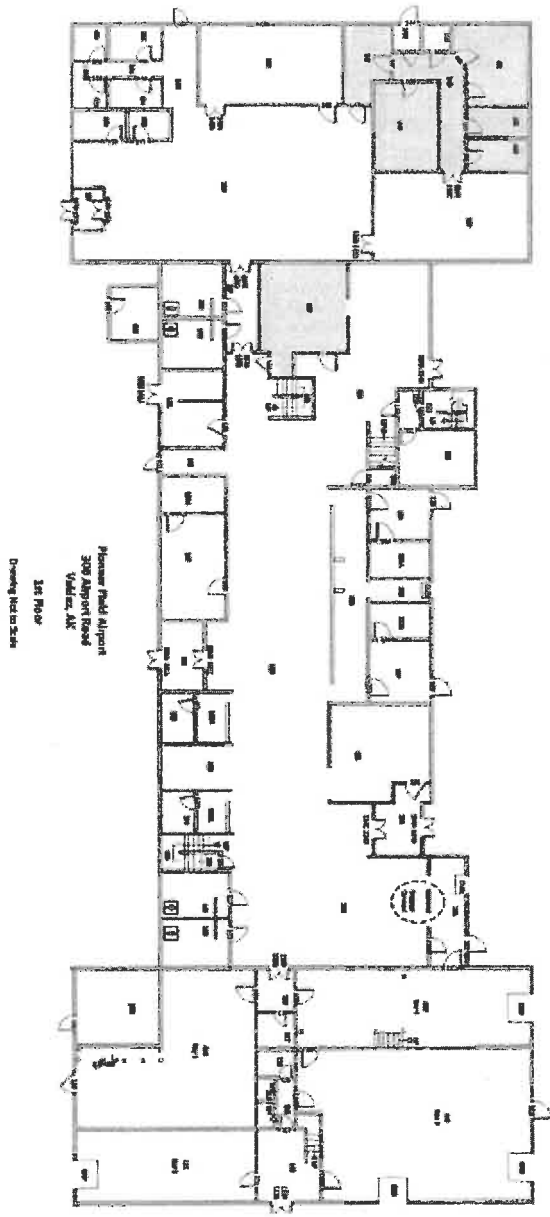
See Airport floorplan below showing areas to be cleaned.

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		
Vacuum offices and Port conference room, paying attention to corners, behind doors, and under tables and desks.	2x Week		
Wipe down coffee station countertop.	2x Week		
Wipe down main office bathroom countertop. Mop floor.	2x Week		
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		
Windows- clean all glass doors and partition windows.	2x Week		
Clean hard surfaces such as countertops, baseboard heaters, file cabinets, window ledges, or desks, if free of paperwork or personal effects.	2x Week		
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		
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.			
Section continued on next page			

Optional Bi-Annual Additive Alternate			
Service			Annual Price
Exterior and interior windows washed two (2) times per year: Once in April and October.			
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.			
Comments, Discounts, or Alternatives for Capital Facilities, Finance, and Port Offices at Airport:			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

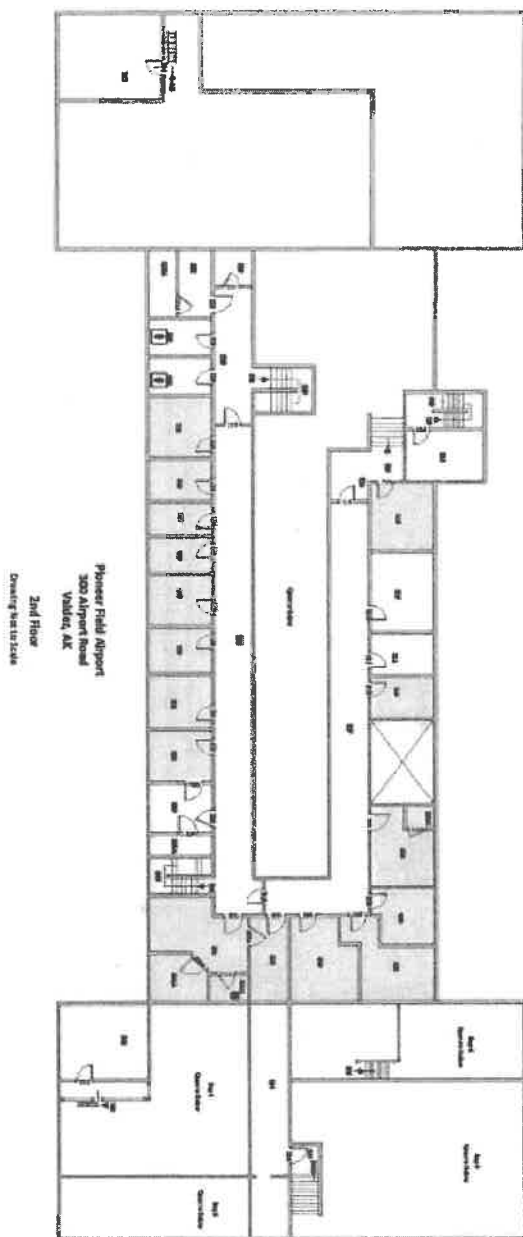
NO a-9:

Airport First Floor
Highlighted Areas to be Cleaned



Airport Second Floor

Highlighted Areas to be Cleaned



s) NO Ac-Git

Outhouses			
Alpine Woods (two outhouses), Robe River Playground, and Solomon Gulch at Hatchery (Four facilities total)			
\$8,660.00			
<p>Alpine Woods (2) and Robe River Playground services to be performed from May 1st to October 14th with the exception of pre-scheduled park rentals to which 72 hour advanced notice will be given upon any cleaning schedule change to accommodate those reserved rental events.</p>			
Desired Service	Desired Frequency	Desired Service and Frequencies Acceptable? Yes/No	If No, Contractor Proposed Alternative
Sanitize and scrub down walls, floors, doors, partitions, etc. with brush and appropriate cleansing agent. Sanitize and wipe down all countertops, door handles, and door frames with appropriate cleansing agent. Sweep and mop floors. Scrub and sanitize toilet pedestals. Remove trash from receptacles, clean inside and outside of can, reline. Restock all paper products.	2x Week		
<p>Solomon Gulch Hatchery services to be performed from May 1st to September 30th.</p>			
Desired Service	Desired Frequency	Desired Service and Frequencies Acceptable? Yes/No	If No, Contractor Proposed Alternative
Sanitize and scrub down walls, floors, doors, partitions, etc. with brush and appropriate cleansing agent. Sanitize and wipe down all countertops, door handles, and door frames with appropriate cleansing agent. Sweep and mop floors. Scrub and sanitize toilet pedestals. Remove trash from receptacles, clean inside and outside of can, reline. Restock all paper products.	Daily		
<p>Comments, Discounts, or Alternatives for Outhouses:</p>			
<p>If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?</p>			

NO Bad Sign

Hourly Labor Rates	
Hourly rates are required as part of proposal	
Labor Description	Rate Amount
Standard labor rate (straight time) charge per hour	\$ 65.00
Call-out, overtime, and holiday charge per hour	\$ 95.00

Gulf Coast Inc. Noi SH

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

GULF COAST, INC

PO BOX 761, VALDEZ, AK 99686

owned by

GULF COAST, INC.

is licensed by the department to conduct business for the period

October 4, 2022 to December 31, 2024
for the following line(s) of business:

81 - 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	Gulf Coast Inc.	ISSUED BY	City of Valdez
Physical Address	Copper Drive 732, Valdez AK 99686		Planning Department
Business Phone Number	(907) 831-0620		212 Chenega Ave
Owner Name	Claudia Smith		PO Box 307
Business Description	janitorial services		Valdez, AK 99686
			planningdept@valdezak.gov
			Phone: 907-834-3401

Approval Status:

Approved

APPROVED BY:

Kate Hulen

Approval Date

08/09/2024

Expiration Date

12/31/2024

Auto ID Number

COV Business ID: 2024-406

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)
07/30/2024

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 DML Insurance Services 4005 20th Ave W Ste 132 Seattle WA 98199-	CONTACT NAME:		
	PHONE (A/C, No, Ext): (206)838-9077 FAX (A/C, No): (206)838-9076 E-MAIL ADDRESS:		
INSURED Gulf Coast, Inc. Clean Alaska Po Box 1172 Valdez AK 99686-	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: American Fire & Casualty		24066
	INSURER B: Alaska National Ins. Co.		38733
	INSURER C: Western Surety Company		
	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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BLA54630440	11/01/2023	11/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	24AWW95964	01/22/2024	01/22/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Janitorial Bond			61188541	10/26/2023	10/26/2024	Limit \$100,000

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

CERTIFICATE HOLDER

CANCELLATION

AI 667

City of Valdez PO Box 307 Valdez AK 99686-	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 <i>Matthew Meckes</i>

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Western Surety Company

JANITORIAL SERVICE BOND

Bond No. 61188541

In consideration of an agreed premium, Western Surety Company, a South Dakota corporation, hereby agrees to indemnify Gulf Coast, Inc. DBA Clean Alaska of PO Box 761, Valdez, AK 99686

(the "Obligee"), against loss of money or other property, real or personal, belonging to any and all subscribers (the "Subscriber") to its services, or in which the Subscriber has a pecuniary interest, or for which the Subscriber is legally liable, which the Subscriber shall sustain as the result of any fraudulent or dishonest act, as hereinafter defined, of an Employee or Employees of the Obligee acting alone or in collusion with others, and for which the Obligee is liable, the amount of indemnity on each of such Employees being One Hundred Thousand and 00/100 DOLLARS (\$100,000.00).

THE FOREGOING AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS AND LIMITATIONS:

TERM OF BOND:

SECTION 1. The term of this bond begins with the 26th day of October, 2011, at 12:00 o'clock night, standard time, at the address of the Obligee above given, and ends at 12:00 o'clock night, standard time, on the effective date of the cancellation of this bond in its entirety.

DISCOVERY PERIOD:

SECTION 2. Loss is covered under this bond only (a) if sustained through any act or acts committed by any Employee of Obligee while this bond is in force as to such Employee, and (b) if discovered prior to the expiration or sooner cancellation of this bond in its entirety as provided in Section 11, or from its cancellation or termination in its entirety in any other manner, whichever shall first happen.

DEFINITION OF EMPLOYEE:

SECTION 3. The word Employee or Employees, as used in this bond, shall be deemed to mean, respectively, one or more of the natural persons (except directors or trustees of the Obligee, if a corporation, who are not also officers or employees thereof in some other capacity) while in the regular service of the Obligee in the ordinary course of the Obligee's business during the term of this bond, and whom the Obligee compensates by salary or wages and has the right to govern and direct in the performance of such service, for whom a premium has been paid, and who are engaged in such service within any of the States of the United States of America, or within the District of Columbia, Puerto Rico, the Virgin Islands, or elsewhere for a limited period, but not to mean brokers, factors, commission merchants, consignees, contractors, or other agents or representatives of the same general character.

FRAUDULENT OR DISHONEST ACT:

SECTION 4. A FRAUDULENT OR DISHONEST ACT OF AN EMPLOYEE OF THE OBLIGEE SHALL MEAN AN ACT WHICH IS PUNISHABLE UNDER THE CRIMINAL CODE IN THE JURISDICTION WITHIN WHICH ACT OCCURRED, FOR WHICH SAID EMPLOYEE IS TRIED AND CONVICTED BY A COURT OF PROPER JURISDICTION.

MERGER OR CONSOLIDATION:

SECTION 5. If any natural persons shall be taken into the regular service of the Obligee through merger or consolidation with some other concern, the Obligee shall give the Surety written notice thereof and shall pay an additional premium on any increase in the number of Employees covered under this bond as a result of such merger or consolidation computed pro rata from the date of such merger or consolidation to the end of the current premium period.

NON-ACCUMULATION OF LIABILITY:

SECTION 6. Regardless of the number of years this bond shall continue in force and the number of premiums which shall be payable or paid, the liability of the Surety under this bond shall not be cumulative in amounts from year to year or from period to period.

LIMIT OF LIABILITY UNDER THIS BOND AND PRIOR INSURANCE:

SECTION 7. With respect to loss or losses caused by an Employee or which are chargeable to such Employee as provided in Section 4 and which occur partly under this bond and partly under other bonds or policies issued by the Surety to the Obligee or to any predecessor in interest of the Obligee and terminated or cancelled or allowed to expire and in which the period for discovery has not expired at the time any such loss or losses thereunder are discovered, the total liability of the Surety under this bond and under such other bonds or policies shall not exceed, in the aggregate, the amount carried under this bond on such loss or losses or the amount available to the Obligee under such other bonds or policies, as limited by the terms and conditions thereof, for any such loss or losses, if the latter amount be the larger.

DEDUCTIBLE:

SECTION 8. The Surety shall not be liable under this bond on account of any loss or losses through fraudulent or dishonest acts committed by any Employee of Obligee, unless the amount of such loss or losses, after deducting the net amount of all reimbursement and/or recovery, including any cash deposit taken by the Obligee, obtained or made by the Obligee or the Surety on account thereof, prior to payment by the Surety of such loss or losses, shall be in excess of ONE HUNDRED DOLLARS (\$100.00), and then for such excess only, but in no event for more than the amount of insurance carried on such Employee under this bond. If more than one Employee commits the fraudulent or dishonest act resulting in such loss or losses, said deductible amount shall apply to each Employee so involved.

Form 1375-10-2002

SALVAGE:

SECTION 9. If the Obligor shall sustain any loss or losses covered by this bond which exceed the amount of coverage provided by this bond, the Obligor shall be entitled to all recoveries, except from suretyship, insurance, reinsurance, security or indemnity taken by or for the benefit of the Surety, by whomsoever made, on account of such loss or losses under this bond until fully reimbursed, less the actual cost of effecting the same; and less the amount of the deductible carried on the Employee causing such loss or losses; and any remainder shall be applied to the reimbursement of the Surety.

CANCELLATION AS TO ANY EMPLOYEE:

SECTION 10. This bond shall be deemed cancelled as to any Employee: (a) immediately upon discovery by the Obligor, or by any partner or officer thereof not in collusion with such Employee, of any fraudulent or dishonest act on the part of such Employee; or (b) at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served upon the Obligor or sent by mail. Such date, if the notice be served, shall be not less than ten (10) days after such service, or, if sent by mail, not less than fifteen (15) days after the mailing. The mailing by Surety of notice, as aforesaid, to the Obligor at its principal office shall be sufficient proof of notice.

CANCELLATION AS TO BOND IN ITS ENTIRETY:

SECTION 11. This bond shall be deemed cancelled in its entirety at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served by the Obligor upon the Surety or by the Surety upon the Obligor, or sent by mail. Such date, if the notice be served by the Surety, shall be not less than ten (10) days after such service, or if sent by the Surety by mail, not less than fifteen (15) days after the date of mailing. The mailing by the Surety of notice, as aforesaid, to the Obligor at its principal office shall be sufficient proof of notice. The Surety shall refund to the Obligor the unearned premium computed pro rata if this bond be cancelled at the instance of the Surety, or at short rates if cancelled or reduced at the instance of the Obligor.

PRIOR FRAUD, DISHONESTY OR CANCELLATION:

SECTION 12. No Employee, to the best of the knowledge of the Obligor, or of any partner or officer thereof not in collusion with such Employee, has committed any fraudulent or dishonest act in the service of the Obligor or otherwise. If prior to the issuance of this bond, any fidelity insurance in favor of the Obligor or any predecessor in interest of the Obligor and covering one or more of the Obligor's Employees shall have been cancelled as to any of such Employees by reason of (a) the discovery of any fraudulent or dishonest act on the part of such Employees, or (b) the giving of written notice of cancellation by the insurer issuing said fidelity insurance, whether the Surety or not, and if such Employees shall not have been reinstated under the coverage of said fidelity insurance or superseding fidelity insurance, the Surety shall not be liable under this bond on account of such Employees unless the Surety shall agree in writing to include such Employees within the coverage of this bond.

LOSS—NOTICE—PROOF—LEGAL PROCEEDINGS:

SECTION 13. At the earliest practical moment, and at all events not later than fifteen (15) days after discovery of any fraudulent or dishonest act on the part of any Employee by the Obligor, or by any partner or officer thereof not in collusion with such Employee, the Obligor shall give the Surety written notice thereof and within four (4) months after such discovery shall file with the Surety affirmative proof of loss, itemized and duly sworn to, and shall upon request of the Surety render every assistance, not pecuniary, to facilitate the investigation and adjustment of any loss. No suit to recover on account of loss under this bond shall be brought before the expiration of two (2) months from the filing of proof as aforesaid on account of such loss, nor after the expiration of twelve (12) months from the discovery as aforesaid of the fraudulent or dishonest act causing such loss. If any limitation in this bond for giving notice, filing claim or bringing suit is prohibited or made void by any law controlling the construction of this bond, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

TEMPORARY EMPLOYEES:

SECTION 14. The Obligor shall not at any time while this bond is in force direct any temporary employee(s) to any subscriber's premises unless such person(s) is/are accompanied by a foreman who is in the regular employ of the Obligor. For purposes of this restriction, any person who works less than the normal working hours established by his employer or otherwise fails to meet the definition of "Employee" above is considered a temporary employee.

EXCLUSIONS:

SECTION 15. This bond does not apply to loss that is an indirect result of any act or loss caused by or involving one (1) or more Employees, whether the result of a single act or series of acts, covered by this insurance including, but not limited to, loss resulting from:

- a. The Obligor's inability to realize income that would have been realized had there been no loss covered by this bond.
- b. Payment of damages of any type for which the Obligor is legally liable. Compensatory damages arising directly from a covered loss will be paid.
- c. Payment of costs, fees, or other expenses incurred by the Obligor in establishing either the existence or the amount of loss under this bond.

This bond does not apply to expenses related to any legal action.

OTHER INSURANCE:

SECTION 16. This bond does not apply to loss recoverable or recovered under other insurance or indemnity. However, if the limit of the other insurance or indemnity is insufficient to cover the entire amount of the loss, this bond will apply to that part of the loss, other than that falling within any Deductible Amount, not recoverable or recovered under the other insurance or indemnity, but not for more than the amount of indemnity as stated above.

DATED October 26th, 2011

WESTERN SURETY COMPANY

By



Paul T. Bruffat, Senior Vice President



PO Box 5077 Sioux Falls SD 57117-5077

1-800-331-6053
Fax 1-605-335-0357
www.cnasurety.com

TO THE INSURED:

Enclosed is the JANITORIAL SERVICES BOND you requested. To protect you and your employees against unjustified allegations of dishonesty, the employee must be convicted before coverage will apply.

You have taken the first step toward protecting your subscribers from potential losses due to dishonest acts of your employees. To more completely protect your subscribers, you should make sure your business has the following controls over employees when working at a third-party's place of business or home.

1. Thorough BACKGROUND AND REFERENCE CHECKS before hiring.
2. On-site SUPERVISION of employees.
3. Adequate CONTROL OVER KEYS AND BUILDING ACCESS.
4. Unannounced INSPECTIONS of employees at work site.

With these controls and a bond, the likelihood of a loss to your subscribers is substantially reduced.

Sincerely,

Paul T. Bruflat
Senior Vice President

Enclosure

COPY



Western Surety Company

RIDER

To be attached to and form part of Bond No. 61188541

It is hereby mutually agreed and understood by and between Western Surety Company and GULF COAST, INC. DBA CLEAN ALASKA

that instead of as originally written; the bond is changed or revised in the particulars checked below:

- ☐ Principal Name changed to:
- ☒ Principal Address changed to:
P. O. BOX 1172, VALDEZ, AK 99686
- ☐ Vehicle/Vessel/Hull Information changed to:
- ☐ Lost Instrument Information changed to:
- ☐ Identification Number changed to:
- ☐ Penalty Amount changed to:
- ☐ Additional or Event Location:
- ☐ Effective Date changed to:
- ☐ Expiration Date changed to:
- ☐ The following bond information changed:

But in no event shall Western Surety Company's total liability for all locations exceed the aggregate amount set forth in the bond, regardless of the number of years this bond remains in force, the number of claims made, or the number of renewal premiums payable or paid. It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This Rider becomes effective on the 21st day of December, 2023.

Signed this 21st day of December, 2023.

WESTERN SURETY COMPANY

By: Larry Kasten
Larry Kasten, Vice President



Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls
State of South Dakota, its regularly elected Vice President
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One JANITORIAL SERVICE

bond with bond number 61188541

for GULF COAST, INC. DBA CLEAN ALASKA

as Principal in the penalty amount not to exceed: \$100,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Larry Kasten with the corporate seal affixed this 21st day of December, 2023.

ATTEST

L. Bauder

L. Bauder, Assistant Secretary

WESTERN SURETY COMPANY

Larry Kasten

Larry Kasten, Vice President

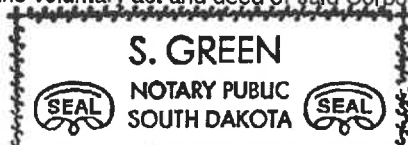
STATE OF SOUTH DAKOTA

COUNTY OF MINNEHAHA

} ss

On this 21st day of December, 2023, before me, a Notary Public, personally appeared Larry Kasten and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



My Commission Expires February 12, 2027

S. Green
Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.

Form F9701





**City of Valdez
Agreement Page 1 of 2**

**Project: 2025 Janitorial Services
Contract Number: 2276**

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: 2276**

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: **One hundred nineteen thousand two hundred dollars and zero cents (\$119,200.00) for 2025 and one hundred nineteen thousand two hundred dollars and zero cents (\$119,200.00) for 2026 for a total two-year contract amount of: two hundred thirty-eight thousand four hundred dollars and zero cents (\$238,400.00).** 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 31st 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: 2276**

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

Nathan Duval, Capital Facilities Director

Corporate Secretary

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: 2276

(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: 2276

(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: 2276

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: 2276**

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: 2276**

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: 2276**

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

COMPANY

SIGNATURE

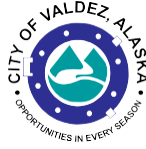
TITLE

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: _____



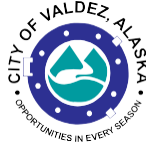
City of Valdez

**Project: 2025 Janitorial Services
Contract Number: 2276**

Special Provisions

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City of Valdez

**Project: 2025 Janitorial Services
Contract Number: 2276**

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:

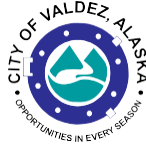
Janitorial Services as outlined within the Building Frequencies, Standards & Specifications and Proposal Schedule found in this contract.

The contractor needs to be aware that the separate bid items will be awarded in a manner most advantages out 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;



City of Valdez

**Project: 2025 Janitorial Services
Contract Number: 2276**

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

Project: 2025 Janitorial Services Contract Number: 2276

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: 2276

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.

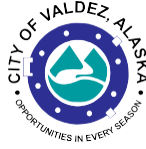
The Contract Administrator reserves the right to request at any time, that timesheets be provided listing employees, dates, and times that services were rendered.

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
Contract Number: 2276**

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

**Project: 2025 Janitorial Services
Contract Number: 2276**

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.



City of Valdez

**Project: 2025 Janitorial Services
Contract Number: 2276**

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.



City of Valdez

**Project: 2025 Janitorial Services
Contract Number: 2276**

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

**Project: 2025 Janitorial Services
Contract Number: 2276**

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: 2276

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.



City of Valdez

**Project: 2025 Janitorial Services
Contract Number: 2276**

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

Project: 2025 Janitorial Services Contract Number: 2276

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: 2276

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

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Library

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

Daily Services

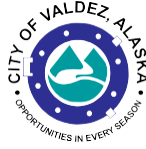
1. Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, and sanitize mirrors, countertops and other hard surfaces such as light switches and doorknobs. Scrub toilet bowls, urinals, sinks and the underside of sinks and toilets. Restock all soap and paper products. Replace batteries 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: 2276

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.*

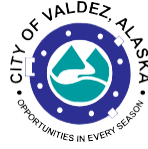
Services to be performed five times per week: Monday-Friday

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

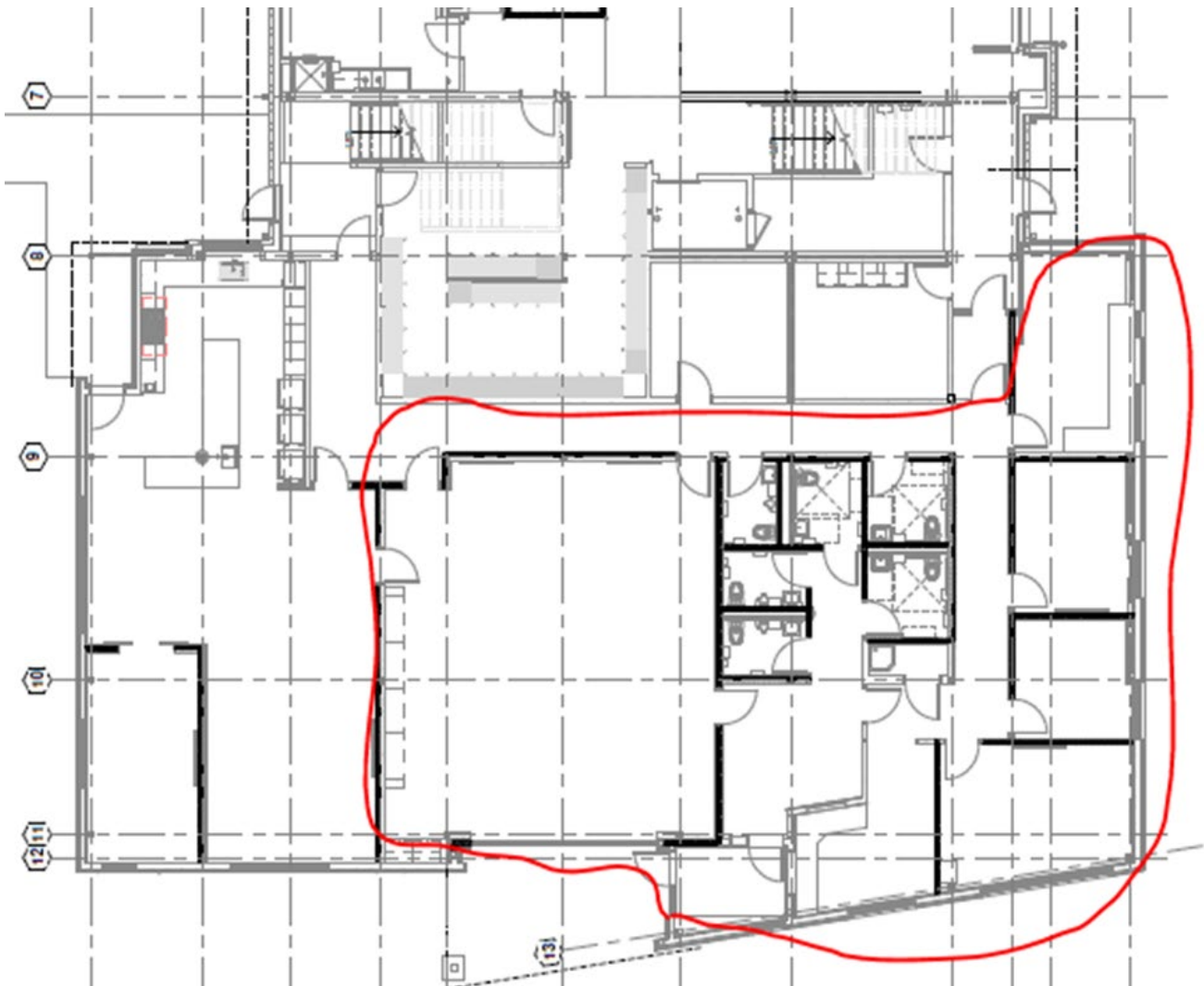
5. Clean all glass windows/partitions in hallways and foyer weekly or more often as needed.
6. Dust all picture frames, window ledges, heat registers, etc.
7. Vacuum low traffic areas, to include offices and training room, paying attention to edges, corners, under registers and behind doors. Vacuum under 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: 2276**

Floorplan of Fire Station #1 Showing Area to be Cleaned





City of Valdez

**Project: 2025 Janitorial Services
Contract Number: 2276**

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: 2276

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

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Vehicle Maintenance Facility

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

Daily Services

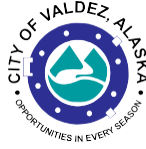
1. Empty wastebaskets in all areas; clean cans inside and out, reline.
2. Bathrooms located in break room and tool room area- empty wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces with sanitizing agent. Scrub bowls and sanitize 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

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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: 2276

Harbormaster Building - Offices

*August 1st - May 31st: 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 31st: 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

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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 15th – September 14th: *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

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New Harbor – Warehouse and Staff Restroom

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

June 1st - July 31st: 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

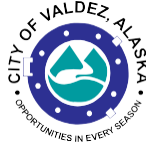
1. Dust picture frames, heat registers, window ledges, etc.

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
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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

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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

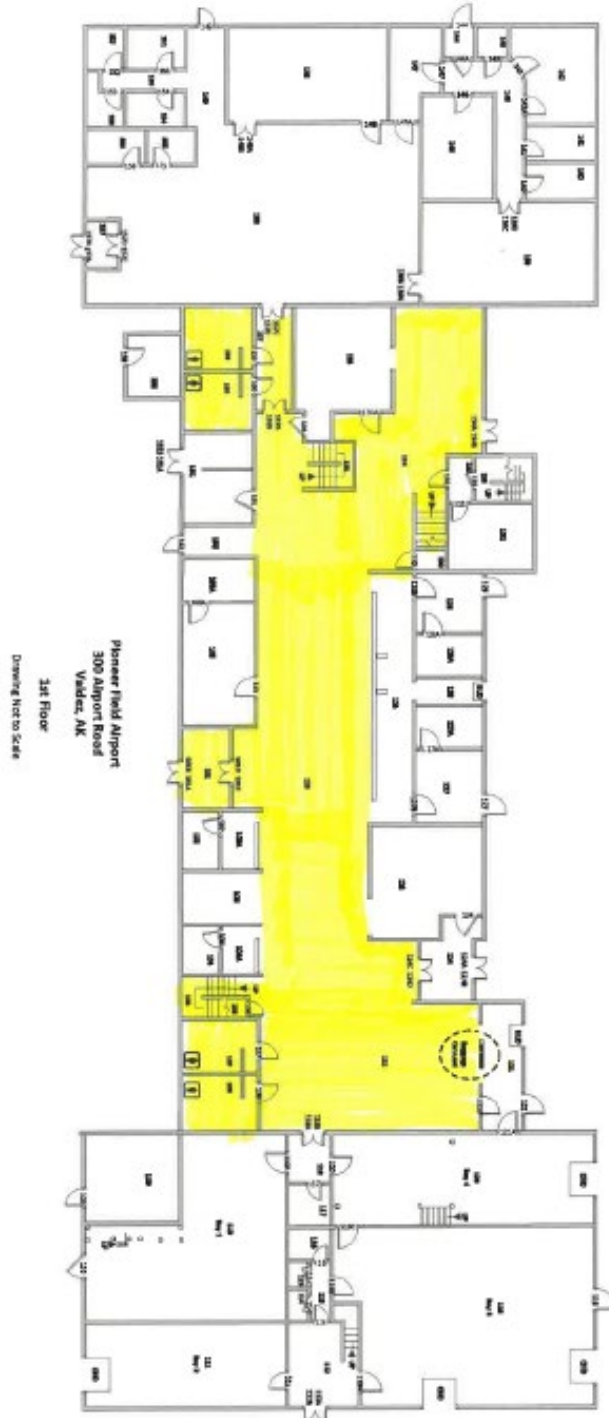
1. Windows- Clean windows entry area or more often as needed. Clean all glass partitions in public areas, to include upstairs overview.
2. Dusting- this includes all window ledges, picture frames, woodwork, etc. (weekly or as needed) to include stairs, soda machines, information distribution center, 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: 2276**

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

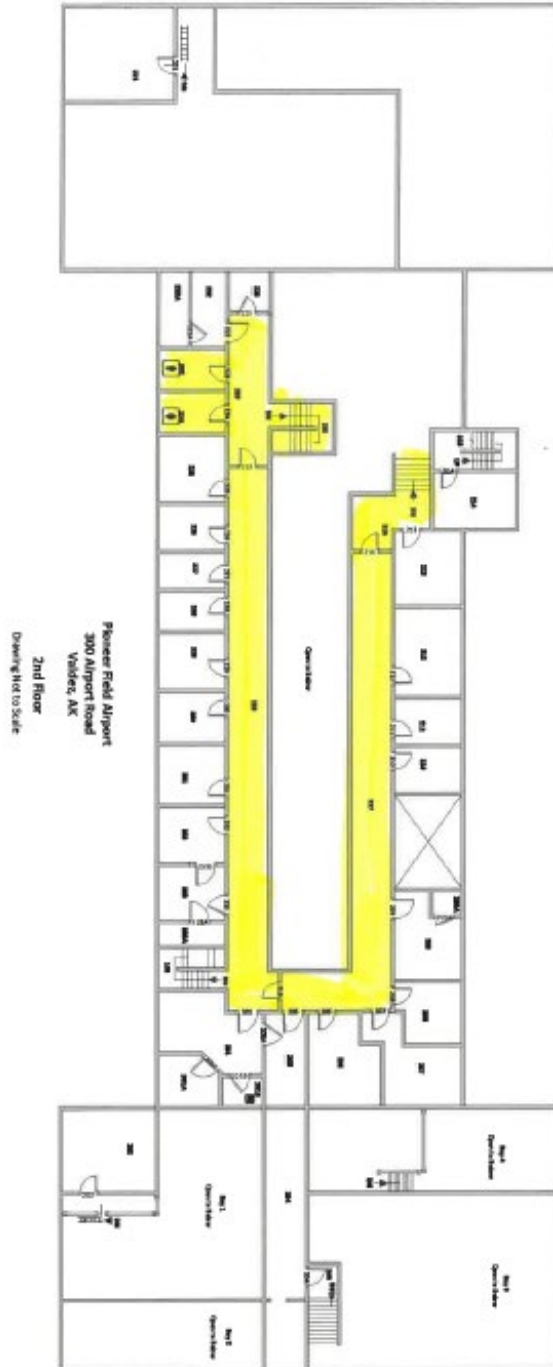


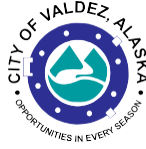


City of Valdez

Project: 2025 Janitorial Services
Contract Number: 2276

Airport Second Floor
Highlighted Areas to be Cleaned





City of Valdez

Project: 2025 Janitorial Services Contract Number: 2276

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 30th.

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

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

Oumalik and Shoup Bay Trailhead are open from May 1st - September 14th: 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: 2276

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 1st - October 14th 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 1st - September 30th.

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 31st 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: 2276**

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

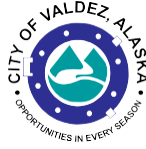
Specifications- Empty all contents from trash and waste receptacles. Clean and sanitize all receptacles inside and out, install properly fitting liners. Scrub the walls and floor areas immediately surrounding the receptacles. Visually and manually police circumference of each facility looking for loose 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: 2276

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.

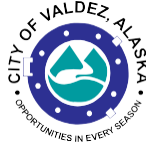
Carpet Shampooing

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: 2276

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.

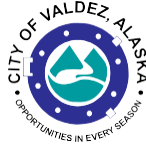
Ice Melt/Urea Removal

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

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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: 2276**

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.

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



City of Valdez

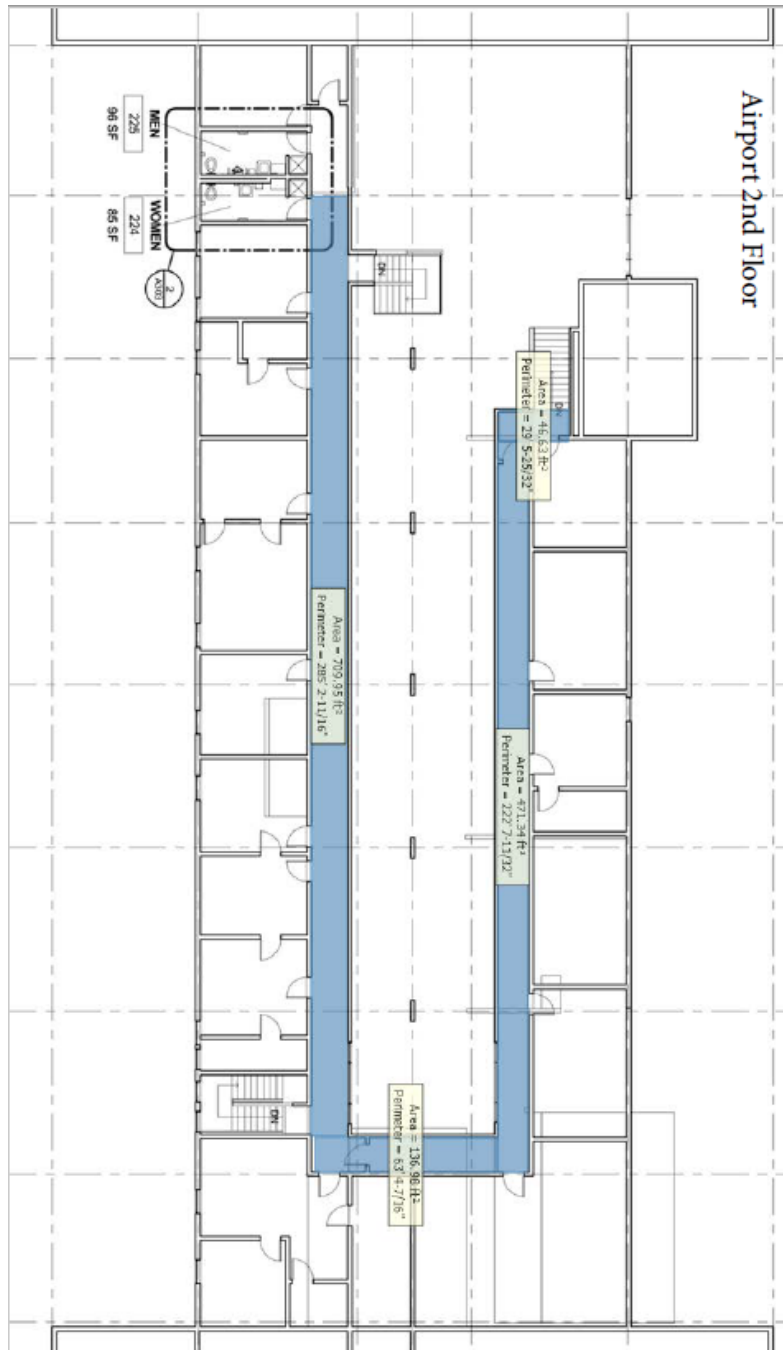
Project: 2025 Janitorial Services
Contract Number: 2276





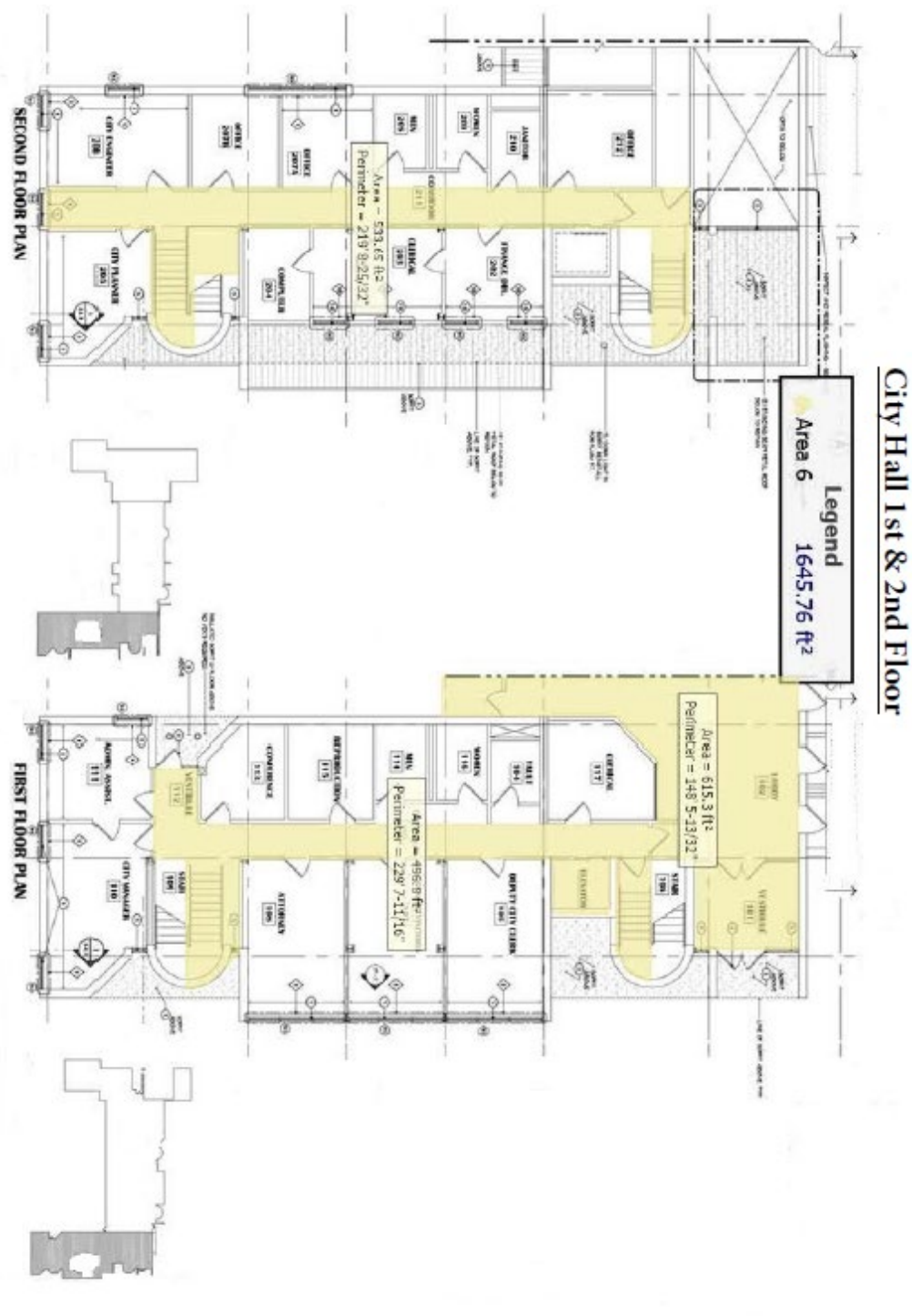
City of Valdez

Project: 2025 Janitorial Services
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City of Valdez

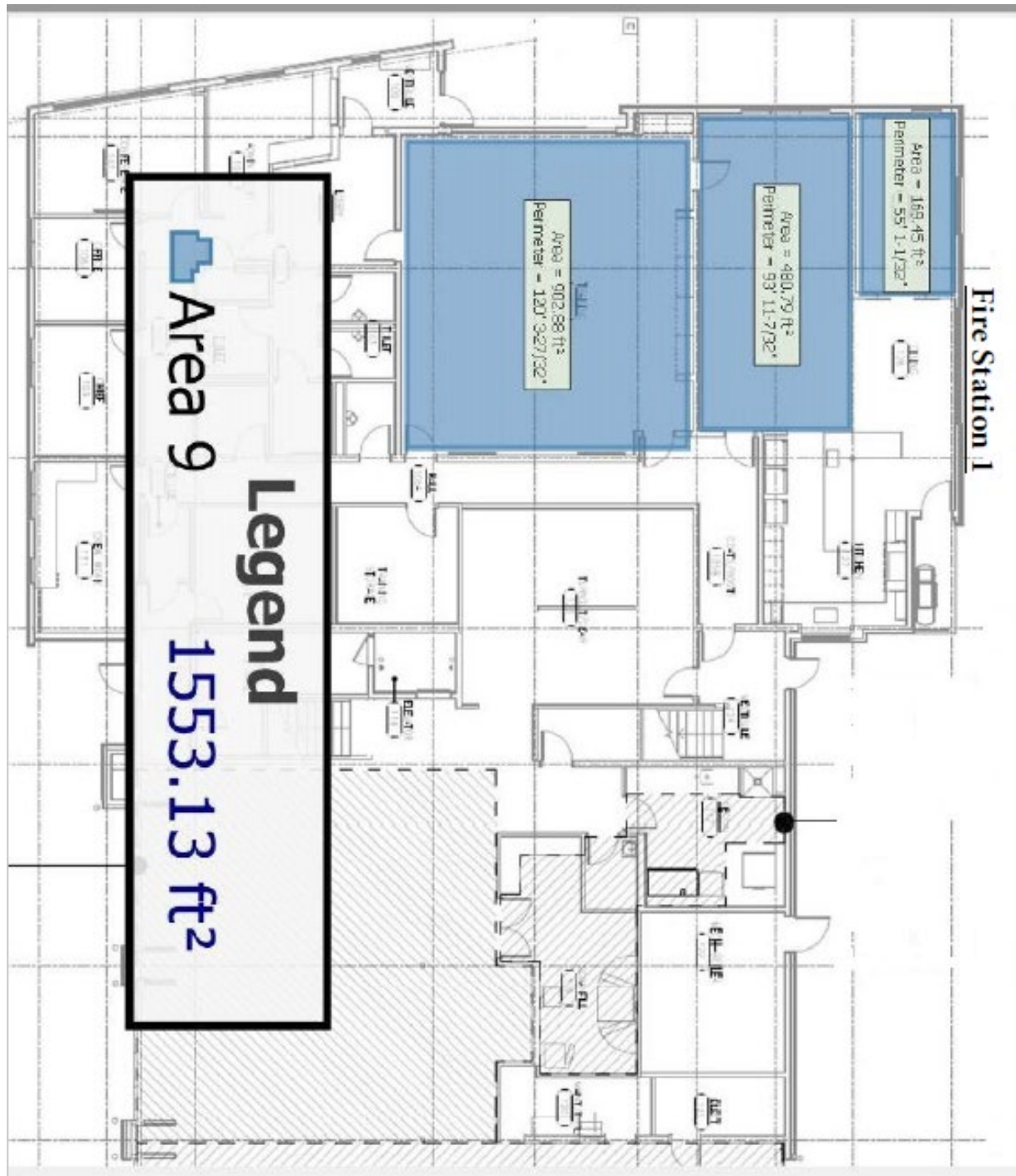
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City of Valdez

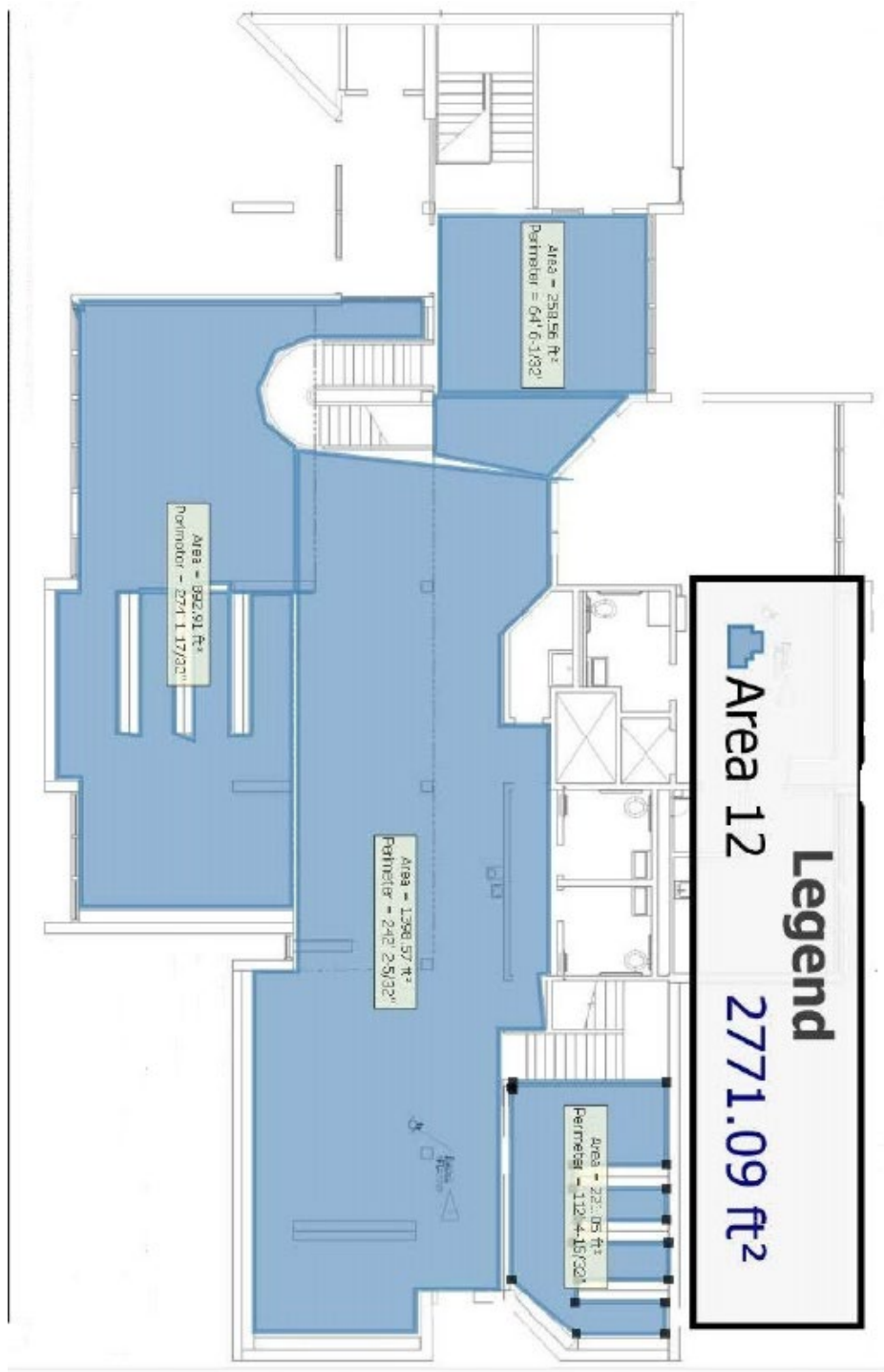
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City of Valdez

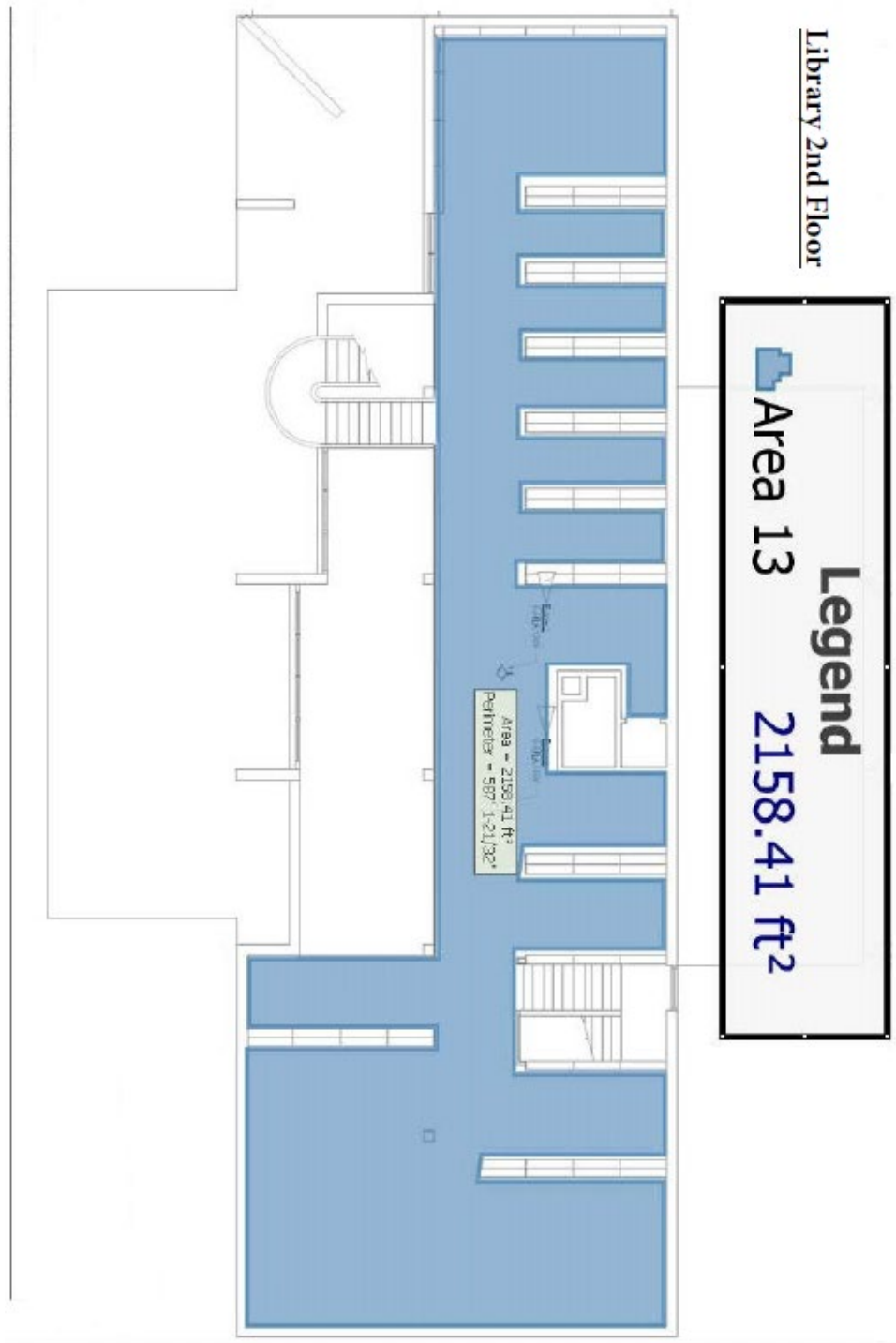
Project: 2025 Janitorial Services
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City of Valdez

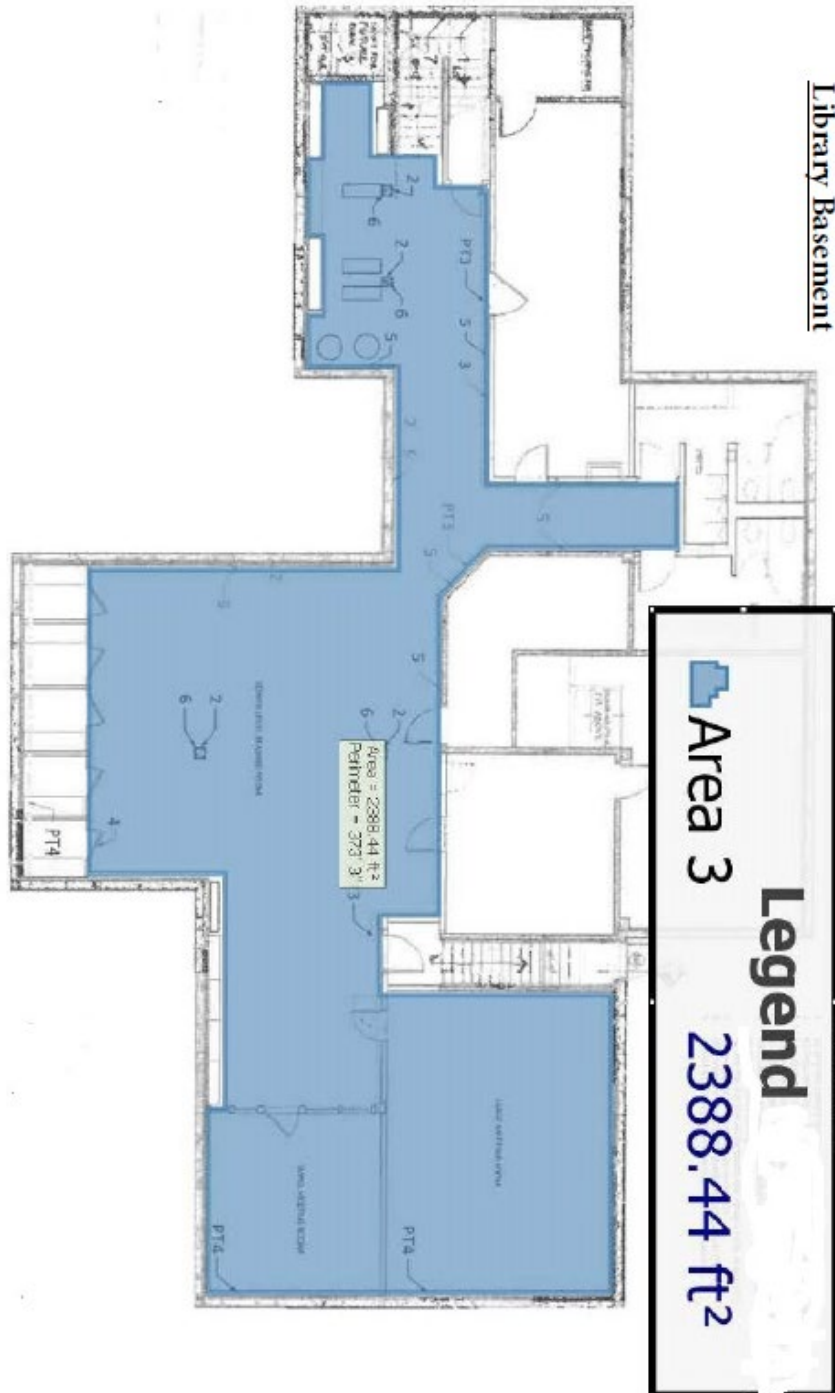
Project: 2025 Janitorial Services
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City of Valdez

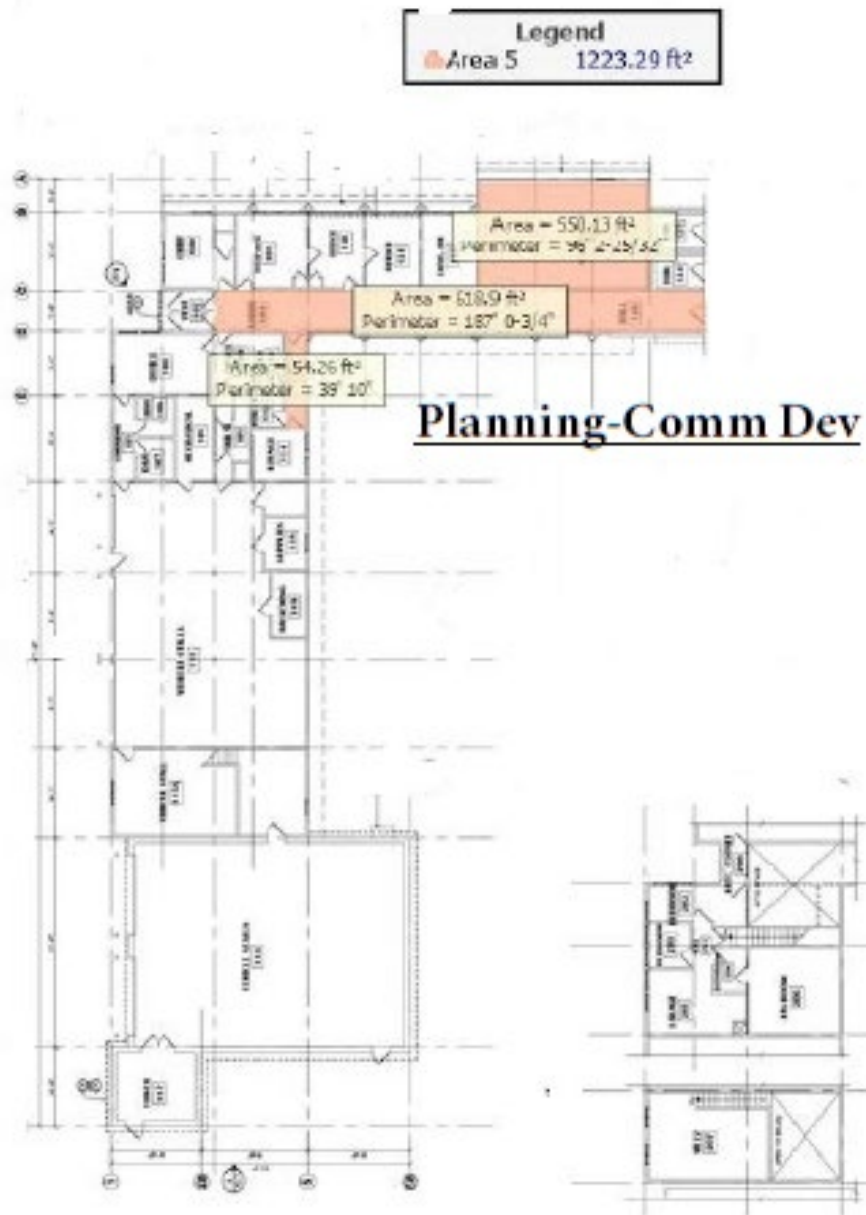
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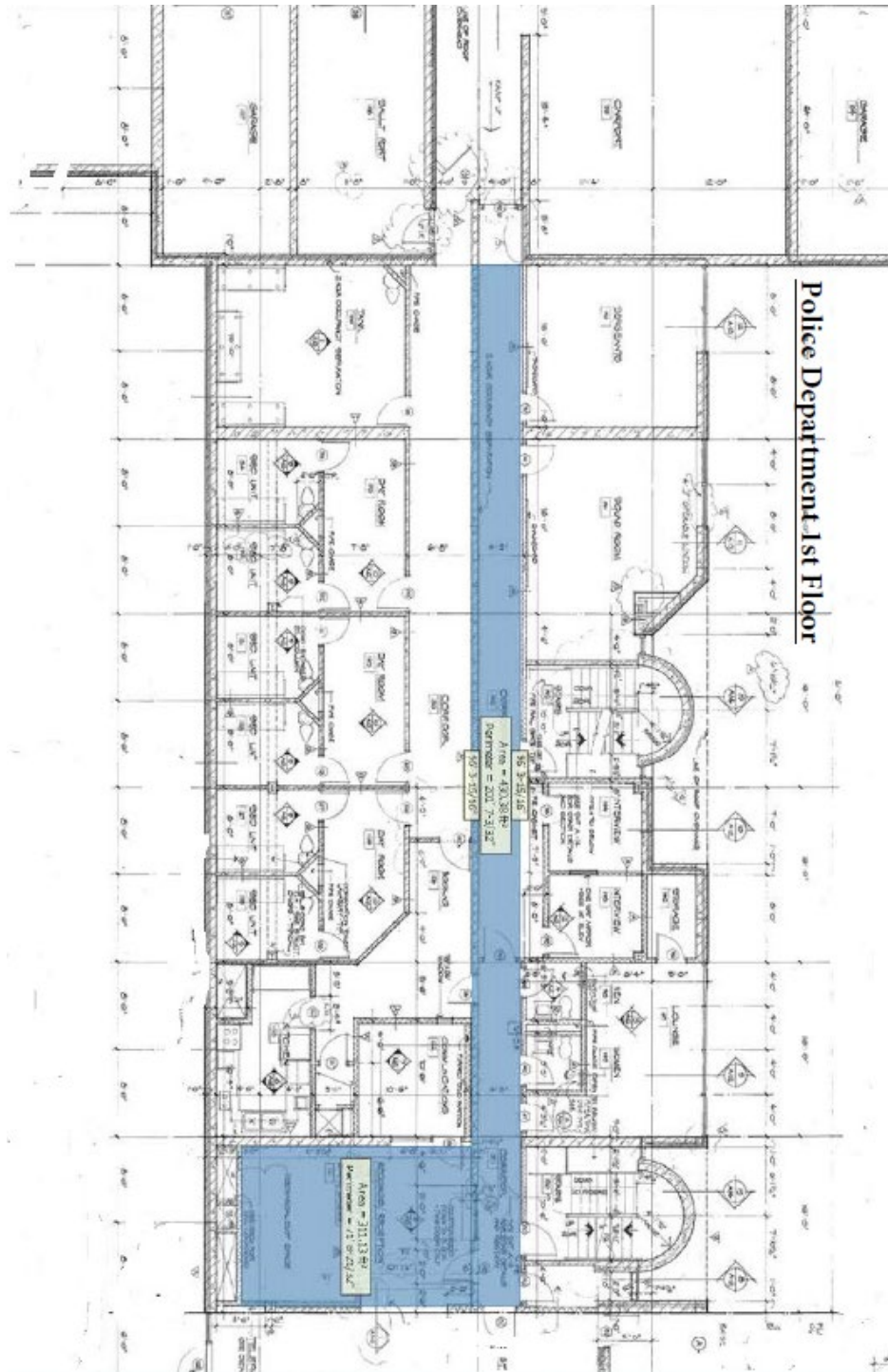
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City of Valdez

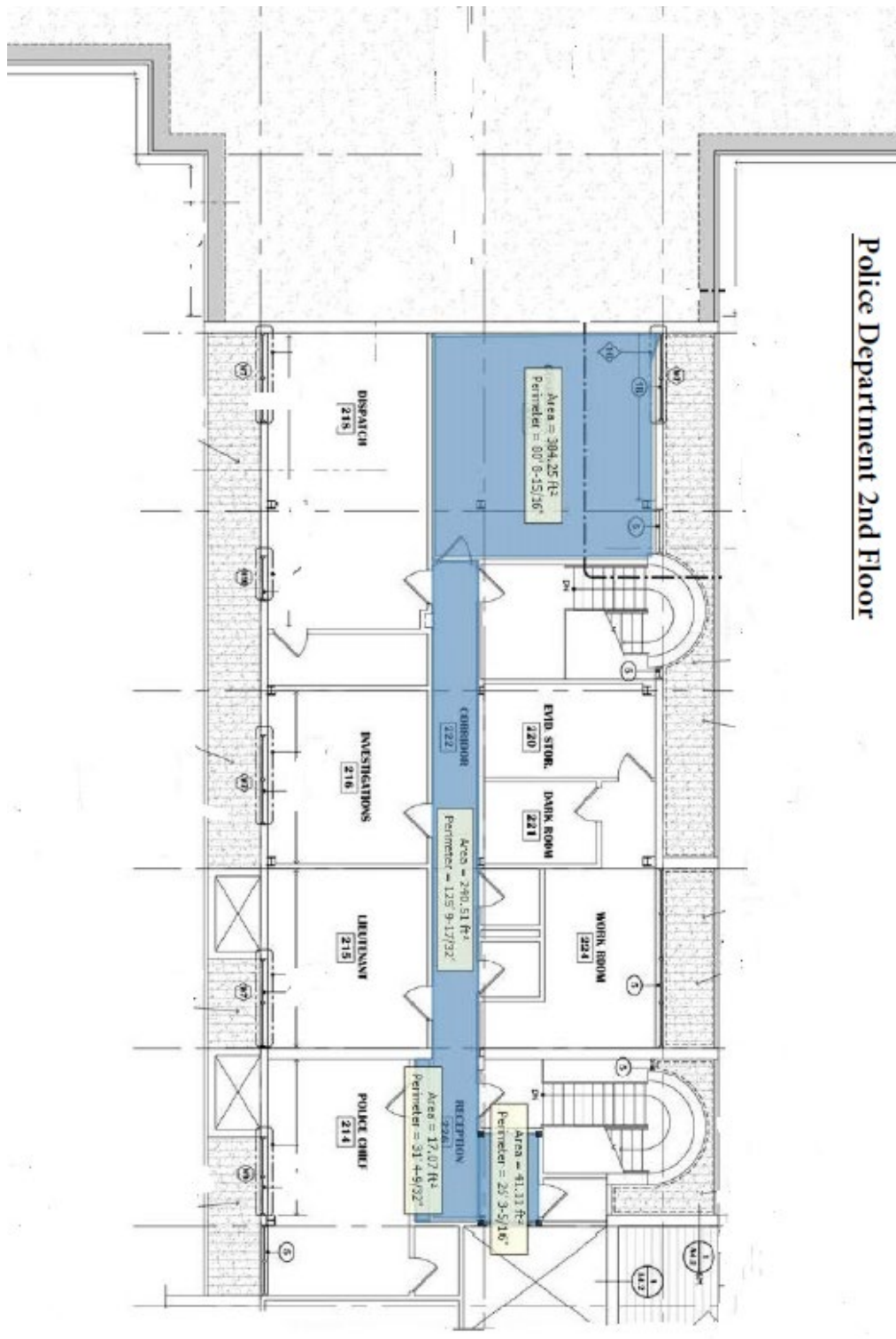
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City of Valdez

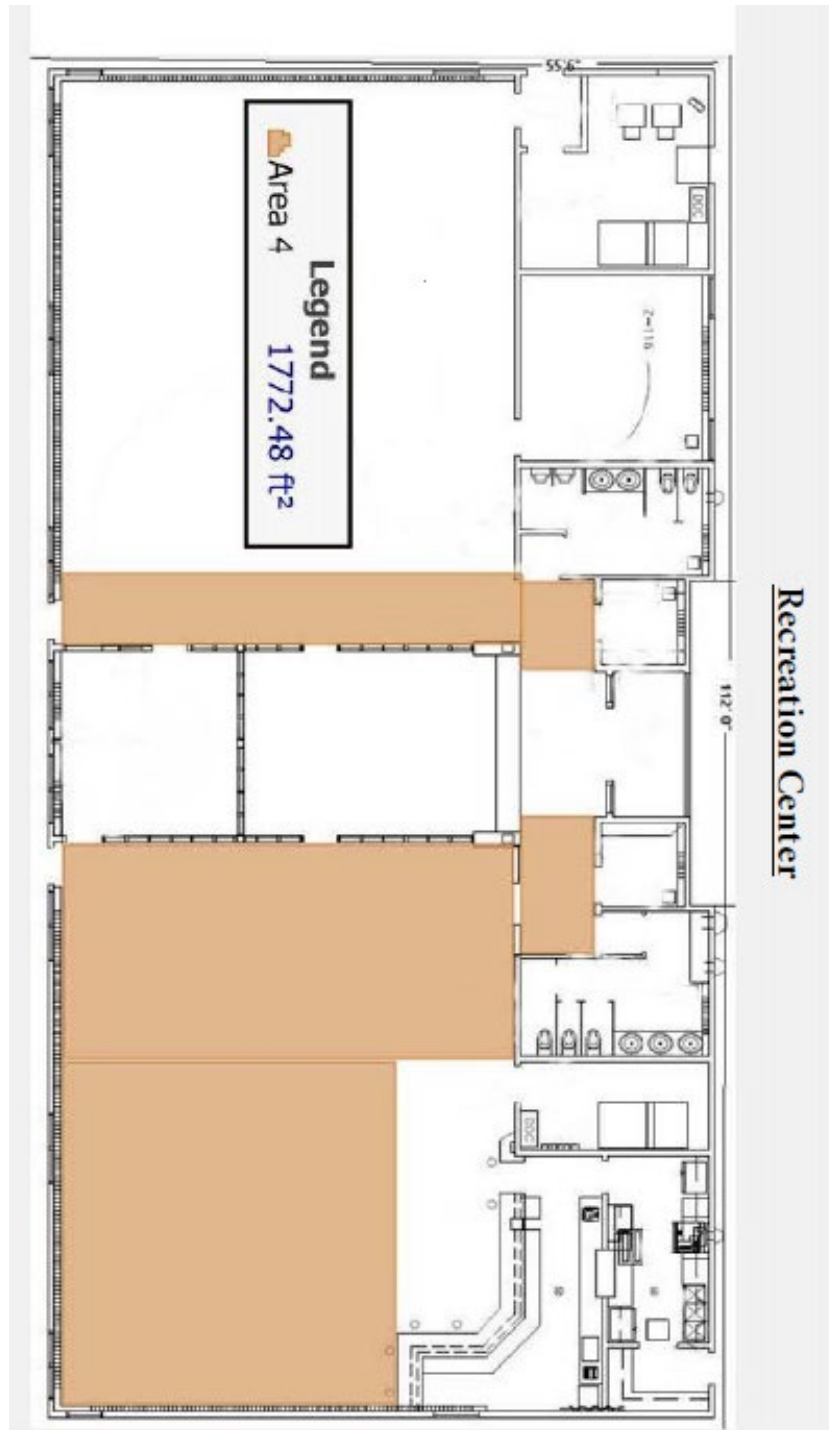
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City of Valdez

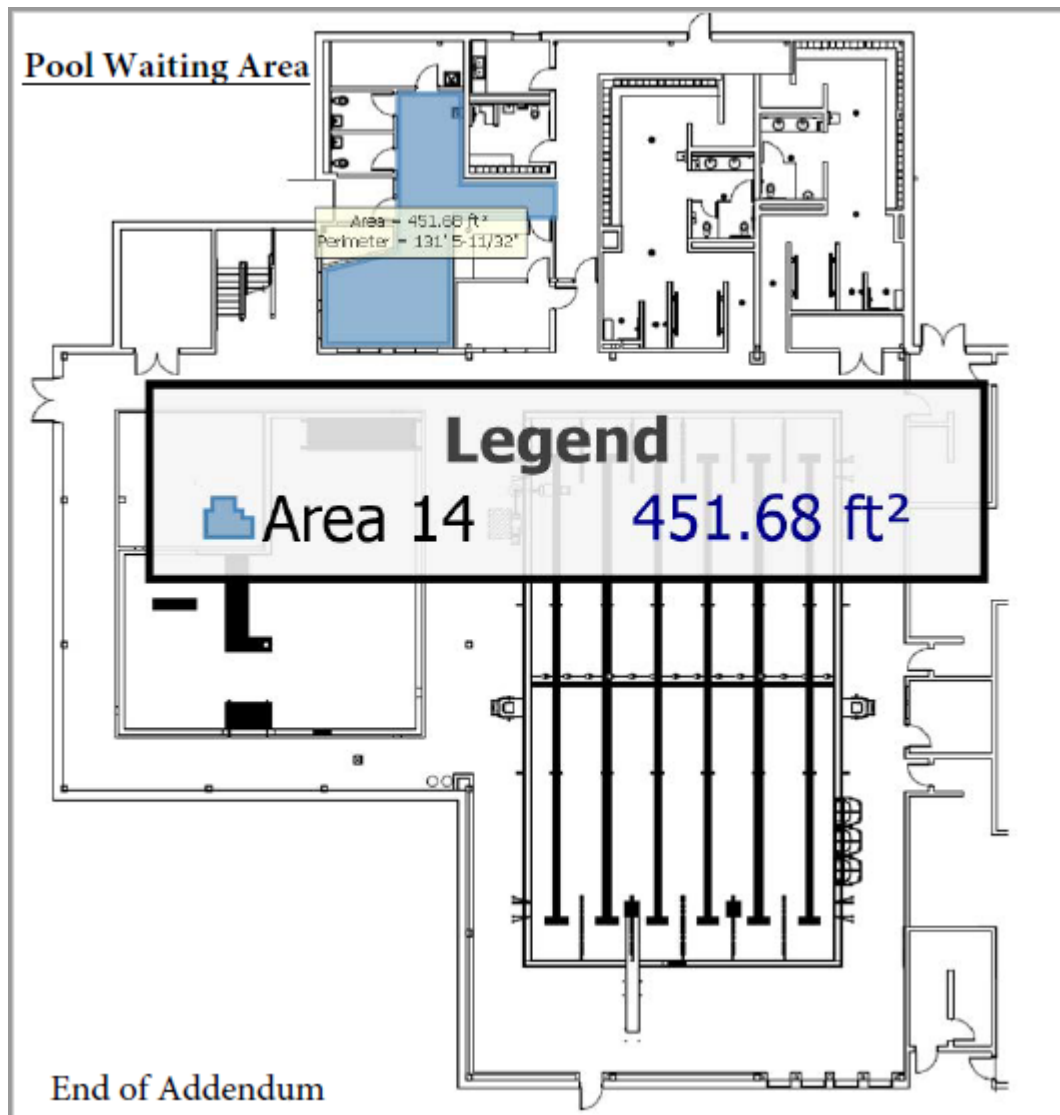
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City of Valdez

Project: 2025 Janitorial Services
Contract Number: 2276



Summary of Proposal Received

2025 Janitorial Services

September 10, 2024

Area	Chugach Cleaning Company			D. Zamora Clean Sweep			Gulf Coast dba Clean Alaska			X-DLX Investments		
	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount
City Hall and Com Dev	11	\$4,424.95	\$48,674.50	11	\$4,421.82	\$48,640.00	11	\$3,772.73	\$41,500.00			N/A
Police Department	11	\$1,546.59	\$17,012.50	11	\$1,672.00	\$18,392.00	9	\$2,200.00	\$19,800.00			N/A
Council Chambers	10	\$1,157.90	\$11,579.00	11	\$1,106.27	\$12,169.00	12	\$691.67	\$8,300.00			N/A
City Hall and Com Dev, PD, & Council Awarded Together		\$7,129.45	\$77,266.00		\$7,200.09	\$79,201.00		\$6,664.39	\$69,600.00			
Animal Shelter			N/A			N/A	10	\$1,516.00	\$15,160.00	11	\$1,187.27	\$13,060.00
Library	11	\$2,522.23	\$27,744.50	8	\$4,013.25	\$32,106.00			N/A	10	\$2,570.00	\$25,700.00
Fire Station 1	12	\$1,880.71	\$22,568.50	10	\$2,485.40	\$24,854.00			N/A			N/A
Rec Center	10	\$3,130.60	\$31,306.00			N/A			N/A	9	\$3,400.00	\$30,600.00
City Pool			N/A			N/A	8	\$3,612.50	\$28,900.00			N/A
Vehicle Maintenance Facility	11	\$687.27	\$7,560.00	10	\$777.00	\$7,770.00	11	\$636.36	\$7,000.00			N/A
Baler Breakroom & Bathroom	11	\$572.73	\$6,300.00	10	\$652.00	\$6,520.00	12	\$516.67	\$6,200.00	11	\$592.73	\$6,520.00
Building Maint Shop	11	\$741.64	\$8,158.00	10	\$848.90	\$8,489.00	12	\$625.00	\$7,500.00			N/A
Harbormaster - Upstairs Offices			N/A			N/A			N/A	10		\$4,000.00
Harbormaster - Downstairs Restrooms			N/A			N/A			N/A	10		\$13,200.00
B-Float and New Harbor Comfort Stations			N/A			N/A			N/A	9		\$10,500.00
New Harbor - Warehouse and Staff Restroom			N/A			N/A			N/A	9		\$5,350.00

Summary of Proposal Received
2025 Janitorial Services
September 10, 2024

Area	Chugach Cleaning Company			D. Zamora Clean Sweep			Gulf Coast dba Clean Alaska			X-DLX Investments		
	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount
Warehouse - Public Laundry			N/A			N/A			N/A	9		\$7,000.00
New Harbor Warehouse - Public Restrooms			N/A			N/A			N/A	9		\$14,800.00
Airport Terminal			N/A			N/A			N/A	9		\$45,900.00
Airport Offices	10	\$1,160.25	\$11,602.50			N/A			N/A	9	\$1,077.78	\$9,700.00
Comfort Stations			N/A			N/A			N/A	10		\$14,900.00
Outhouses			N/A			N/A			N/A	10		\$8,600.00
Goldfields			N/A			N/A			N/A	10		\$3,000.00
Standard Hourly Rate	\$75.00			\$72.50			\$65.00			\$86.00		
Call-Out Rate	\$100.00			\$110.00			\$95.00			\$120.00		
Total Amount Awarded			\$81,619.00			\$0.00			\$119,200.00			\$150,010.00

The bid totals are subject to adjustment after the bids have been completely reviewed.

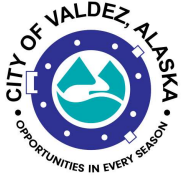
Totals have been reviewed

☒

I hereby certify that the above is a true and correct summary of proposals received.



Project Manager



Legislation Text

File #: 24-0403, **Version:** 1

ITEM TITLE:

Approval of Contract Award to X-DLX Investments, Inc in the Amount of \$300,020.00 for 2025 and 2026 Janitorial Services

SUBMITTED BY: Nathan Duval, Assistant City Manager/Capital Facilities Director

FISCAL NOTES:

Expenditure Required: \$300,020.00
Unencumbered Balance: N/A
Funding Source: Various Funding Sources

RECOMMENDATION:

Approve the contract award with X-DLX Investments, Inc in the amount of \$300,020.00 for 2025 and 2026 Janitorial Services.

SUMMARY STATEMENT:

X-DLX Investments, Inc was awarded a five-year contract to perform janitorial services at the Animal Shelter, Harbormaster Upstairs Offices, Harbormaster Downstairs Restrooms, B-Float and New Harbor Comfort Stations, New Harbor Warehouse and Staff Restroom, New Harbor Warehouse Public Laundry, New Harbor Warehouse Public Restrooms, Airport Terminal; Capital Facilities, Finance, and Port Offices; Dock Point, Ruth Pond, Oumalik, Shoup Bay Trailhead, and John Kelsey Municipal Dock Comfort Stations; Alpine Woods (2), Robe River Playground, and Solomon Gulch Hatchery Outhouses; and Goldfields. The total cost of the contract for 2025 and 2026 with X-DLX Investments, Inc is \$300,020.00. The contract value of the remaining years will be negotiated upon renewal.

CITY OF VALDEZ
ALASKA

CONTRACT DOCUMENTS

Project: 2025 Janitorial Services
Contract Number: 2277
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: 2277**

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**City of Valdez
Invitation to Bid**

July 22, 2024:

**Project: 2025 Janitorial Services
Contract Number: 2277**

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 Manager, 555 West Egan, P. O. Box 307, Valdez, Alaska 99686 or emailed to Stanley Porritt at sporritt@valdezak.gov and cc Jodi Fowler at 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; 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: 2277**

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.

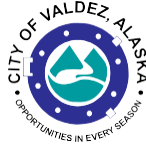
1. General

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 and cc'd to Jodi Fowler at 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	_____	Dated	Aug 1 st	Initials	J
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____

V. J. Smith
Company Name

Nal Dees
Authorizing Name

8/16/24
Date

President
Title

[Signature]
Signature

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		
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:

X-DUX Incubator

Company Name

Nel Dan

Authorizing Name



Signature

8/14/24

Proposal Submission Date

Animal Shelter			
\$12,660.00		156	90 ⁰⁰ 2 hrs
Services to be performed after 6:00 PM.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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.	Mon, Wed, Fri	Y	
Cat Room- clean and disinfect countertop, including sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.	Mon, Wed, Fri	Y	
Reception and Office Area- wipe down all hard surfaces. Remove trash, wipe cans inside and out; reline. Sweep and mop. Wipe down door knobs and light switches with sanitizing agent.	Mon, Wed, Fri	Y	
Break Room- wipe down all hard surfaces and sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.	Mon, Wed, Fri	Y	
Multi-Purpose Room- clean and sanitize sink and countertop areas. Remove trash, wipe cans inside and out; reline. Sweep and mop.	Mon, Wed, Fri	Y	
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.	Mon, Wed, Fri	Y	
Windows- clean lobby, cat room, office and glass door windows as needed.	Mon, Wed, Fri	Y	
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.	Mon, Wed, Fri	Y	
Cat Room - sweep and mop under rolling cat condos.	Monthly	Y	

Optional Bi-Annual Additive Alternate	
Service	Annual Price
Exterior and interior windows washed two (2) times per year: Once in April and October.	300 ⁰⁰
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 ⁰⁰
Comments, Discounts, or Alternatives for Animal Shelter: <p style="text-align: center;">Same as last 3 years, 12460⁰⁰ / year + 300⁰⁰ + 100⁰⁰</p>	
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?	

Library			
\$24,000.00			
312 76 5			
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	Y	
Scrub down drinking fountain.	Daily	Y	
All entry door glass must be cleaned inside and out to remove fingerprints.	Daily	Y	
Clean and disinfect countertops, tables and desks, if free of personal effects.	Daily	Y	
Remove trash from all cans. Clean cans inside and out; reline. Wipe down walls adjacent to the trash can areas.	Daily	Y	
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	Y	
Sweep and mop stairs, paying special attention to edges and the ledges below the hand rails.	Daily	Y	
Polish circumference of building for doors, main, back, and other rooms. Clean ash urns and empty. Sweep entry sidewalks and landings.	Daily	Y	
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	Y	
Clean all glass partitions/windows on main floor and lower level or more often as needed.	Weekly	Y	
Clean foyer windows weekly, or more often as needed.	Weekly	Y	
Section continued on next page →			

1.5 hrs

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	Y	
Wipe down bathroom walls and partitions.	Weekly	Y	
Wipe down stairway handrails, light switches, door knobs and ADA buttons with sanitizing agent.	Weekly	Y	
Vacuum, clean and Scotch-Guard furniture.	Yearly	Y	
<i>Optional Bi-Annual Additive Alternative</i>			
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.			1200 ⁰⁰
Exterior and interior windows washed two (2) times per year: Once in April and October.			400 ⁰⁰
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 ⁰⁰
Comments, Discounts, or Alternatives for Library: 24000 ⁰⁰ / year same as last 3 years + 1200, 400, 100 ⁰⁰			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in? no change -			

Recreation Center			
\$29,400.00		6x 312 / 94 ²	
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	(Pick up 211) 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	Y	Pop can 6501 T241
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	Y	
Kitchen Area- Sweep and mop flooring, removing chairs first. Sweep and mop behind counter area. Wipe down and sanitize all kitchen countertop surfaces.	Daily	Y	
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	Y	
Spot clean carpet as needed and trim runners.	Daily	Y	
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	N	3x Per week
Wipe down baseboard heaters and window ledges throughout the facility.	Daily	N	3x per week
Wipe down all doorknobs, light switches and hand rails with sanitizing agent.	Daily	✓	
Spot clean all walls with approved cleaner as needed.	Daily	✓	
All entry door glass must be cleaned inside and out to remove finger prints.	Daily	✓	
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	Y	
Police circumference of building collecting debris, trash, etc. Remove trash from outside receptacle, clean cans and relines.	Daily	Y	
Dust all game tables, window ledges, picture frames, etc.	Weekly	Y	
Clean all interior windows and window partitions, or more often as needed.	Weekly	Y	
Sweep back entry.	Weekly	Y	X
Vacuum all carpeted walls.	Monthly	Y	
Clean and disinfect all restroom walls.	Monthly	Y	
Clean and disinfect inside of all waste receptacles.	Monthly	Y	
Dust all air handlers and heat exchanger units.	Monthly	Y	
Dust all can and pod lights.	Monthly	Y	

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 Rotex, River Care or Rite-Approved equal by the Contract Administrator when shampooing any carpets in "City Owned" facilities to keep the carpets from being damaged by harsh chemicals.	700 ⁰⁰
Exterior and interior windows washed two (2) times per year: Once in April and October.	400 ⁰⁰
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 ⁰⁰
Continued on next page →	

Comments, Discounts, or Alternatives for Recreation Center:

29400⁰⁰ same as last year + 700⁰⁰ + 400⁰⁰
+ 100⁰⁰ for optional

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

Baler Break Room and Baler Bathroom			
		\$6,120.00	104 59 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
Empty wastebaskets in all areas; clean cans inside and out, reline	2x Week	✓	
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	✓	
Bathroom. 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	✓	
Wipe down and sanitize kitchen countertops. Clean and scrub sink. Spot clean cabinets.	2x Week	✓	
	2x Week	✓	
Optional Bi-Annual Additive Alternate			
Service			Annual Price
Exterior and interior windows washed two (2) times per year: Once in April and October.			300 ⁰⁰
Thorough dusting (to include walls, backboards, core back, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.			100 ⁰⁰
Comments, Discounts, or Alternatives for Baler Break Room and Baler Bathroom:			
<p>52nd 21 1st year 6120⁰⁰ + 300 + 100 (must go with Airport)</p>			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

June 1st - July 31st services to be provided after close of business, which is 5:00 PM, except Memorial Day through Labor Day it is 8:00 PM.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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.	Daily	Y	
Dust picture frames, heat registers, window ledges, etc.	Weekly	Y	
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 Folx, 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.	300 ⁰⁰		
Exterior and interior windows washed two (2) times per year: Once in April and October.	300 ⁰⁰		
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 ⁰⁰		
Comments, Discounts, or Alternatives for Harbormaster Building - Upstairs Offices: <p style="text-align: center;">Save 25 / 21st 3 years 3300⁰⁰ + 300 + 300 + 100</p> <p style="text-align: center;">must go with AN Bathroom in a package</p>			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

Harbormaster Building - Downstairs Restrooms			
\$13,200.00			
October 1st - April 30th: Cleanings to be performed at mutually agreed upon time by the Owner and Contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	Daily	X	
May 1st - 14th AND September 15th - 30th: Cleanings to be performed at mutually agreed upon times by the Owner and Contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	Mon - Thur Daily Fri - Sun 2X / day	Y	
Continued on next page ➡			

May 15th - September 14th: Cleanings to be performed at mutually agreed upon times by the Owner and Contractor and contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	2x Day	Y	
<p>Comments, Discounts, or Alternatives for Harbormaster Building - Downstairs Restrooms:</p> <p style="text-align: center;">Save 25 / 25 125k 3 years 13250⁰⁰</p> <p style="text-align: center;">not go with 211 Bathroom Pkg</p> <p>If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?</p>			

B-Float and New Harbor Comfort Stations			
\$10,500.00			
April 15th - May 14th AND September 15th - 30th: Cleanings to be performed at mutually agreed upon times by the Owner and Contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathroom - empty wastebaskets; clean inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub toilet bowls, sinks, urinals, and the undersides of sinks and toilets. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.	Mon - Thur Daily Fri - Sun 2x Day	Y	
May 15th - September 14th: Cleanings to be performed at mutually agreed upon times by the Owner and Contractor and contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Bathroom - empty wastebaskets; clean inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub toilet bowls, sinks, urinals, and the undersides of sinks and toilets. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.	2x Day	Y	
Comments, Discounts, or Alternatives for B-Float and New Harbor Comfort Stations:			
<p style="text-align: center;">same as last 3 years (must go with Bathroom deg)</p>			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

New Harbor - Warehouse and Staff Restroom			
\$5,050.00			
August 1st - May 31st services to be provided after close of business.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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 door knobs and light switches with sanitizing agent.	Tues & Sat	Y	
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.	Tues & Sat	Y	
Dust picture frames, heat registers, window ledges, etc.	Weekly	Y	
June 1st - July 31st services to be provided after close of business.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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 door knobs and light switches with sanitizing agent.	Daily	Y	
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.	Daily	Y	
Dust picture frames, heat registers, window ledges, etc.	Weekly	Y	

Zanin

Optional Bi-Annual Additive Alternate		
Service		Annual Price
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.		100
Comments, Discounts, or Alternatives for New Harbor Warehouse and Staff Restroom:		
<p>Save 251251 3 years 500^w + 200 + 100</p> <p>(must go with Bathroom Pls)</p>		
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?		

Airport Terminal

\$47,160.00

Services to be performed after close of businesses at facility.

See Airport 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 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 dispenser if necessary. Sweep and mop floors. Clean receptacles inside and out, reline. Wipe walls surrounding the receptacle area.	Daily	Y	
Scrub down water fountains.	Daily	Y	
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.	Daily	Y	
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.	Daily	Y	
Wipe doorknobs, handrails, and light switches with sanitizing agent.	Daily	Y	
Vacuum upstairs hallways paying attention to edges and corners, spot clean as necessary.	Daily	Y	
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.	Daily	Y	

Section continued on next page →

Services to be performed after close of businesses at facility.			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	II No. Contractor Proposed Alternative
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.	Daily		
Windows- Clean windows entry area or more often as needed. Clean all glass partitions in public areas, to include upstairs overview.	Weekly		
Dusting- this includes all window ledges, picture frames, woodwork, etc. (weekly or as needed) to include stairs, soda machines, information distribution center, etc.	Weekly		
Wipe down walls and cove base in upstairs restrooms, paying attention to dust collecting around heat registers.	Weekly		
Showers- Clean showers and fixtures with disinfectant.	Weekly		
Optional Quarterly Additive Alternate			
Service			Annual Price
Shampoo carpets according to contract specifications each quarter. 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 Foxex, 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.			2400 ³ / ₁
Continued on next page →			

From: [Neil Dees](#)
To: [Jodi Fowler](#)
Subject: Re: Follow up on Proposal
Date: Wednesday, August 21, 2024 11:25:53 AM

Yes. We have a couple of scheduling suggestions to discuss but the frequency and specs are fine.

I will give u a call after lunch if your available

N

On Wed, Aug 21, 2024 at 9:33 AM Jodi Fowler <JFowler@valdezak.gov> wrote:

Morning Neil,

On your proposal for the Airport Terminal, on the second page, you did not answer yes or no if the desired frequencies and specs were acceptable. Are they acceptable?

Jodi Fowler | Contract Specialist/Administrative Assistant

City of Valdez – Building Maintenance

PO Box 307 | 555 West Egan

Valdez, AK 99686

☎ (907) 835-5411

(907) 835-5410 fax

✉ jfowler@valdezak.gov

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	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	Y	
Vacuum offices and Port conference room, paying attention to corners, behind doors, and under tables and desks.	2x Week	Y	
Wipe down coffee station countertop.	2x Week	Y	
Wipe down main office bathroom countertop. Mop floor.	2x Week	Y	
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	Y	
Windows- clean all glass doors and partition windows.	2x week	Y	
Clean hard surfaces such as countertops, baseboard heaters, file cabinets, window ledges, or desks, if free of paperwork or personal effects.	2x Week	Y	
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	Y	
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.			1800 ⁰⁰
Section continued on next page			

Optional Bi-Annual Additive Alternate			
Service			Annual Price
Exterior and interior windows washed two (2) times per year: Once in April and October.			600 ⁰⁰
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 ⁰⁰
<p>Comments, Discounts, or Alternatives for Capital Facilities, Finance, and Port Offices at Airport:</p> <p>Reduced to 9000⁰⁰ + optional (must go with Airport)</p>			
<p>If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?</p>			

Comfort Stations				
Dock Point, Ruth Pond, Oumalik, Shoup Bay Trailhead, John Kelsey Municipal Dock (Total of 5 Facilities)				254
\$14,900.00				
Dock Point, Ruth Pond, and John Kelsey Municipal Dock are open from April 15th - September 30th				
Desired Service	Desired Frequency 4/15 - 5/31 & 9/15 - 9/30	Desired Frequency 6/1 - 9/14	Desired Service and Frequencies Acceptable? Yes/No	If No, Contractor Proposed Alternative
Sanitize and scrub down walls, partitions, etc. with brush and appropriate cleansing agent. Scrub bowls and sanitize undersides of sinks, toilets and urinals. Wipe down mirrors. Sanitize and wipe down all countertops, door handles and light switches with appropriate cleaning agent. Mop floors. Remove trash from receptacle, clean inside and outside of can, reline. Restock all paper products and soap dispensers. Replace batteries in paper towel dispenser if necessary.	Mon - Thur Daily; Fri - Sun 2x Day	2x Daily 120 12	Y	
Oumalik and Shoup Bay Trailhead are open from May 1st - September 14th				
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative	
Sanitize and scrub down walls, partitions, etc. with brush and appropriate cleansing agent. Scrub bowls and sanitize undersides of sinks, toilets and urinals. Wipe down mirrors. Sanitize and wipe down all countertops, door handles and light switches with appropriate cleaning agent. Mop floors. Remove trash from receptacle, clean inside and outside of can, reline. Restock all paper products and soap dispensers. Replace batteries in paper towel dispenser if necessary.	Mon - Thur Daily; Fri - Sun 2x Day 120 12	Y		
Comments, Discounts, or Alternatives for Comfort Stations:				
<div style="text-align: center; font-size: 2em; font-family: cursive;"> 14900⁰⁰ </div> <div style="text-align: center; font-size: 1.5em; font-family: cursive;"> (Mut 50 in Bathroom P.) </div>				
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?				

Outhouses			
Alpine Woods (two outhouses), Robe River Playground, and Solomon Gulch at Hatchery (Four facilities total)			
\$8,660.00			
193			
Alpine Woods (2) and Robe River Playground services to be performed from May 1st to October 14th with the exception of pre-scheduled park rentals to which 72 hour advanced notice will be given upon any cleaning schedule change to accommodate those reserved rental events.			
Desired Service	Desired Frequency	Desired Service and Frequencies Acceptable? Yes/No	If No, Contractor Proposed Alternative
Sanitize and scrub down walls, floors, doors, partitions, etc. with brush and appropriate cleansing agent. Sanitize and wipe down all countertops, door handles, and door frames with appropriate cleansing agent. Sweep and mop floors. Scrub and sanitize toilet pedestals. Remove trash from receptacles, clean inside and outside of can, reline. Restock all paper products.	2x Week 4x	Y	
Solomon Gulch Hatchery services to be performed from May 1st to September 30th.			
Desired Service	Desired Frequency	Desired Service and Frequencies Acceptable? Yes/No	If No, Contractor Proposed Alternative
Sanitize and scrub down walls, floors, doors, partitions, etc. with brush and appropriate cleansing agent. Sanitize and wipe down all countertops, door handles, and door frames with appropriate cleansing agent. Sweep and mop floors. Scrub and sanitize toilet pedestals. Remove trash from receptacles, clean inside and outside of can, reline. Restock all paper products.	Daily 15	Y	
Comments, Discounts, or Alternatives for Outhouses: 8600 ^{or} (Must go in between pay)			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

Goldfields			
\$3,000.00			
Services to be performed from May 1st to August 31st.			
Desired Service	Desired Frequency	Desired Service and Frequencies Acceptable? Yes/No	If No, Contractor Proposed Alternative
Sanitize and scrub down walls, partitions, etc. with brush and appropriate cleansing agent. Scrub bowls and sanitize undersides of sinks, toilets and urinals. Wipe down mirrors. Sanitize and wipe down all countertops, door handles and light switches with appropriate cleaning agent. Mop floors. Remove trash from receptacle, clean inside and outside of can, reline. Restock all paper products and soap dispensers. Replace batteries in paper towel dispenser if necessary.	Daily	Y	
Tournaments or Prescheduled Rentals: Park rentals and/or game tournaments will give 72 hour advance notice for any cleaning schedule change. Will provide a tournament schedule of games if one is provided.	2x Daily	Y	
Comments, Discounts, or Alternatives for Goldfields:			
<p>3000⁰⁰ (m4t go in 3Athen 1K5)</p>			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

Hourly Labor Rates	
Hourly rates are required as part of proposal	
Labor Description	Rate Amount
Standard labor rate (straight time) charge per hour	\$ 86 ⁰⁰ / ₁₀₀
Call-out, overtime, and holiday charge per hour	\$ 126 ⁰⁰ / ₁₀₀

Warehouse - Public Laundry Area			
\$7,000.00 360			
Cleanings to be performed at mutually agreed upon times by the Owner and Contractor and contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
Empty wastebaskets; clean inside and outside of cans; reline.	Daily	Y	
Clean, disinfect and sanitize walls and other hard surfaces such as counter tops.	Daily	Y	
Sweep and mop floors. Wipe down door knobs and light switches with sanitizing agent.	Daily	Y	
Comments, Discounts, or Alternatives for Warehouse - Public Laundry Area:			
<p>7000⁰⁰</p> <p>5200 21 Left 3 guys</p> <p>(must go with Nathan pkg)</p>			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

14.20

New Harbor Warehouse - Public Restrooms/showers			
		\$14,800.00	6R times 23
October 1st - April 30th: Cleanings to be performed at mutually agreed upon time by the Owner and Contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	Daily	Yes y	
May 1st - 14th AND September 15th - 30th: Cleanings to be performed at mutually agreed upon times by the Owner and Contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	Mon - Thur Daily Fri - Sun 2x Day	Yes y	
Continued on next page ➡			

May 15th - September 14th: Cleanings to be performed at mutually agreed upon times by the Owner and Contractor and contractor			
Desired Service	Desired Frequency	Desired Service and Frequency Acceptable? Yes/No	If No, Contractor Proposed Alternative
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. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed. Sweep and mop floor. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls. Wipe down seat benches in the main area of the restrooms. Clean and disinfect entry doors.	2x Day 240	Y	
Comments, Discounts, or Alternatives for New Harbor Public Restrooms and Showers:			
<p style="text-align: center;">Save 25 Lst 3 years (not so as B@tman pg)</p>			
If you reduced or deleted a service or frequency, what would be the additional cost to add it back in?			

Alaska Business License # 1047491

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

X-DLX INVESTMENTS CORPORATION

PO BOX 771, VALDEZ, AK 99686

owned by

X-DLX INVESTMENTS CORPORATION

is licensed by the department to conduct business for the period

January 2, 2023 to December 31, 2024
for the following line(s) of business:

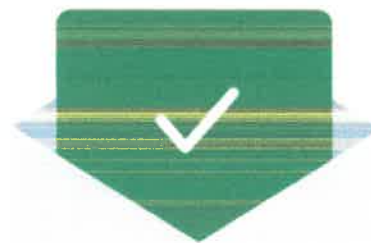
23 - Construction; 56 - Administrative, Support, Waste Management and Remediation Services



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



Thank You!

Your submission has been received. Please allow up to 10 business days for processing.

Upon approval, an email will be sent to neildees@gmail.com containing your official
City Of Valdez 2024 Business Registration.

Please keep that email for your records and download the attachments included.

[↻ Register Another Business](#)

on file



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/13/2024

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 DML Insurance Services 4005 20th Ave W Ste 132 Seattle WA 98199-	CONTACT NAME: Certificate Requests	
	PHONE (A/C, No, Ext): (206)838-9077 FAX (A/C, No): (206)838-9076 E-MAIL ADDRESS: certs@dmlinsurance.com	
INSURED X-DLX Investments, Inc. PO Box 771 Valdez AK 99686-	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Great Divide Insurance	
	INSURER B: LM Insurance Corporation	33600
	INSURER C: Ohio Casualty Ins Co	24074
	INSURER D: Ohio Security Ins Co	24082
	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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		GC1405666	04/12/2024	04/12/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BAS57022250	04/03/2024	04/03/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WC5-39S-320923-024	02/24/2024	02/23/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Inland Marine Coverage		BMO59509984	04/03/2024	04/03/2025	Sched Equip Limit \$372,641 Unsched Equip Limit \$25,000 Deductible \$1,000

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

CERTIFICATE HOLDER

CANCELLATION

AI 007376

State of Alaska Contractor Licensing Section PO Box 110806 Juneau AK 99811-0806	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 
--	--

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**City of Valdez
Agreement Page 1 of 2**

**Project: 2025 Janitorial Services
Contract Number: 2277**

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:

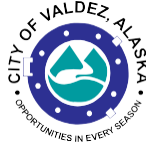
**Project: 2025 Janitorial Services
Contract Number: 2277**

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: **One hundred fifty thousand ten dollars and zero cents (\$150,010.00) for 2025 and one hundred fifty thousand ten dollars and zero cents (\$150,010.00) for 2026 for a total two-year contract amount of: three hundred thousand twenty dollars and zero cents (\$300,020.00).** 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 31st 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: 2277**

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

Nathan Duval, Capital Facilities Director

Corporate Secretary

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: 2277

(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: 2277

(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: 2277

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: 2277**

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: 2277**

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: 2277**

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
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Special Provisions

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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 advantages out 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.



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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.



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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.



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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.



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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

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Building Frequencies, Standards and Specifications

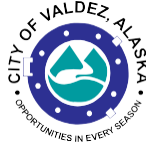
City Hall Building- Administration, Clerks, Lobby, Human Resources and IT Dept: Services to be performed **once daily** Monday-Friday after 6:00 PM

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.



City of Valdez

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Community Development (Including Old Fire Station Offices)

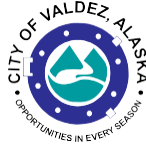
Services to be performed *once daily* Monday-Friday after 6:00 pm

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

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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

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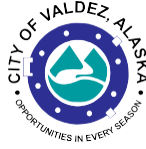
Animal Shelter

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.



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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.



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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

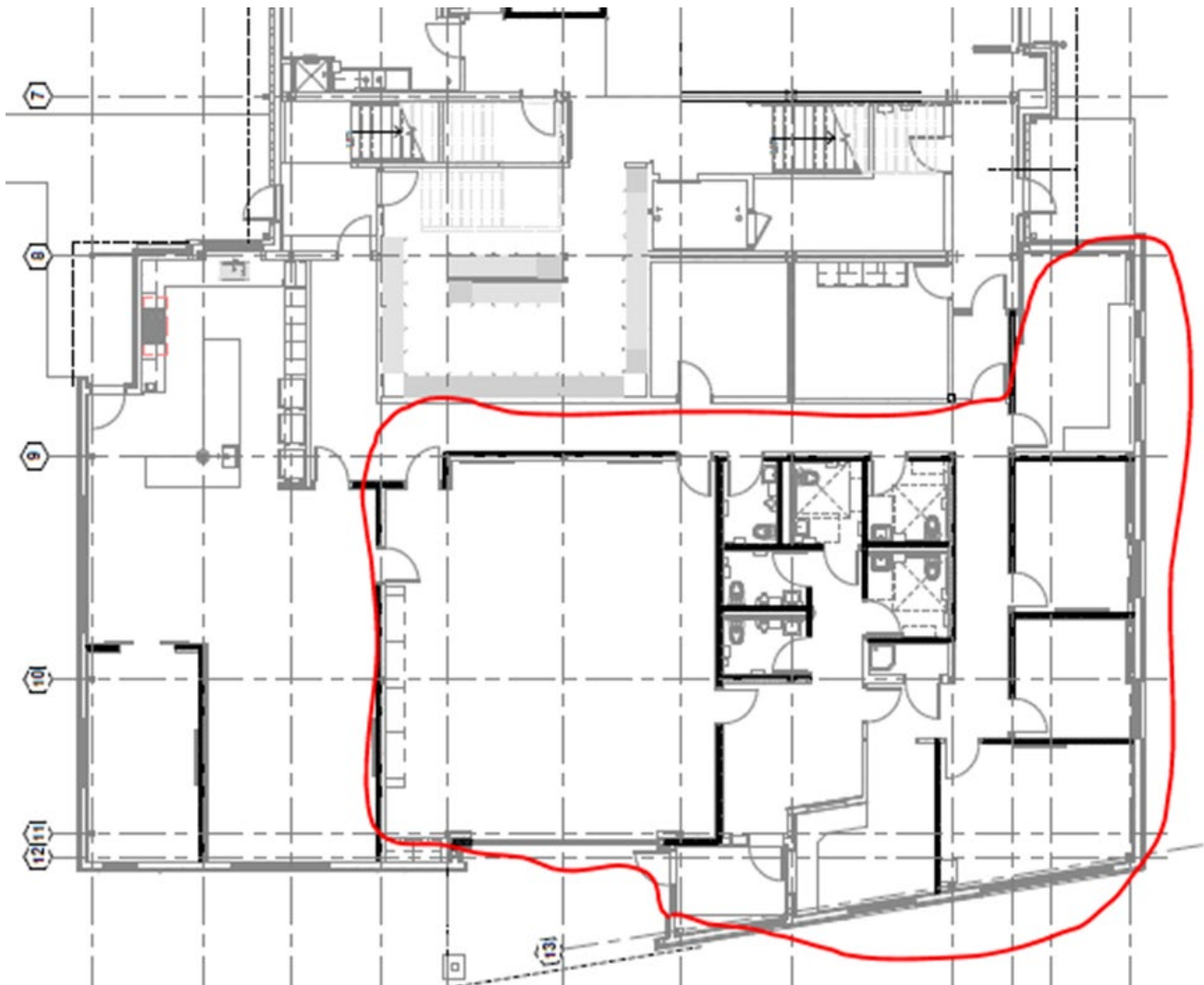
5. Clean all glass windows/partitions in hallways and foyer weekly or more often as needed.
6. Dust all picture frames, window ledges, heat registers, etc.
7. Vacuum low traffic areas, to include offices and training room, paying attention to edges, corners, under registers and behind doors. Vacuum under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



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Floorplan of Fire Station #1 Showing Area to be Cleaned





City of Valdez

Project: 2025 Janitorial Services Contract Number: 2277

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: 2277

City Pool

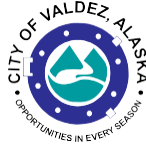
Services to be performed Monday through Friday. No services shall be performed earlier than 9:00 PM. Since the Valdez City Pool resides on Valdez City School District property, all persons providing janitorial services at the facility are required to pass a background check.

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: 2277**

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: 2277

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: 2277**

Harbormaster Building - Offices

*August 1st - May 31st: 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.*

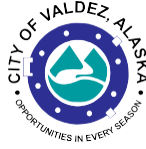
*June 1st - July 31st: Services to be performed **once daily** after close of business, which is 5:00 PM, except Memorial Day through Labor Day it is 8:00 PM.*

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: 2277**

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 15th – September 14th: *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: 2277**

New Harbor – Warehouse and Staff Restroom

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

June 1st - July 31st: 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: 2277**

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: 2277

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

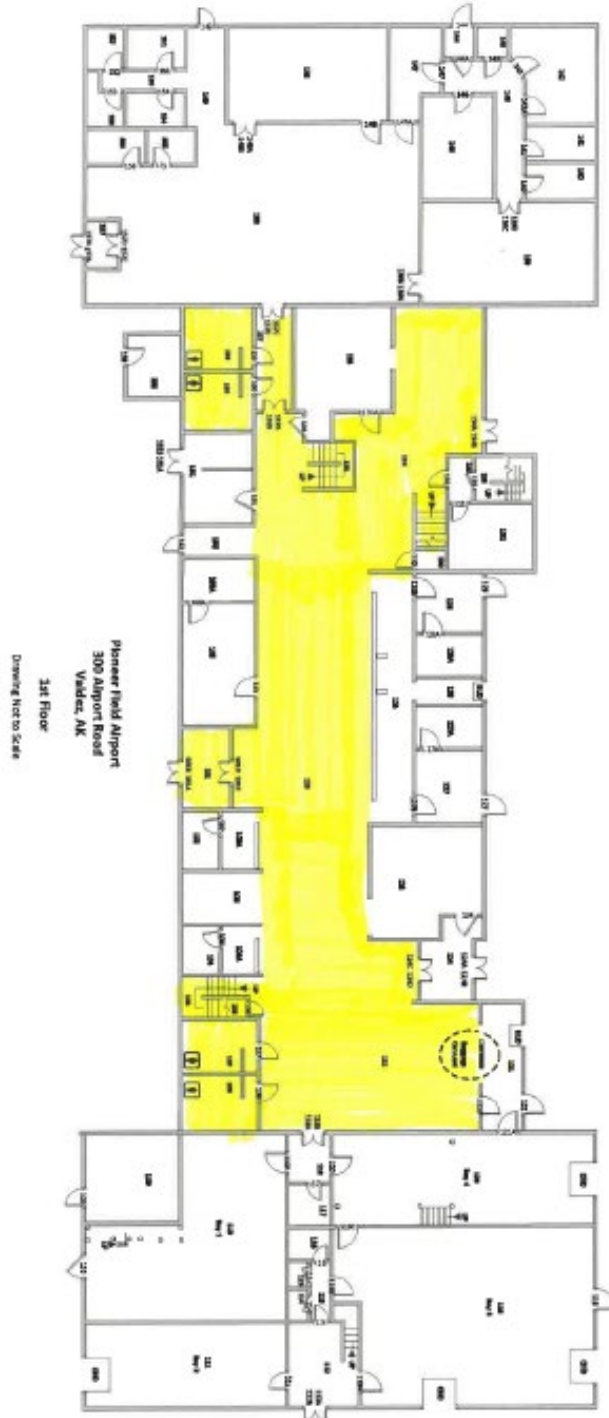
1. Windows- Clean windows entry area or more often as needed. Clean all glass partitions in public areas, to include upstairs overview.
2. Dusting- this includes all window ledges, picture frames, woodwork, etc. (weekly or as needed) to include stairs, soda machines, information distribution center, 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: 2277**

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

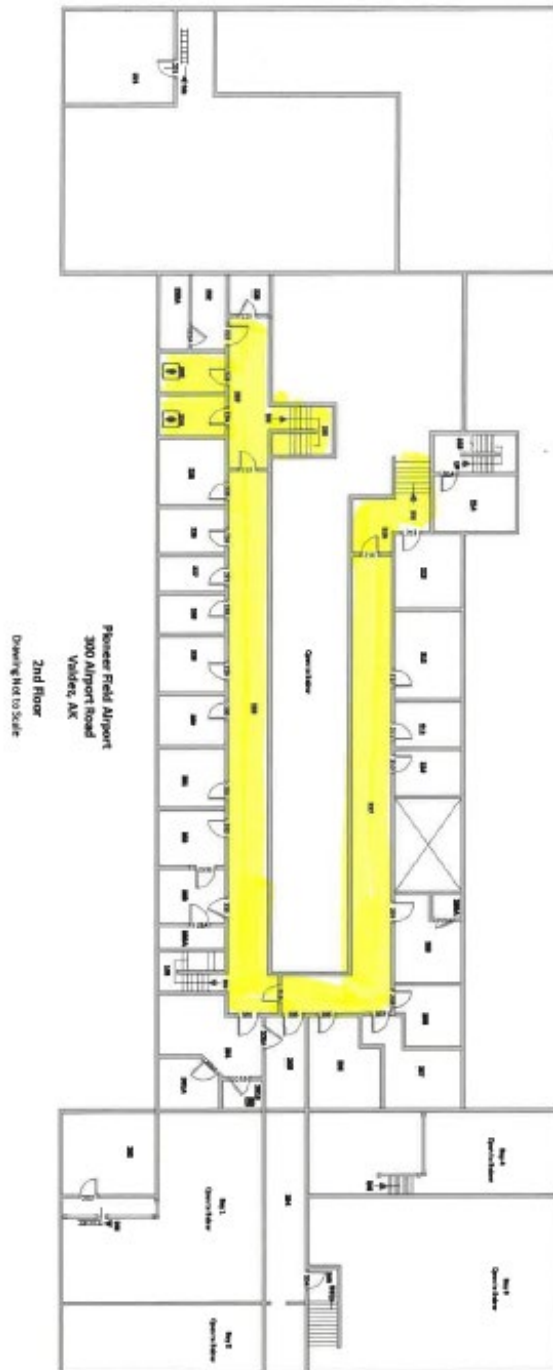




City of Valdez

**Project: 2025 Janitorial Services
Contract Number: 2277**

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





City of Valdez

Project: 2025 Janitorial Services Contract Number: 2277

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 30th.

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

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

Oumalik and Shoup Bay Trailhead are open from May 1st - September 14th: 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: 2277

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 1st - October 14th 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 1st - September 30th.

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 31st 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: 2277**

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: 2277

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: 2277

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

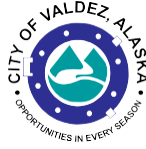
Specifications- Vacuum all stairs and landings with an industrial type canister or “BacPac” style cleaner for the removal of dirt, dust, lint, loose nap or other debris or foreign particles. All non-carpeted stairs will be mopped with water and a neutral cleanser. Handrails will be wiped with Virex or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



City of Valdez

Project: 2025 Janitorial Services Contract Number: 2277

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.

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

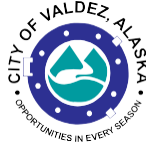
Specifications- Cleanse all glass surfaces with a cleanser that contains ammonia. Wipe dry with lint free cloth or squeegee.

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.



City of Valdez

Project: 2025 Janitorial Services

Contract Number: 2277

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: 2277**

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:

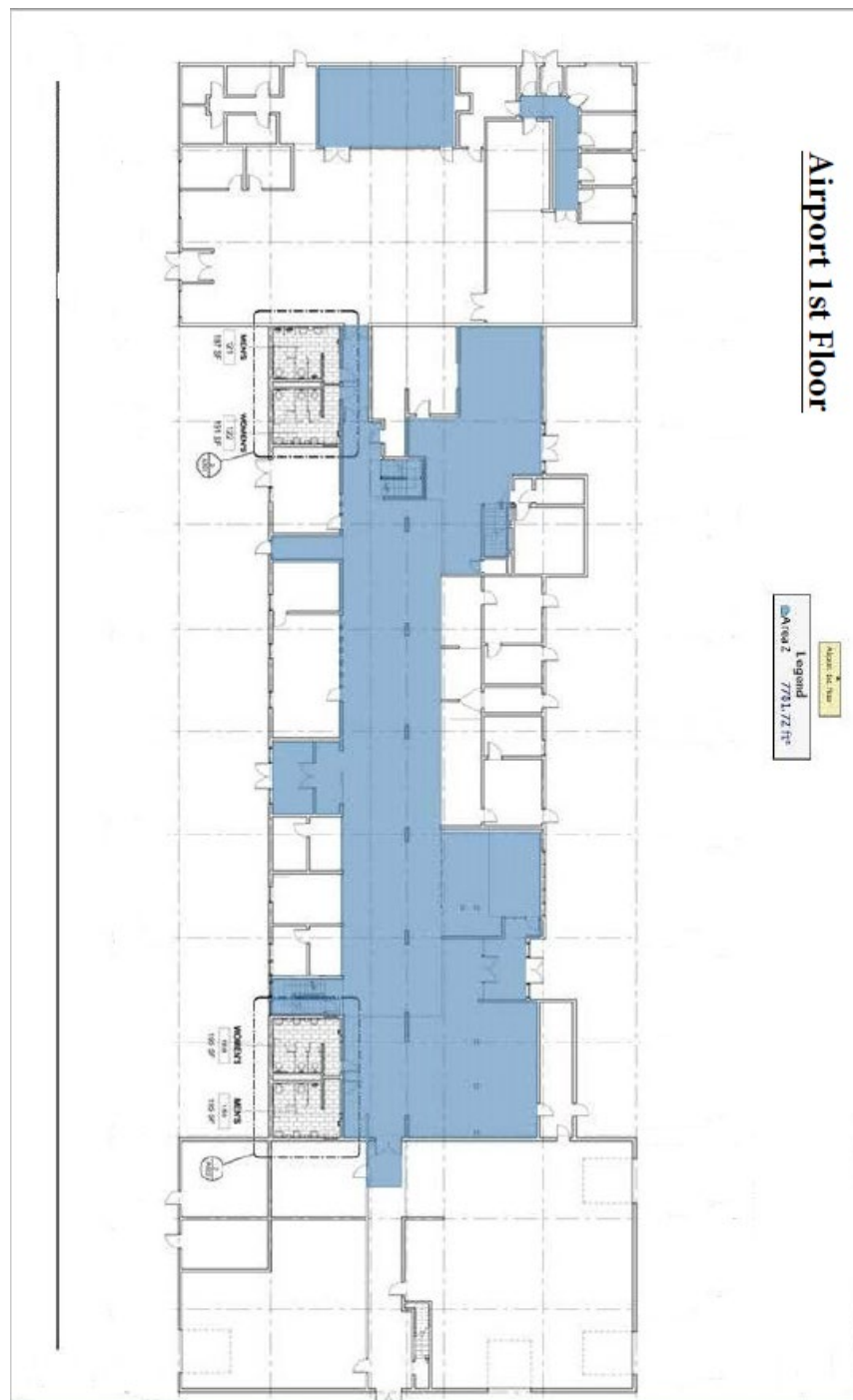
1. The Additive Alternates, including carpet cleaning, window cleaning, and thorough dusting, are not included in the budgeted amount listed in red at the top of each building proposal page. Please provide your price for providing the Additive Alternate services.
2. Window washing is dependent on favorable 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.

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



City of Valdez

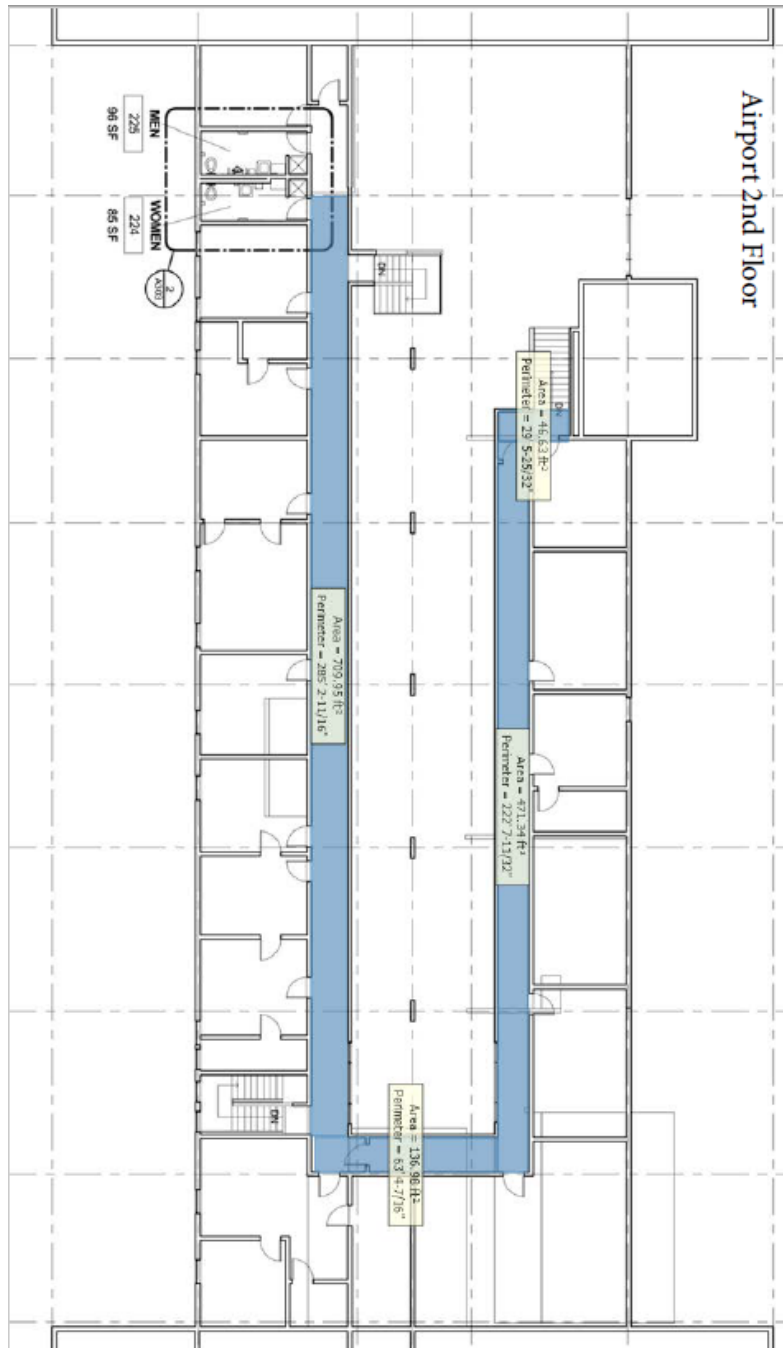
Project: 2025 Janitorial Services
Contract Number: 2277





City of Valdez

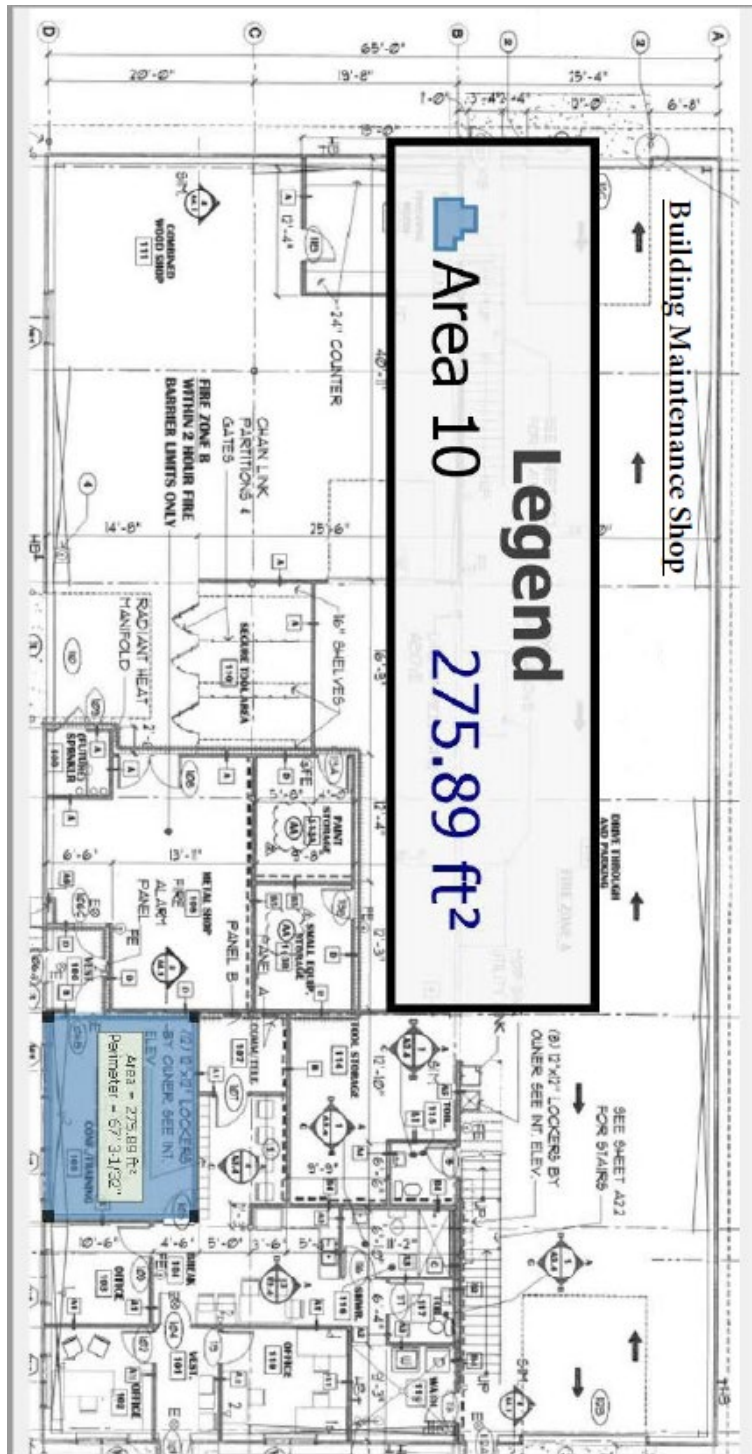
Project: 2025 Janitorial Services
Contract Number: 2277





City of Valdez

Project: 2025 Janitorial Services
Contract Number: 2277



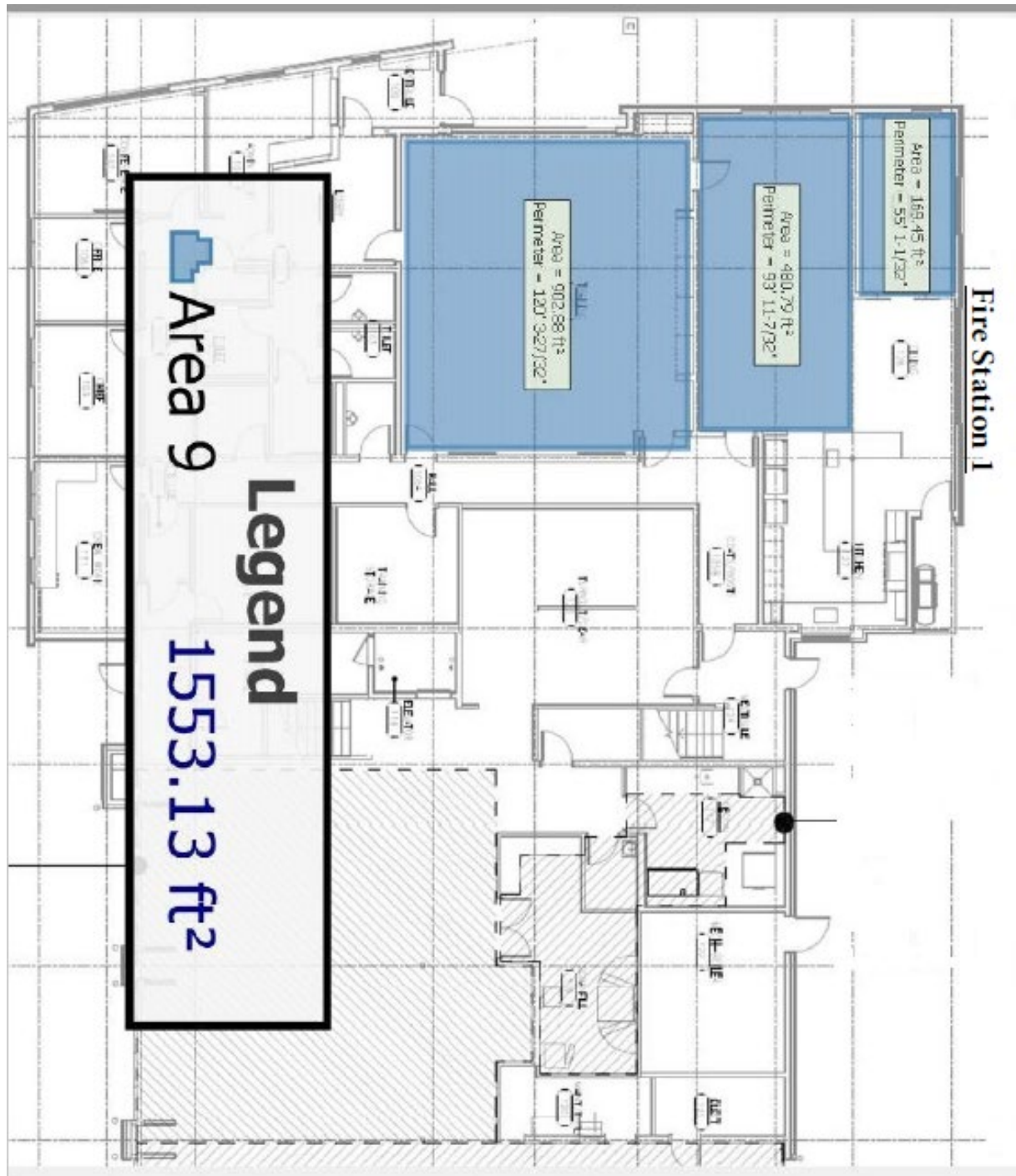
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City Hall 1st & 2nd Floor

Legend
 Area 6 1645.76 ft²

1st Floor Plan
 Area = 615.3 ft²
 Perimeter = 148.5 ft

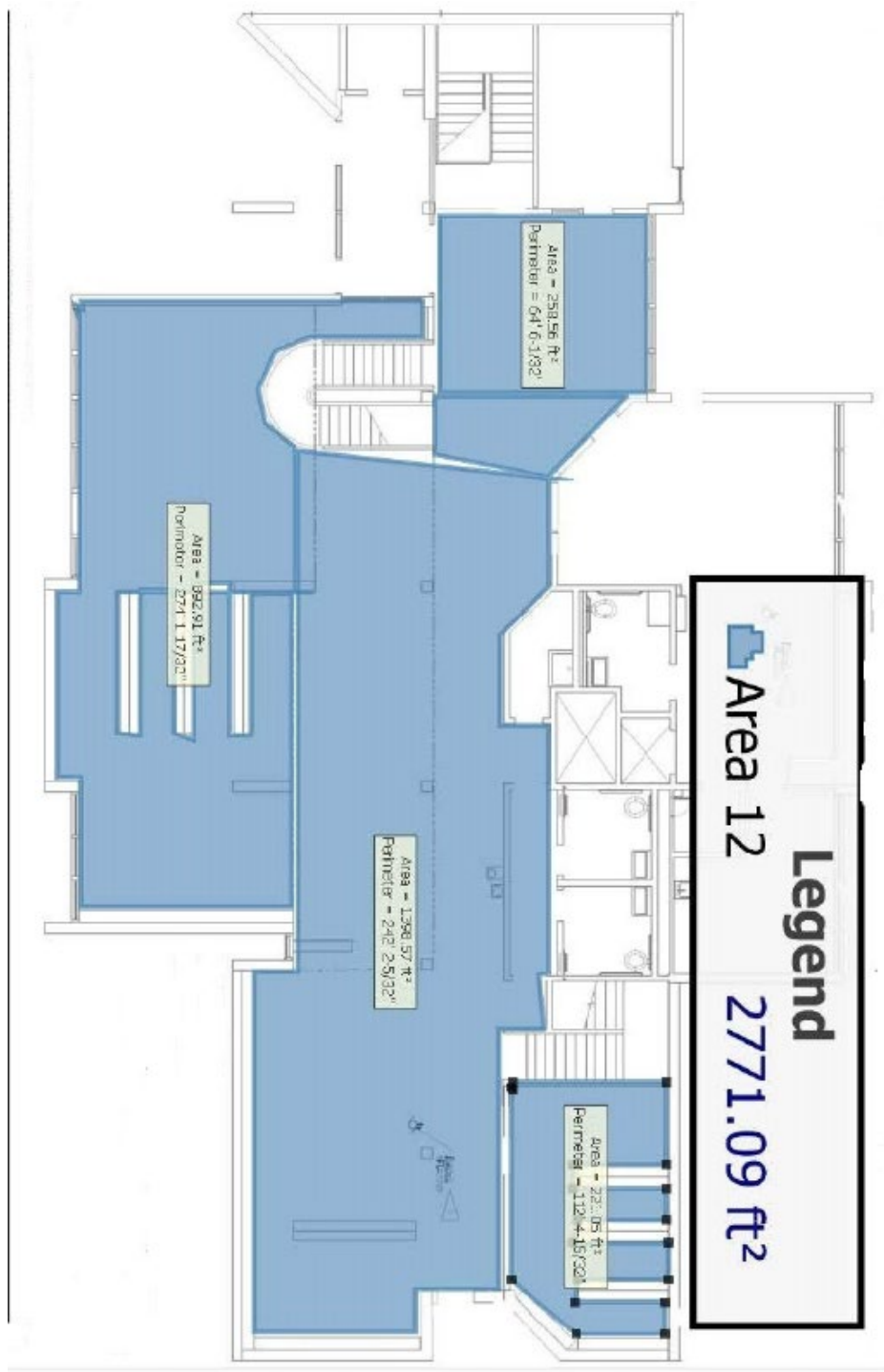
2nd Floor Plan
 Area = 533.65 ft²
 Perimeter = 219.82 ft





City of Valdez

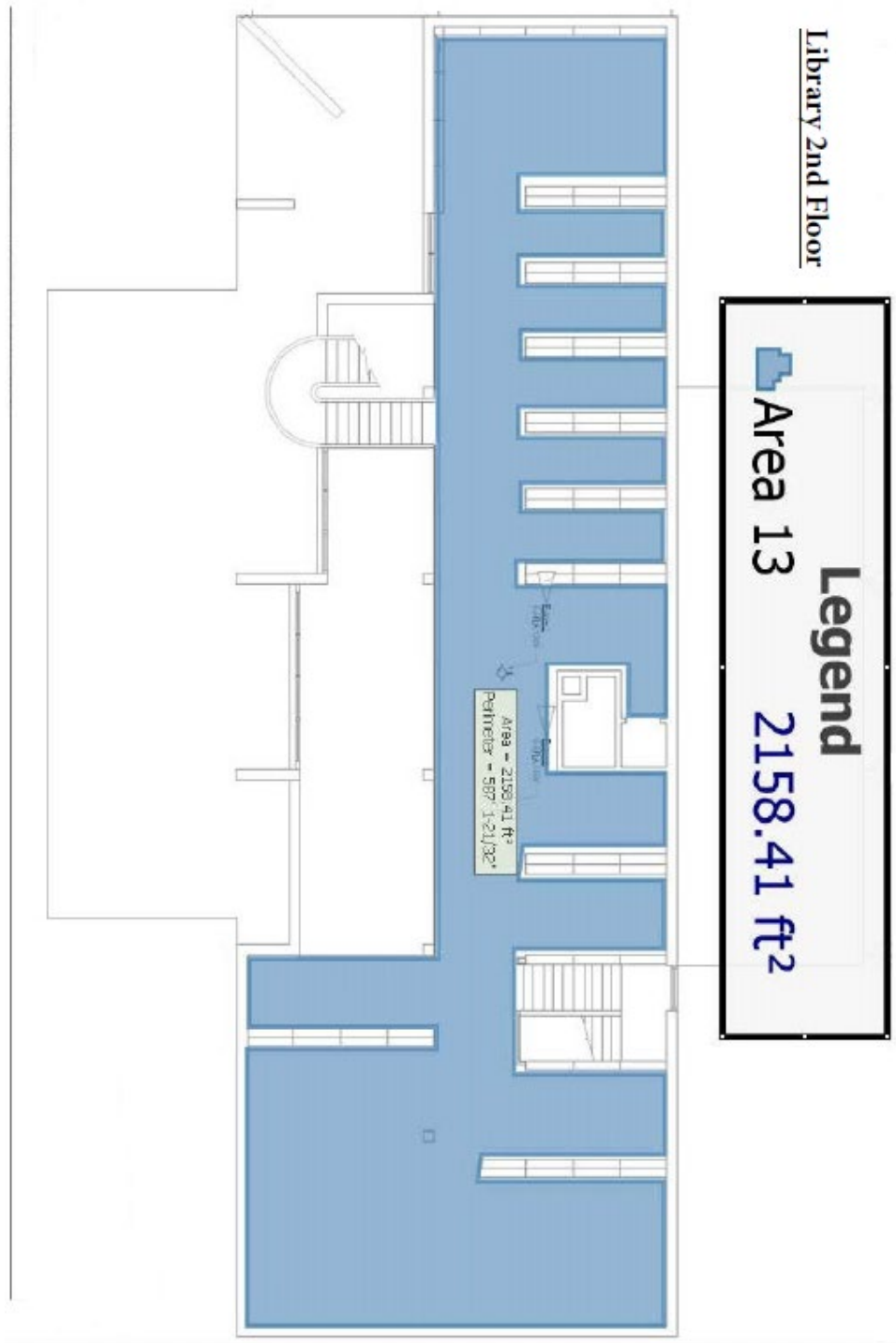
Project: 2025 Janitorial Services
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City of Valdez

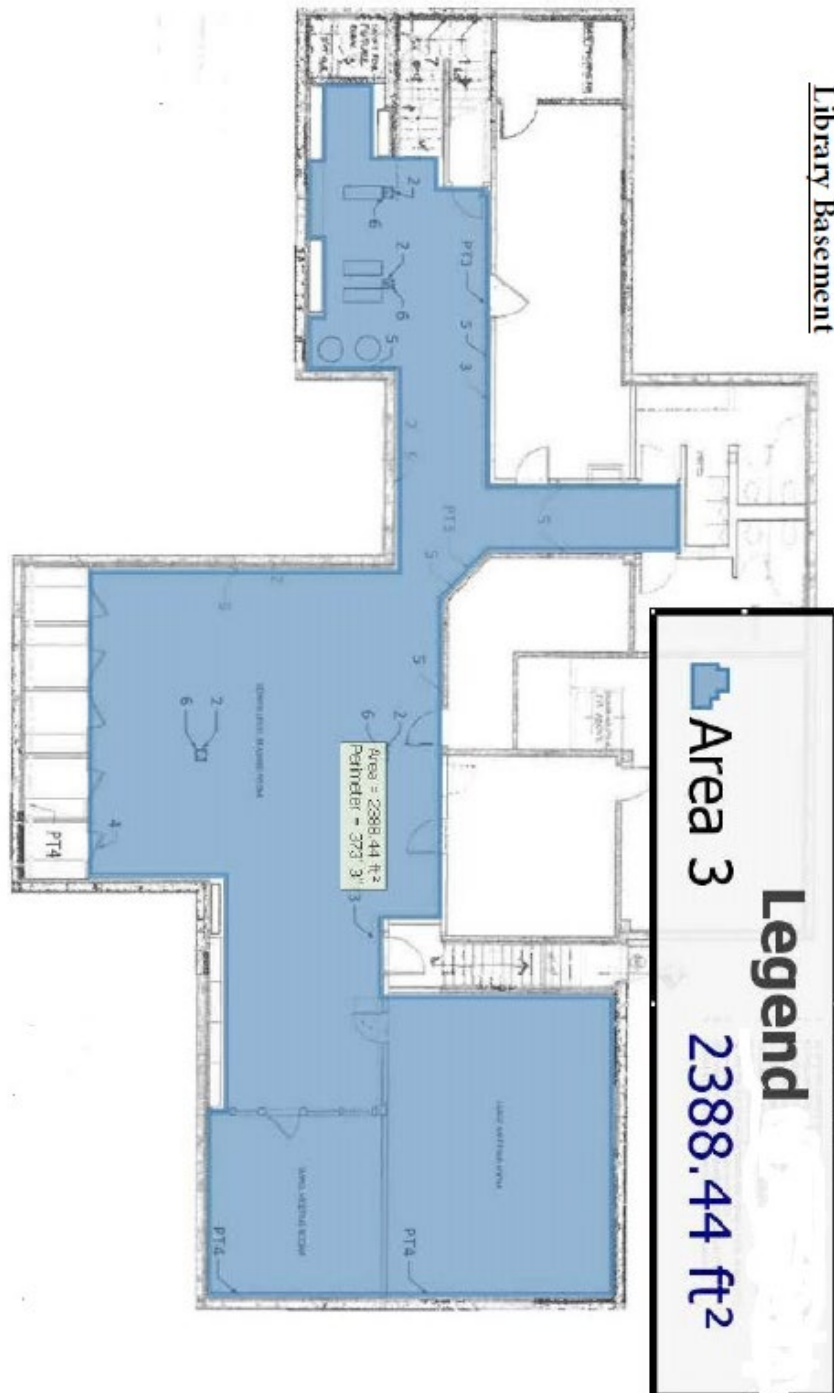
Project: 2025 Janitorial Services
Contract Number: 2277





City of Valdez

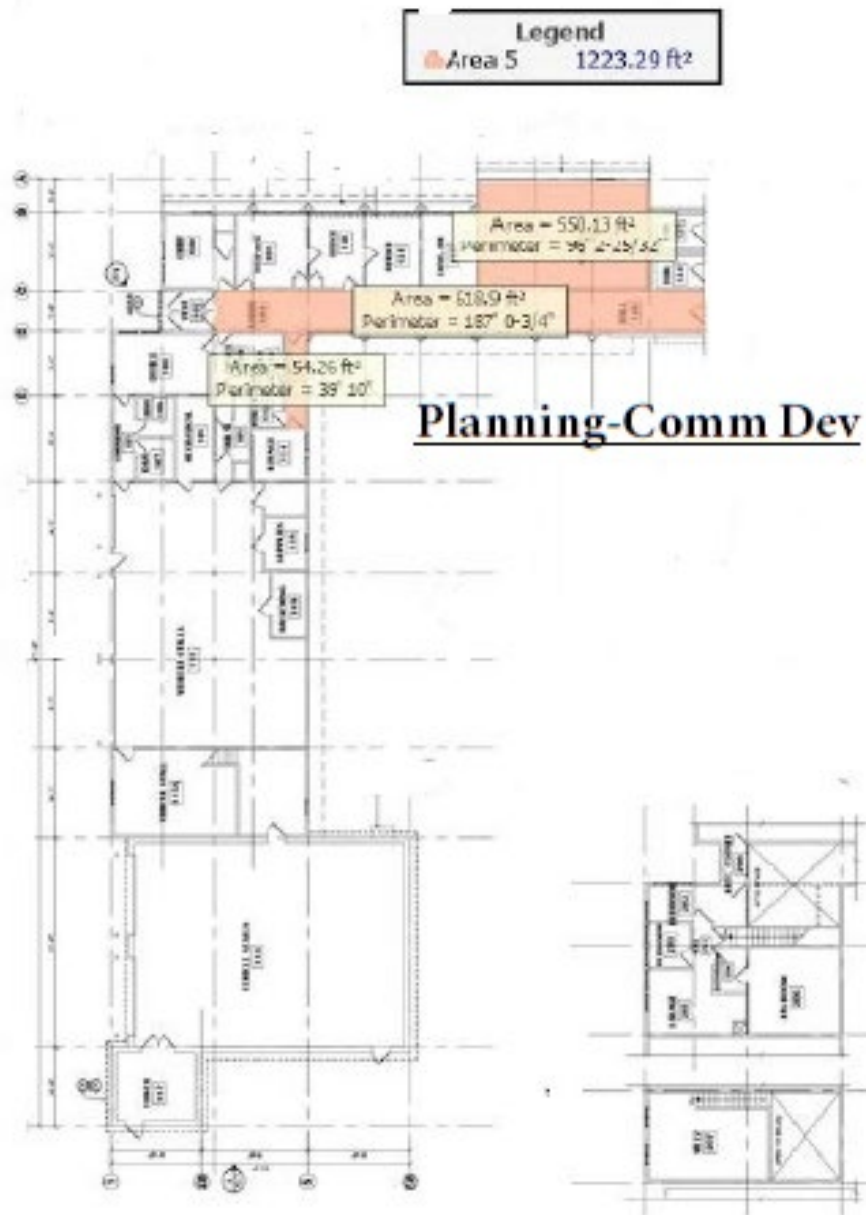
Project: 2025 Janitorial Services
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City of Valdez

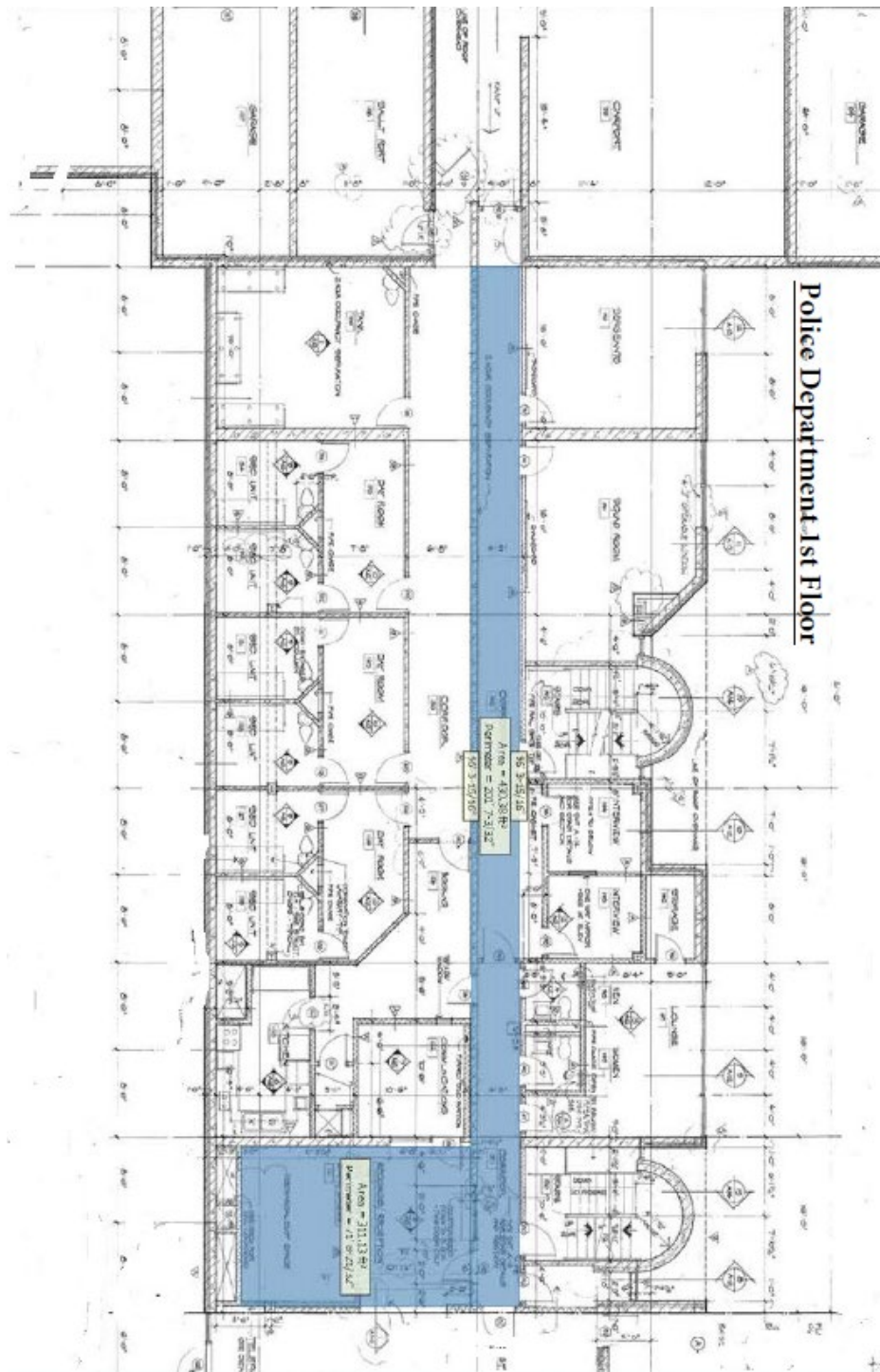
Project: 2025 Janitorial Services
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City of Valdez

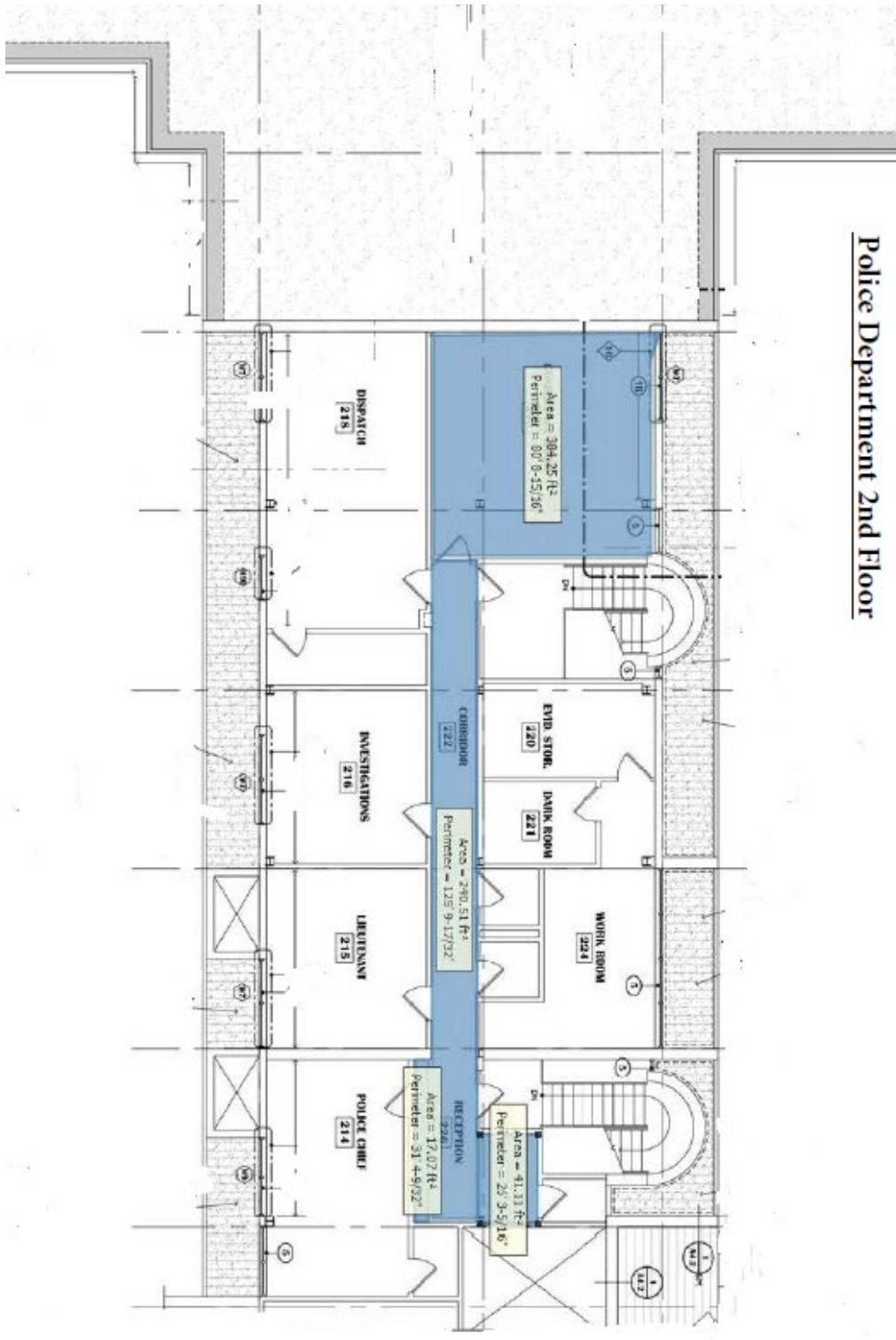
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City of Valdez

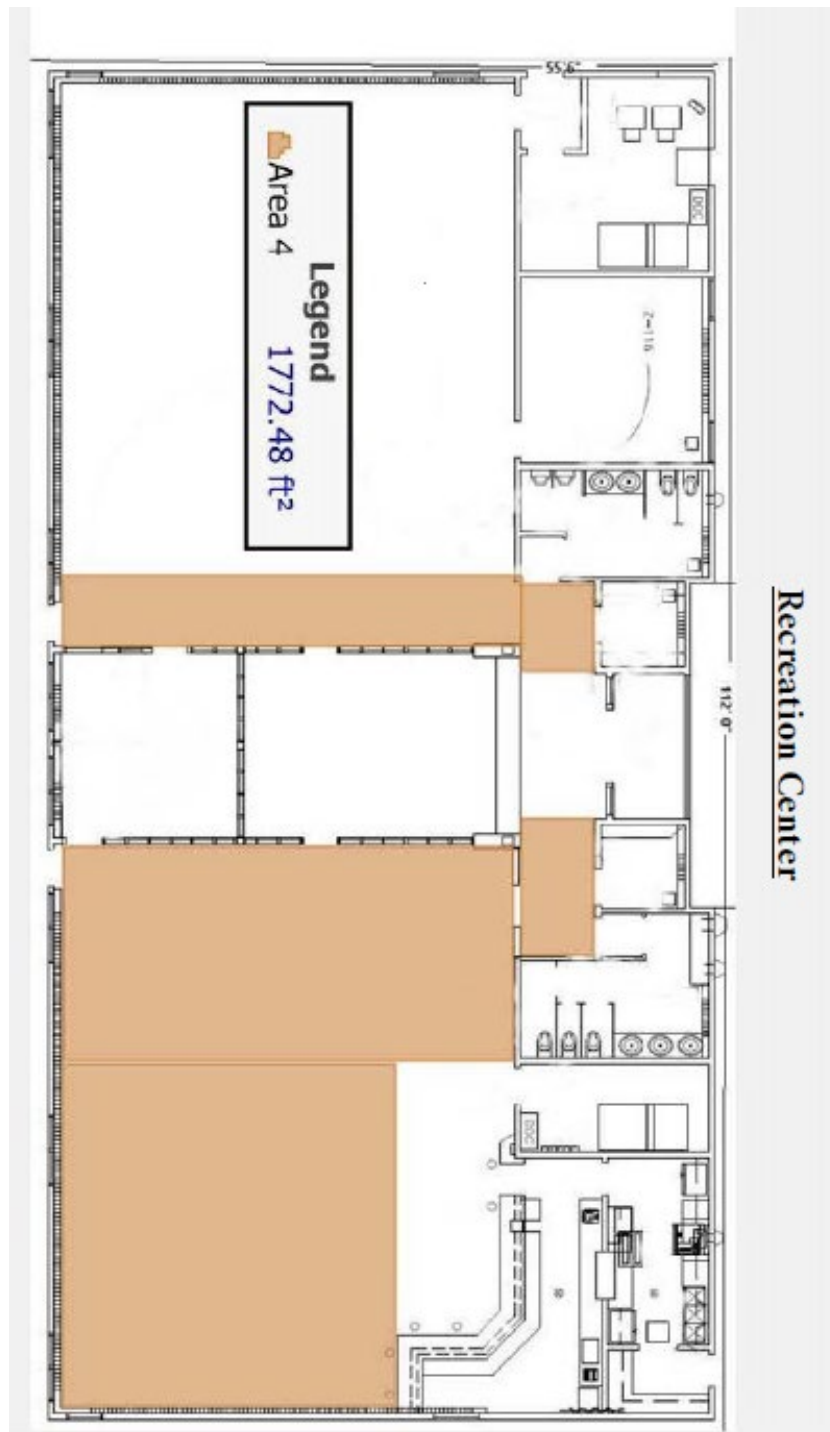
Project: 2025 Janitorial Services
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City of Valdez

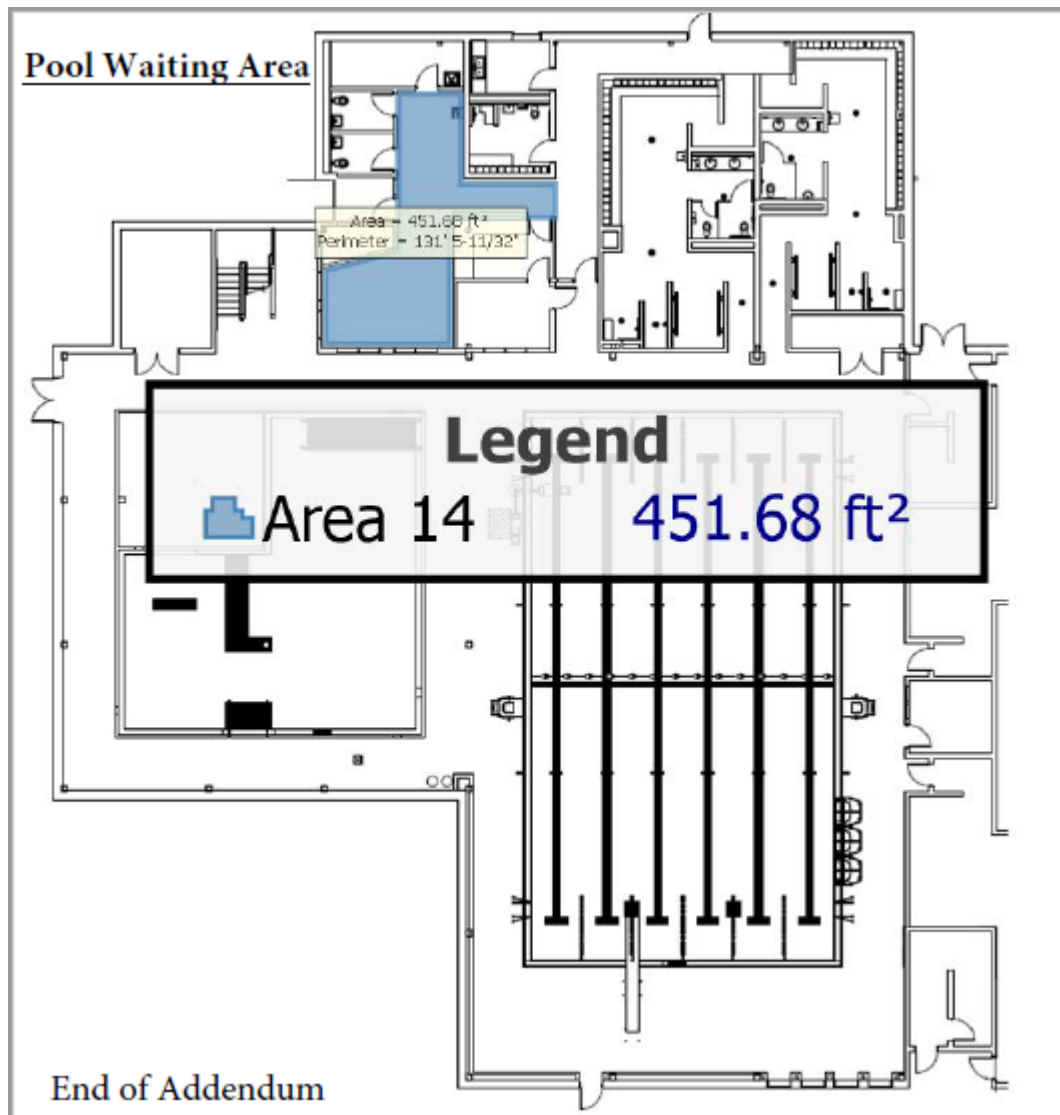
Project: 2025 Janitorial Services
Contract Number: 2277





City of Valdez

Project: 2025 Janitorial Services
Contract Number: 2277



Summary of Proposal Received

2025 Janitorial Services

September 10, 2024

Area	Chugach Cleaning Company			D. Zamora Clean Sweep			Gulf Coast dba Clean Alaska			X-DLX Investments		
	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount
City Hall and Com Dev	11	\$4,424.95	\$48,674.50	11	\$4,421.82	\$48,640.00	11	\$3,772.73	\$41,500.00			N/A
Police Department	11	\$1,546.59	\$17,012.50	11	\$1,672.00	\$18,392.00	9	\$2,200.00	\$19,800.00			N/A
Council Chambers City Hall and Com Dev, PD, & Council Awarded Together	10	\$1,157.90	\$11,579.00	11	\$1,106.27	\$12,169.00	12	\$691.67	\$8,300.00			N/A
		\$7,129.45	\$77,266.00		\$7,200.09	\$79,201.00		\$6,664.39	\$69,600.00			
Animal Shelter			N/A			N/A	10	\$1,516.00	\$15,160.00	11	\$1,187.27	\$13,060.00
Library	11	\$2,522.23	\$27,744.50	8	\$4,013.25	\$32,106.00			N/A	10	\$2,570.00	\$25,700.00
Fire Station 1	12	\$1,880.71	\$22,568.50	10	\$2,485.40	\$24,854.00			N/A			N/A
Rec Center	10	\$3,130.60	\$31,306.00			N/A			N/A	9	\$3,400.00	\$30,600.00
City Pool			N/A			N/A	8	\$3,612.50	\$28,900.00			N/A
Vehicle Maintenance Facility	11	\$687.27	\$7,560.00	10	\$777.00	\$7,770.00	11	\$636.36	\$7,000.00			N/A
Baler Breakroom & Bathroom	11	\$572.73	\$6,300.00	10	\$652.00	\$6,520.00	12	\$516.67	\$6,200.00	11	\$592.73	\$6,520.00
Building Maint Shop	11	\$741.64	\$8,158.00	10	\$848.90	\$8,489.00	12	\$625.00	\$7,500.00			N/A
Harbormaster - Upstairs Offices			N/A			N/A			N/A	10		\$4,000.00
Harbormaster - Downstairs Restrooms			N/A			N/A			N/A	10		\$13,200.00
B-Float and New Harbor Comfort Stations			N/A			N/A			N/A	9		\$10,500.00
New Harbor - Warehouse and Staff Restroom			N/A			N/A			N/A	9		\$5,350.00

Summary of Proposal Received

2025 Janitorial Services

September 10, 2024

Area	Chugach Cleaning Company			D. Zamora Clean Sweep			Gulf Coast dba Clean Alaska			X-DLX Investments		
	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount	Points Awarded	Price per Point	Total Amount
Warehouse - Public Laundry			N/A			N/A			N/A	9		\$7,000.00
New Harbor Warehouse - Public Restrooms			N/A			N/A			N/A	9		\$14,800.00
Airport Terminal			N/A			N/A			N/A	9		\$45,900.00
Airport Offices	10	\$1,160.25	\$11,602.50			N/A			N/A	9	\$1,077.78	\$9,700.00
Comfort Stations			N/A			N/A			N/A	10		\$14,900.00
Outhouses			N/A			N/A			N/A	10		\$8,600.00
Goldfields			N/A			N/A			N/A	10		\$3,000.00
Standard Hourly Rate	\$75.00			\$72.50			\$65.00			\$86.00		
Call-Out Rate	\$100.00			\$110.00			\$95.00			\$120.00		
Total Amount Awarded			\$81,619.00			\$0.00			\$119,200.00			\$150,010.00

The bid totals are subject to adjustment after the bids have been completely reviewed.

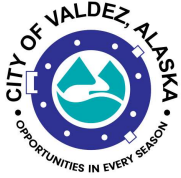
Totals have been reviewed

Totals have been adjusted

I hereby certify that the above is a true and correct summary of proposals received.

Stanley L. Davis

Project Manager



Legislation Text

File #: RES 24-0042, **Version:** 1

ITEM TITLE:

#24-42 - Authorizing the Purchase of Tracts 1 and 2 St. Patrick's Subdivision

SUBMITTED BY: Jake Staser, City Attorney

FISCAL NOTES:

Expenditure Required: \$3,162.00

Unencumbered Balance: [Click here to enter text.](#)

Funding Source: [Click here to enter text.](#)

RECOMMENDATION:

Approve Resolution #24-42.

SUMMARY STATEMENT:

Resolution #24-42 authorizes the city manager to execute a Purchase and Sale Agreement for the purchase of Tracts 1 and 2, St. Patrick's Subdivision, Plat No. 2023-01, for the sum of \$3,162.00 to be conveyed by quitclaim deed. The property shall be designated as snow storage lots by the city.

CITY OF VALDEZ, ALASKA

RESOLUTION #24-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, AUTHORIZING THE PURCHASE OF TRACTS 1 AND 2, ST. PATRICK'S SUBDIVISIONS, PLAT NO. 2023-01, FROM WILLIAM HARRIS IN THE AMOUNT OF \$3,162

WHEREAS, The City of Valdez ("City") desires to purchase Tracts 1 and 2, St. Patrick's Subdivision, Plat No. 2023-01 ("Property") for the sum of \$3,162.00; and

WHEREAS, Mr. William Harris desires to sell the Property to the City for the sum of \$3,162.00; and

WHEREAS, The City desires to use the Property for purposes of operating snow lots thereon; and

WHEREAS, The Property shall be conveyed by quitclaim deed; and

WHEREAS, The City Council desires to authorize the City Manager to execute a Purchase and Sale Agreement for purposes of purchasing the Property; and

WHEREAS, Valdez Municipal Code Section 4.10.010 provides "all acquisitions of any interest in real property shall be approved by resolution of the city council."

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, that

Section 1: The city manager or designee is authorized to execute a Purchase and Sale Agreement for the purchase of Tracts 1 and 2, St. Patrick's Subdivision, Plat No. 2023-01, for the sum of \$3,162.00 to be conveyed by quitclaim deed.

Section 2: Proceeds from the sale will be transferred into the hands of Mr. William Harris.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this 15th day of October 2024.

CITY OF VALDEZ, ALASKA

Dennis Fleming, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk



PURCHASE AND SALE AGREEMENT

THIS AGREEMENT is entered into this ____ day of _____, 2024, by the City of Valdez, Alaska, a home rule municipality organized under the laws of the State of Alaska (“Purchaser”), who agrees to purchase from William Harris (“Seller”),¹ and Seller agrees to sell to Purchaser the following-described real property on the following terms and conditions:

34,281 Square Feet of land within the City of Valdez, legally described as Tract 1, St. Patrick’s Subdivision, Plat #2023-01, Valdez Recording District, Third Judicial District, Copper River Meridian State of Alaska.²

AND

24,132 Square Feet of land within the City of Valdez, legally described as Tract 2, St. Patrick’s Subdivision, Plat #2023-01, Valdez Recording District, Third Judicial District, Copper River Meridian State of Alaska.³

The subject property consists of unimproved land (the “Property”). No personal property is included as part of this Property. The purchase of the Property was approved by the Valdez City Council by Resolution No. ____ passed on the ____ day of _____, 2024. The purpose of the sale of the Property is to vest title in the Property with the City of Valdez for purposes of using the Property as snow lots.

1. Purchase Price. The total purchase price for the Property is Three Thousand One Hundred and Sixty-Two Dollars (\$3,162.00).
2. Earnest Money Payment. No earnest money is required.
3. Terms. The purchase terms are cash at closing.
4. Conditions Precedent. The following shall be a condition precedent to any obligation of the Purchaser to close the purchase of the Property:
 - a. Purchaser must be satisfied that the current zoning of the Property is satisfactory for Purchaser’s purposes.

¹Each entity listed above is individually referred to as a “Party,” and together as the “Parties”.

² This parcel is herein referred to as “Tract 1”.

³ This parcel is herein referred to as “Tract 2”.

b. Purchaser, in its sole discretion, must be satisfied that encroachments, if any, on the Property and any easements or rights-of-way to which the Property is subject, do not constitute a reason for Purchaser not to purchase the Property.

c. Purchaser shall be satisfied, in Purchaser's sole discretion, with any soils report it decides to obtain. Seller shall allow Purchaser or Purchaser's representative(s) access to the Property for obtaining any soils report that Purchaser may desire. Purchaser will provide a copy of any such report to Seller upon Seller's request.

d. Seller shall have delivered to the City a standard form quitclaim deed, executed by Seller.

If the above conditions precedent are not met, then Purchaser shall have no obligation to close the purchase of the Property and neither Seller nor Purchaser shall have any further obligation to each other.

5. Expiration. Purchaser has 90 days from the signing of this Agreement to close on the purchase of the Property described in this Agreement. If the Purchaser fails to close within the 90-day period, the Purchaser shall forfeit any earnest money deposit. If Seller wrongfully fails to close in accordance with this Agreement, any earnest money deposit shall be refunded to Purchaser in full.

6. Possession. Purchaser may take possession of the Property upon recording of the quitclaim deed. The cost of such recording is to be paid for by the Purchaser. Except as otherwise expressly permitted herein, no work shall be permitted on the Property prior to the recording of the quitclaim deed.

7. Condition of Property. Purchaser is buying the Property "as is, where is," and, before closing, will have an opportunity to inspect the same. Seller makes no representation or warranty as to the condition of the Property, including but not limited to utilities, structure, electrical, plumbing, mechanical, or other condition. Purchaser will rely instead upon Purchaser's own inspection and accepts the Property in its as-is condition if it proceeds to closing.

8. Time Extensions. The time periods herein provided may be extended only upon the express approval of all Parties hereto. Time is of the essence of this Agreement.

9. Closing. Closing shall take place within 90 days of the signing of this Agreement.

10. Broker. Purchaser represents that Purchaser is not represented by any Broker or Agents and that Purchaser will be solely responsible for payment of any commission.

11. Entire Agreement. This Agreement constitutes the entire Agreement between Seller and Purchaser and may not be changed orally, but only by a written instrument executed by Seller and Purchaser.

12. Successors and Assigns. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective heirs, legal representatives, successors, and assigns.

13. Governing Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Alaska.

14. Notices. Any notices, requests or other communications required or permitted to be given hereunder shall be in writing and shall be hand delivered, delivered by a widely recognized national overnight courier service or mailed by United States registered or certified mail, return receipt requested, postage prepaid, or by facsimile transmission, and addressed to each Party at its address as set forth below:

To Purchaser: City of Valdez
 Attn: John Douglas-City Manager
 P. O. Box 307
 212 Chenega Avenue
 Valdez, AK 99686
 Facsimile: (907) 834-3420

To Seller: William Harris
 Box 6
 260 Airport Road
 Valdez, AK 99686

Any such notice, request, or other communication shall be considered given or delivered, as the case may be, on the date of personal delivery or upon deposit in the United States mail or with an overnight courier as provided above. In the case of facsimile transmission, the notice shall be deemed to be effective upon confirmation of receipt of the facsimile transmission, provided that such notice is also hand delivered or sent by overnight carrier or through the U.S. Mail on the day the facsimile notice is given. Rejection or other refusal to accept or inability to deliver because of changed address of which no notice was given shall be deemed to be receipt of the notice, request, or other communication. By giving at least five (5) days prior written notice thereof, either Party may from time to time change its mailing address hereunder.

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

SELLER

WILLIAM HARRIS

BY: _____
William Harris

DATE: _____

TITLE: _____

Mailing Address

City, State, Zip Code

PURCHASER

CITY OF VALDEZ, ALASKA

APPROVED:

John Douglas, City Manager

Date: _____

ATTEST:

Sheri L. Pierce, MMC, City Clerk

Date: _____

APPROVED AS TO FORM:

Brena, Bell & Walker, P.C.

Jake W. Staser

Date: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 202_, personally appeared before me, **William Harris**, to me known and known to be the person he represented himself to be, who executed the above and foregoing PURCHASE AND SALE AGREEMENT on behalf of himself, freely and voluntarily, for the uses and purposes therein described, and under delegated legal authority and with knowledge of its contents, and who acknowledged said document before me.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal the day and year first above written

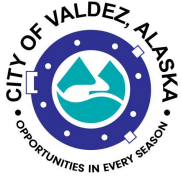
Notary Public in and for Alaska
My Commission Expires:_____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 202_, personally appeared before me, **John Douglas**, the City Manager of the City of Valdez, Alaska, to me known and known to be the person he represented himself to be, who executed the above and foregoing AGREEMENT TO PURCHASE on behalf of the City of Valdez, Alaska, freely and voluntarily, for the uses and purposes therein described, and under delegated legal authority and with knowledge of its contents, and who acknowledged said document before me on behalf of the City of Valdez.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal the day and year first above written

Notary Public in and for Alaska
My Commission Expires:_____



Legislation Text

File #: RES 24-0043, **Version:** 1

ITEM TITLE:

#24-43 - Amending the 2024 Budget by Appropriating an Additional \$1,900,000 to Legal Department for Legal Fees to be Transferred from Repayment Reserve

SUBMITTED BY: Jordan Nelson, Finance Director

FISCAL NOTES:

Expenditure Required: \$1,900,000

Unencumbered Balance: \$17,659,717

Funding Source: Repayment Reserve; 350-0650-55000

RECOMMENDATION:

Approve

SUMMARY STATEMENT:

Legal fees pursuant to escaped property litigation continue to be the driving factor in excess legal fees.

Council has established a Repayment Reserve as a funding source for expenses related to Escaped Property litigation.

Budget amendments must be formally appropriated via Budget Amendment Resolution.

CITY OF VALDEZ, ALASKA

RESOLUTION #24-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, AMENDING THE 2024 CITY BUDGET BY APPROPRIATING AN ADDITIONAL \$1,900,000 TO LEGAL DEPARTMENT FOR LEGAL FEES TO BE TRANSFERRED FROM REPAYMENT RESERVE

WHEREAS, Legal fees over the course of the year continue to be higher than estimated during the annual budgeting process; and

WHEREAS, Escaped Property litigation is the driving factor in legal fees being higher than initial estimates; and

WHEREAS, Council has established a Repayment Reserve as a funding source for expenses related to Escaped Property litigation; and

WHEREAS, budget amendments must be formally appropriated via Budget Amendment Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, that the 2024 City Budget is amended as follows:

Section 1: Legal Department, 001-5600-43200 is increased by \$1,900,000

Section 2: Repayment Reserve, 350-0650-55000 is decreased by \$1,900,000

Section 3: Transfer to General Fund, 350-0050-49100 is increased by \$1,900,000

Section 4: Transfer from Reserve Fund, 001-0050-39140 is increased by \$1,900,000

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this 15th day of October 2024.

City of Valdez, Alaska

Dennis Fleming, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk



Legislation Text

File #: RES 24-0044, **Version:** 1

ITEM TITLE:

#24-44 - Authorizing the Submission of a Building Resilient Infrastructure and Communities (BRIC) Grant Application to the State of Alaska Division of Homeland Security and Emergency Management to Assist with Hazard Mitigation Planning

SUBMITTED BY: Kate Huber, Community Development Director

FISCAL NOTES:

Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Approve

SUMMARY STATEMENT:

The City of Valdez began the process of updating the Hazard Mitigation Plan on February 6, 2024, approved an updated plan on August 21, 2024, and submitted it to the State of Alaska Division of Homeland Security and Emergency Management. The scope of the recent update was limited to updating the narrative of the plan and establishing new mitigation actions.

The State of Alaska rejected the update, desiring a thorough update, reevaluating the risks and vulnerabilities of known hazards and they recommend utilizing the BRIC grant to contract for the reevaluation of the risks and vulnerabilities of known hazards.

Upon submitting the grant application, the State of Alaska will submit a task order to their contractor, who will begin working with the City to continue to update the Hazard Mitigation Plan with minimal delay.

The BRIC grant requires a 25 percent non-Federal match which will be paid by the State of Alaska.

CITY OF VALDEZ, ALASKA

RESOLUTION #24-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, AUTHORIZING THE SUBMISSION OF A BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES (BRIC) GRANT APPLICATION TO THE STATE OF ALASKA DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT TO ASSIST WITH HAZARD MITIGATION PLANNING

WHEREAS, the City of Valdez adopted its current Hazard Mitigation Plan on February 19, 2019; and

WHEREAS, the Federal Emergency Management Agency (FEMA) approved the adopted plan on March 10, 2019, and requires the city to update the plan every five years to be eligible for certain grants and assistance; and

WHEREAS, the City of Valdez began the process of updating the Hazard Mitigation Plan on February 6, 2024, approved an updated plan on August 21, 2024, and submitted it to the State of Alaska Division of Homeland Security and Emergency Management; and

WHEREAS, the scope of the recent update was limited to updating the narrative of the plan and establishing new mitigation actions; and

WHEREAS, the State of Alaska rejected the update, desiring a more thorough update, reevaluating the risks and vulnerabilities of known hazards; and

WHEREAS, the State of Alaska recommends utilizing the BRIC grant to contract for the reevaluation of the risks and vulnerabilities of known hazards; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, that:

The City Manager of the City of Valdez is authorized by the Valdez City Council to submit a grant application to the State of Alaska Division of Homeland Security and Emergency Management to utilize the Building Resilient Infrastructure and Communities (BRIC) grant to complete the update to the Hazard Mitigation Plan with the 25 percent non-Federal match being paid by the State of Alaska.

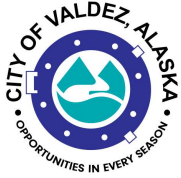
PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this 15th day of October 2024.

City of Valdez, Alaska

Dennis Fleming, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk



Legislation Text

File #: 24-0404, **Version:** 1

ITEM TITLE:

PRCS Department's 2024 Operations Report

SUBMITTED BY: Lisa Anderson

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

N/A

SUMMARY STATEMENT:

Parks, Recreation and Cultural Services Department 2024 Operations Report for Council's review

To: Valdez City Council

From: Ken Wilson, Director of Parks, Recreation and Community Services

Re: Executive Report

Dear Council Members,

I am pleased to present Parks, Recreation and Cultural Services Department's 2024 mid-year report. This report highlights the significant achievements, initiatives, and developments that have taken place so far this year in our efforts to enhance the quality of life for residents and visitors through our parks, recreational programs, and cultural offerings. The focus in the coming year will be geared toward implementing and improving the overall requirements set forth by the Americans with Disability Act.

Throughout this year, our team has remained committed to creating and maintaining accessible, sustainable, and vibrant spaces that promote health, well-being, and community engagement. We have focused on preserving natural resources, improving recreational facilities, expanding programming to meet the needs of all age groups, and celebrating the rich cultural diversity within our community.

Key takeaways outlined in this report include:

- Recreation – Expanded services through PRCS by leading four major community events and remain committed to enhancing and developing new programs. The City Manager did not approve the request for a new position; however, the division will work to ensure adequate coverage in all areas. Additionally, the Recreation Division will focus on ADA requirements and ensuring all programs offer equity and accessibility for participants.
- Convention & Civic Center – Continue to provide meeting spaces and movie screenings while exploring new advertising strategies to attract additional events. Upcoming improvements include green room and dressing room renovations. Future needs of the Civic Center include an overhaul of its technology, updating systems, and enhancing the overall sound system, along with improvements to the network infrastructure.
- Consortium Library – We added adult programming and are continually exploring new, innovative ways to engage our community through reading initiatives. A lift is needed for the library's second floor to provide access for individuals with mobility challenges, allowing them to explore the second-floor collection and supporting the City of Valdez' ADA Transition Plan.

- **Park Maintenance** – We are currently participating in the construction of the Meals Hill Project. Continue to remain committed to discovering new ways to engage the community with our parks and trails. Our primary focus is maintaining parks and trails to ensure everyone can enjoy our outdoor spaces to the fullest. Several key initiatives are essential for maintaining a vibrant park system, including the implementation of the Capital Playground Replacement Program. This program will help meet current trends while ensuring compliance with ADA standards

We look forward to building on these successes, with an eye toward further enhancing our parks, expanding programming, and continuing to foster a sense of community through our cultural initiatives.

Thank you for your continued support of our efforts to make Valdez a vibrant, healthy, and inclusive community. Should you have any questions regarding the enclosed report please do not hesitate to contact me.

Thank you,

Ken Wilson, CPM,CPRP | Director of Parks Recreation and Cultural Services

Parks, Recreation & Cultural Services | City of Valdez

314 Clifton Dr | P.O. Box 1849 | Valdez, AK 9968

kwilson@valdezak.gov Ph: 907-835-3562 | www.valdezak.gov/parks



314 Clifton Court
P.O. Box 307
Valdez, AK 99686

Phone: (907) 835-2531

www.valdezak.gov

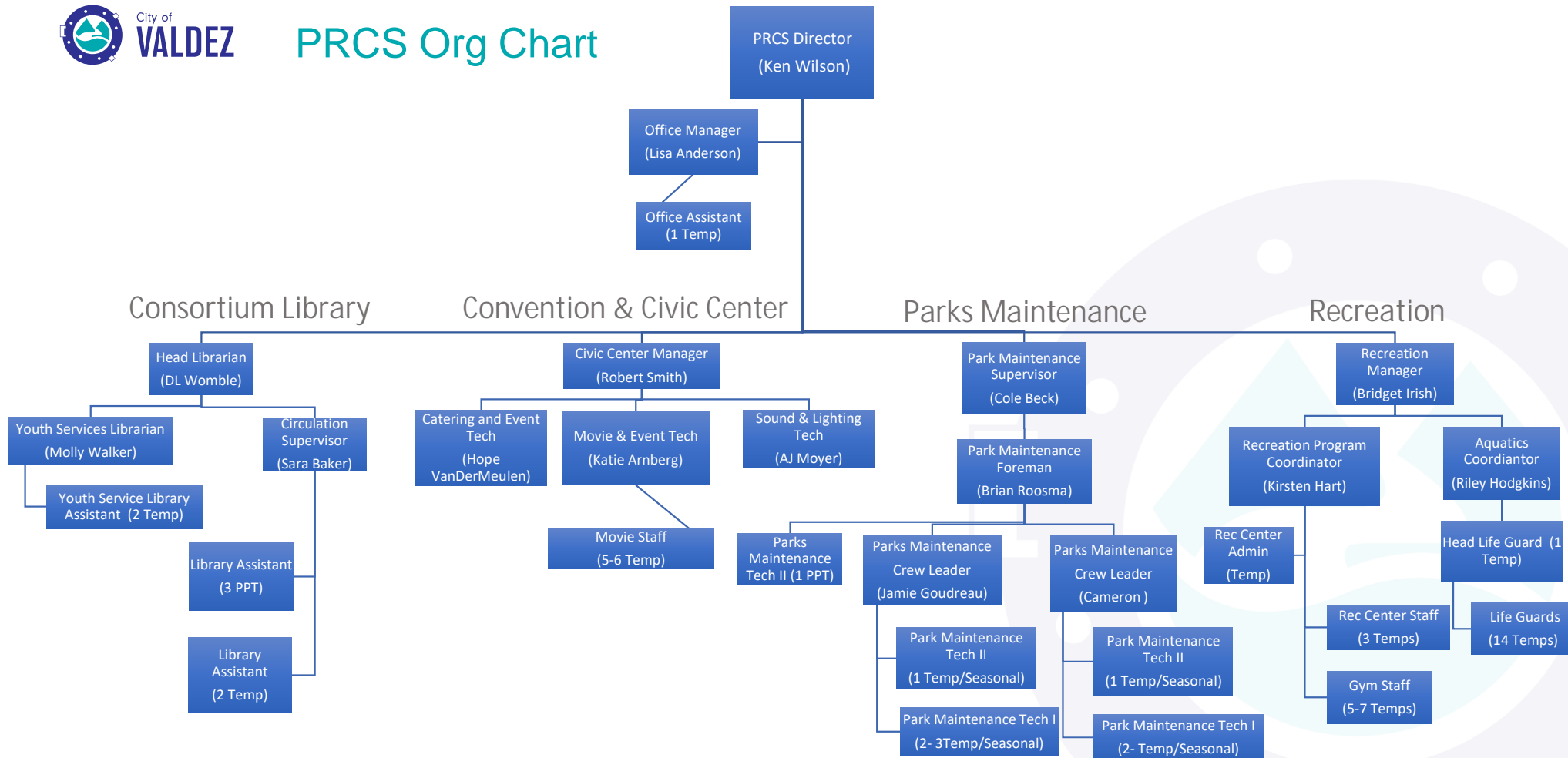


City of
VALDEZ

Operations Report

Parks, Recreation, and Cultural
Services

PRCS Org Chart





City of
VALDEZ

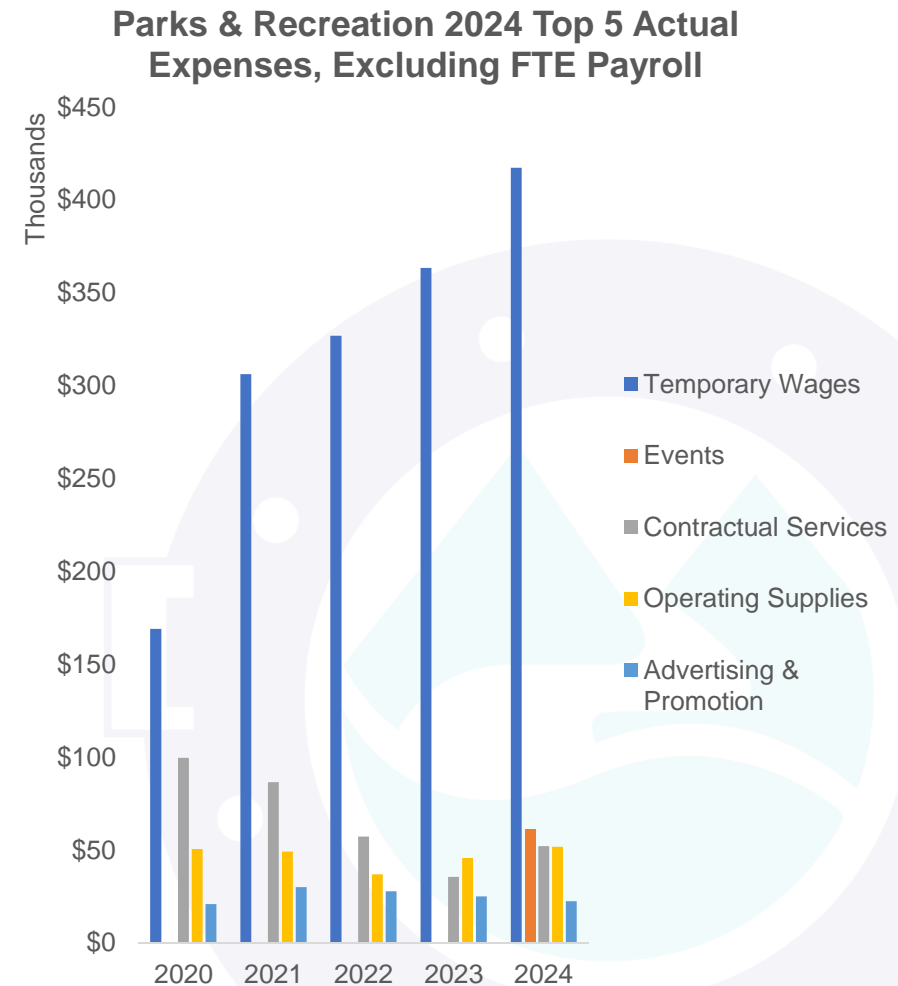
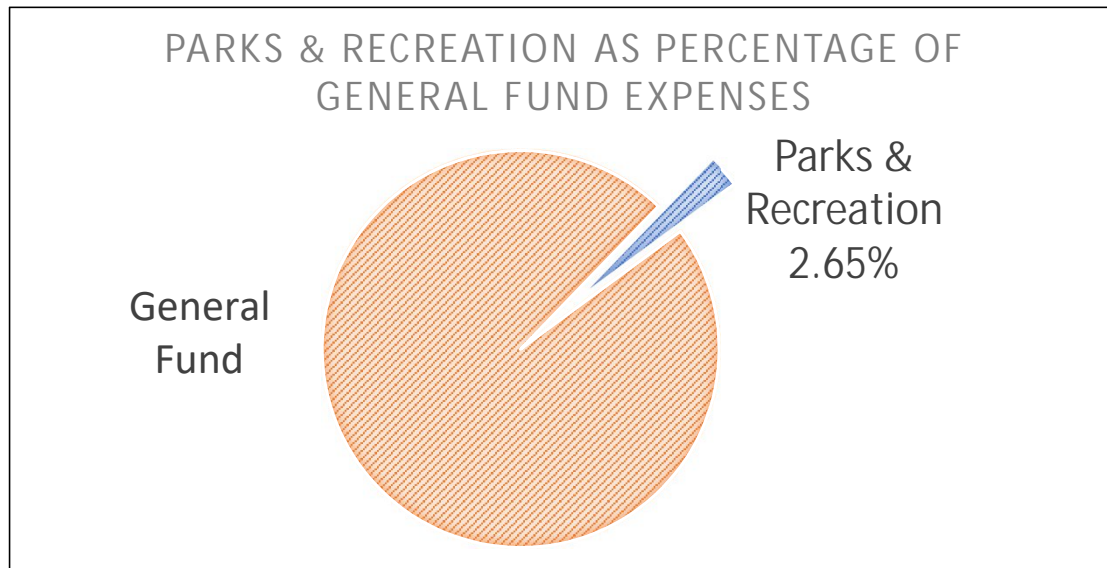
	FTE
Director	.30
Recreation Manager	1.00
Rec Coord-Adult, Youth, & Rec Center	1.00
Rec Coord-Aquatics	1.00
Office Manager	.45
Grand Total	3.75

RECREATION



2024 Big Picture; Parks & Recreation

- Significant Temporary Staff

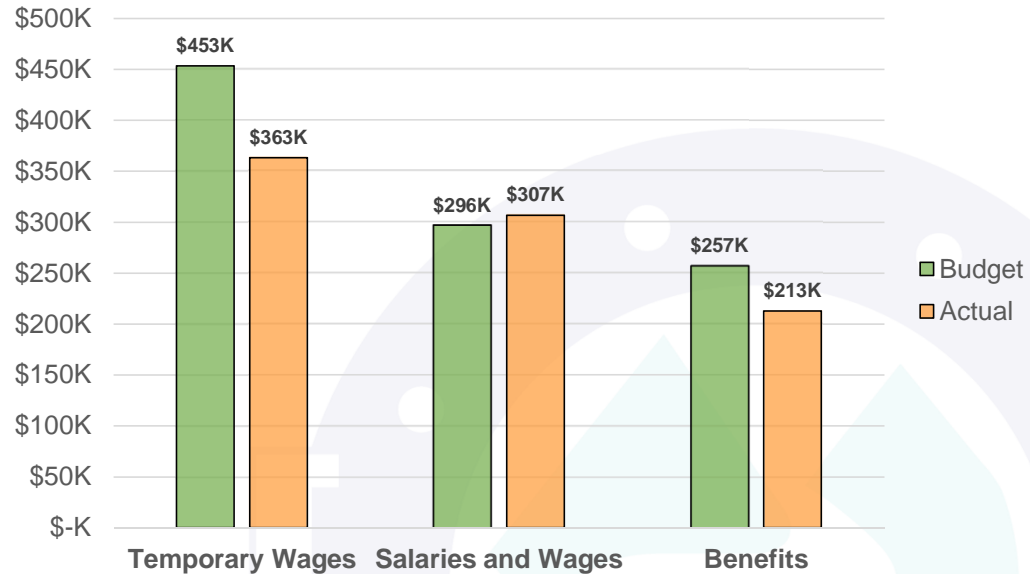


*2024 Numbers are Budgeted Numbers

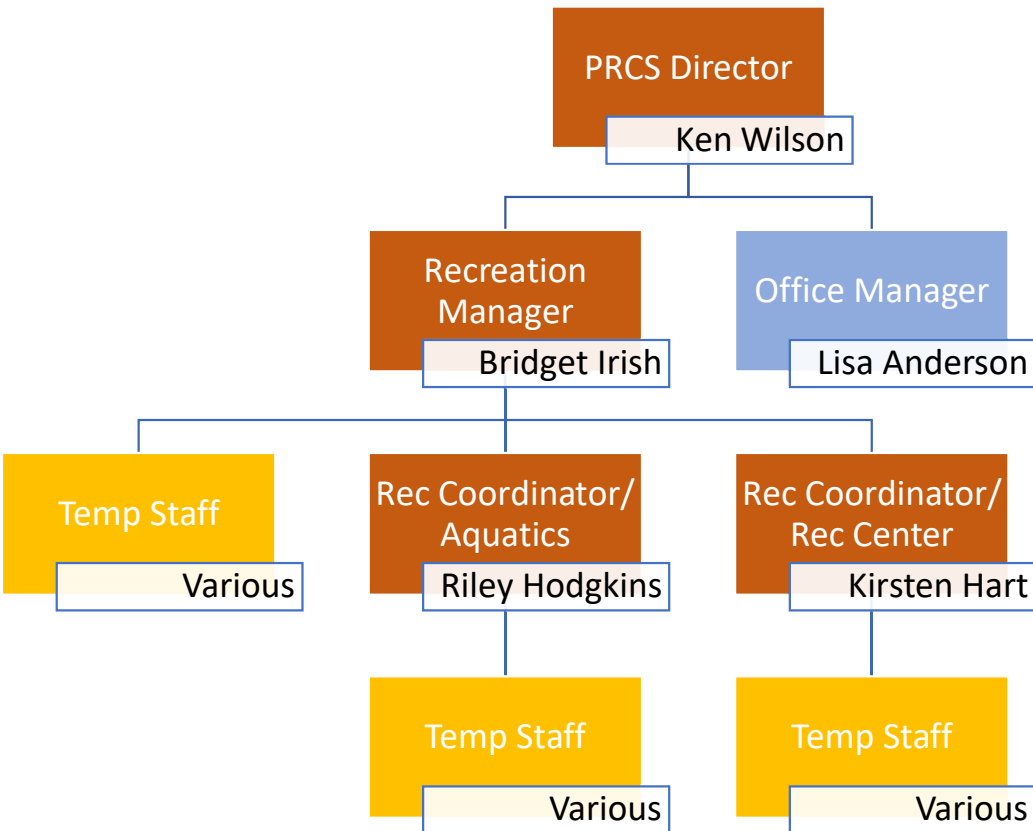


Personnel; Parks & Recreation

2023 Parks & Recreation Budget to Actual by Category

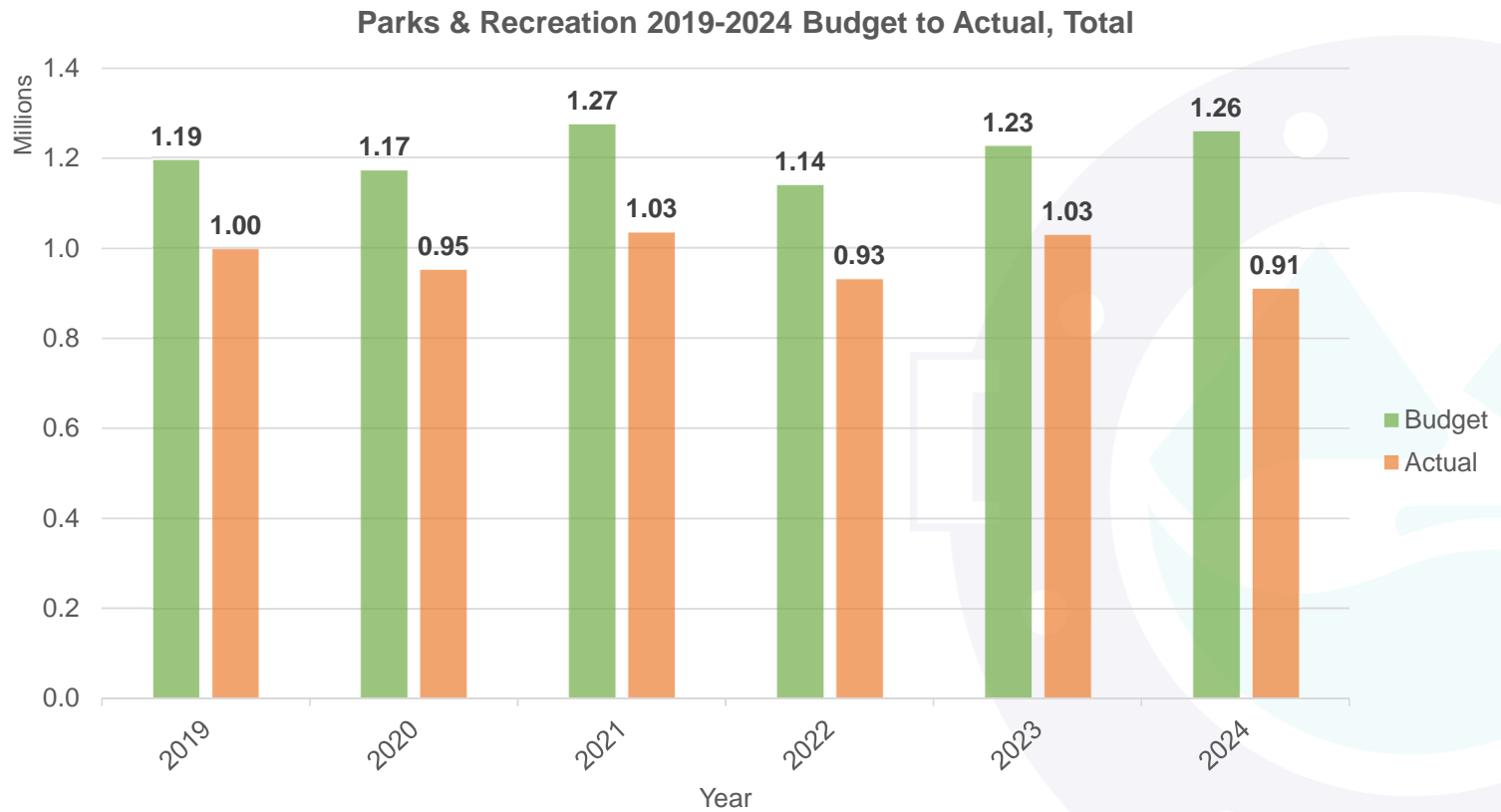


Authorized Position Count	2021	2022	2023	2024	2025
Parks, Recreation & Cultural Service	17.78	17.98	18.38	18.38	18.38
CIVIC CENTER	4.6	4.6	4.6	4.6	4.6
LIBRARY	4.98	4.98	4.98	4.98	4.98
PARK MAINTENANCE	3.45	4.65	5.05	5.05	5.05
PARKS & RECREATION	4.75	3.75	3.75	3.75	3.75





Budget to Actual 2019-2024





2025 Budget; Parks & Recreation



Expenses	2020		2021		2022		2023		2024	2023 to 2024	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Dollar Change	Percent Change
FTE Payroll	588,010	535,142	590,138	522,332	519,898	440,115	552,953	519,717	573,936	20,983	3.8%
Other Personnel	396,336	183,809	458,883	331,475	439,902	347,486	496,259	392,049	463,098	(33,160)	-6.7%
Other Operating	135,565	97,672	126,660	93,261	108,170	85,134	108,170	91,777	107,720	(450)	-0.4%
Contracts	22,370	99,679	98,365	86,571	70,545	57,268	68,134	35,589	52,100	(16,034)	-23.5%
Utilities	29,000	34,664	-	-	-	-	-	-	-	-	100.0%
Events	-	-	-	-	-	-	-	-	61,000	61,000	0.0%
Grand Total	1,171,281	950,965	1,274,046	1,033,638	1,138,514	930,003	1,225,515	1,039,133	1,257,855	(32,340)	-2.6%



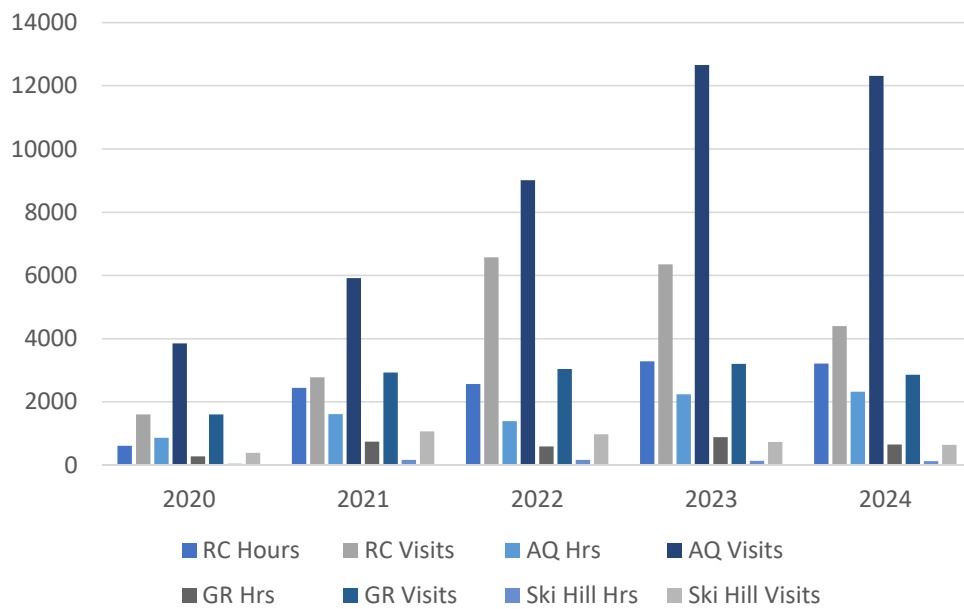
Recreation – Program & Budget Measures

Function of Responsibility	Measures
Communication	<p>Measures:</p> <ul style="list-style-type: none"> 1500 Activity Guides Distributed to the community (projected)
Special Events	<p>Measures:</p> <ul style="list-style-type: none"> 11 Community/Special Event Offerings throughout the year (projected) 4th of July & Memorial Day Community Picnic Celebration were added to PRCS duties
General Programming, Drop-In & Facility Rentals	<p>Measures:</p> <ul style="list-style-type: none"> 1,487 Active Memberships (Jan-Jul) 146 program sessions offered in 2023 (projected) 2024 (Jan-Jul) revenue (includes rentals, concessions & program) - \$51,627.85
Outdoor Recreation	<p>Measures:</p> <ul style="list-style-type: none"> Maintain current programming hours to include; 128 hours of Ski Hill operations, yearly trail use incentive (I Share the Trails), beginner drop-in outdoor activities (Group Hikes, Winter Excursions etc.)
Day Camps/Out – Of School	<p>Measures:</p> <ul style="list-style-type: none"> Maintain after school programming to fill early release Fridays throughout the school year Maintain 8-10 weeks of Summer Fun Programming (2024 – 9 weeks)
Maintain General Operations across all Recreation facilities	<p>Measures:</p> <ul style="list-style-type: none"> 1,746 Recreation Drop-In Hours (Jan-Jul) 1,350 Aquatic Drop-In Hours (Jan-Jul) 350 Gym & Rockwall Drop-In Hours (Jan-Jul) 119 Ski Hill Drop-In Hours

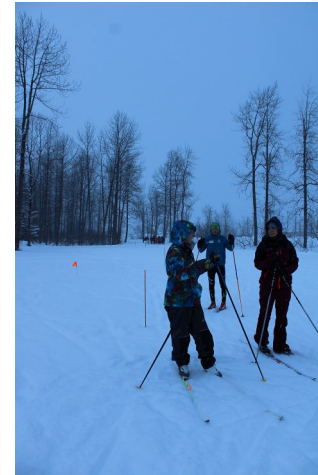


Recreation – Drop-In Programming & Visits

**2024 projected*



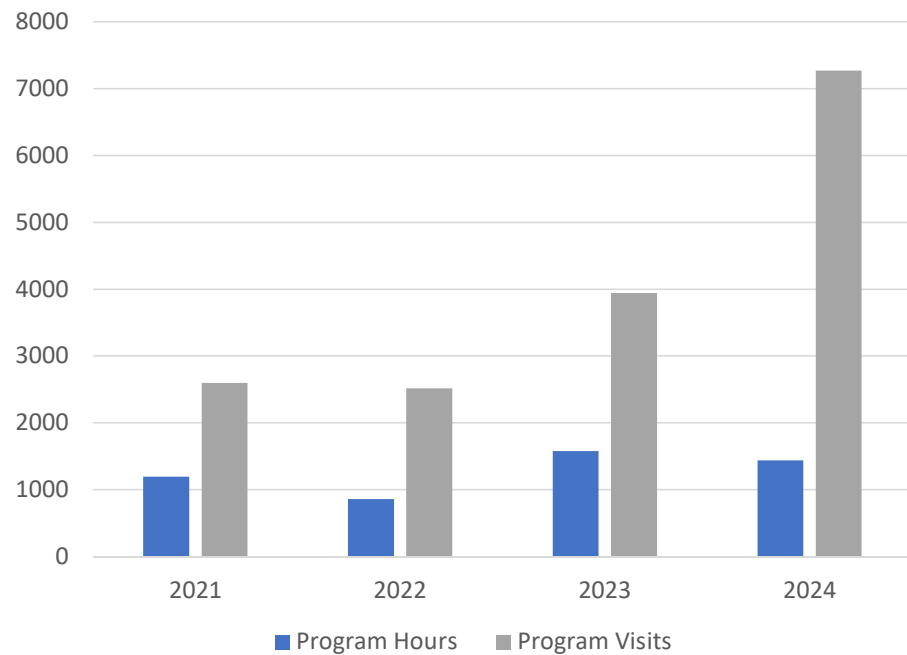
RC – Rec Center
AQ – Aquatic
GR – Gym & Rockwall





Recreation – Program Hours & Participation

*Program Hours & Participation includes rentals hosted & overseen at recreation facilities – PROJECTED





Recreation – Looking Forward

Staff are Currently Working On...

Improving on services already provided and focusing on quality

- PRCS now houses 4th of July, Memorial Day Community Picnic, and New Year's Eve Fireworks; these have taken priority over other existing programs due to time constraints for staff
- 2025 budget request for a Special Events Coordinator which will combine two existing part time positions. This position was cut during the City Manager review process.

Improving & developing policies that will better support frontline staff when enforcing facility rules

Employee retention

- Implemented monthly “Recreation Staff” meetings that include team building exercises and discussion about their perspective areas. We hope to see the following benefits;
 - Improved communication across full time and part time employees
 - Transparency between all staff and sub-departments
 - Improved workplace satisfaction from frontline staff (feeling valued as necessary members of a larger team)





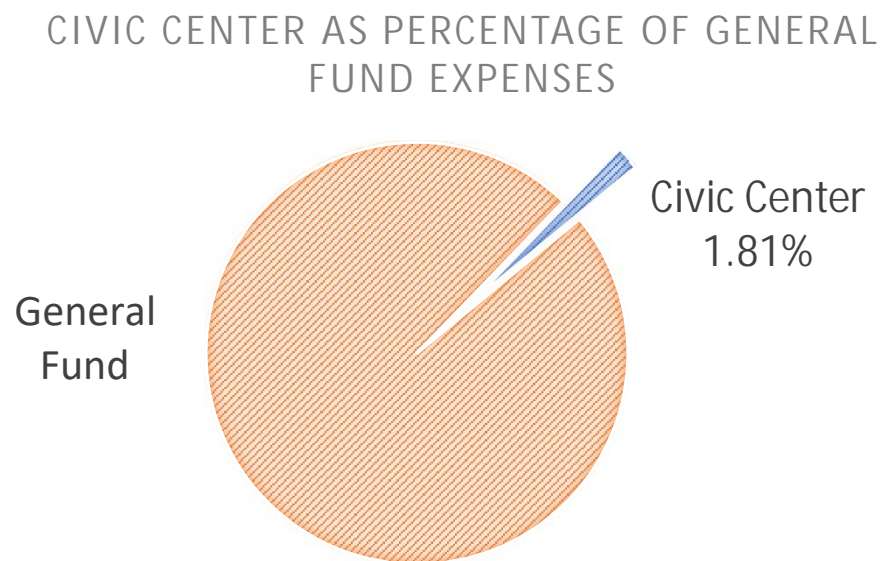
City of
VALDEZ

Valdez Convention & Civic Center

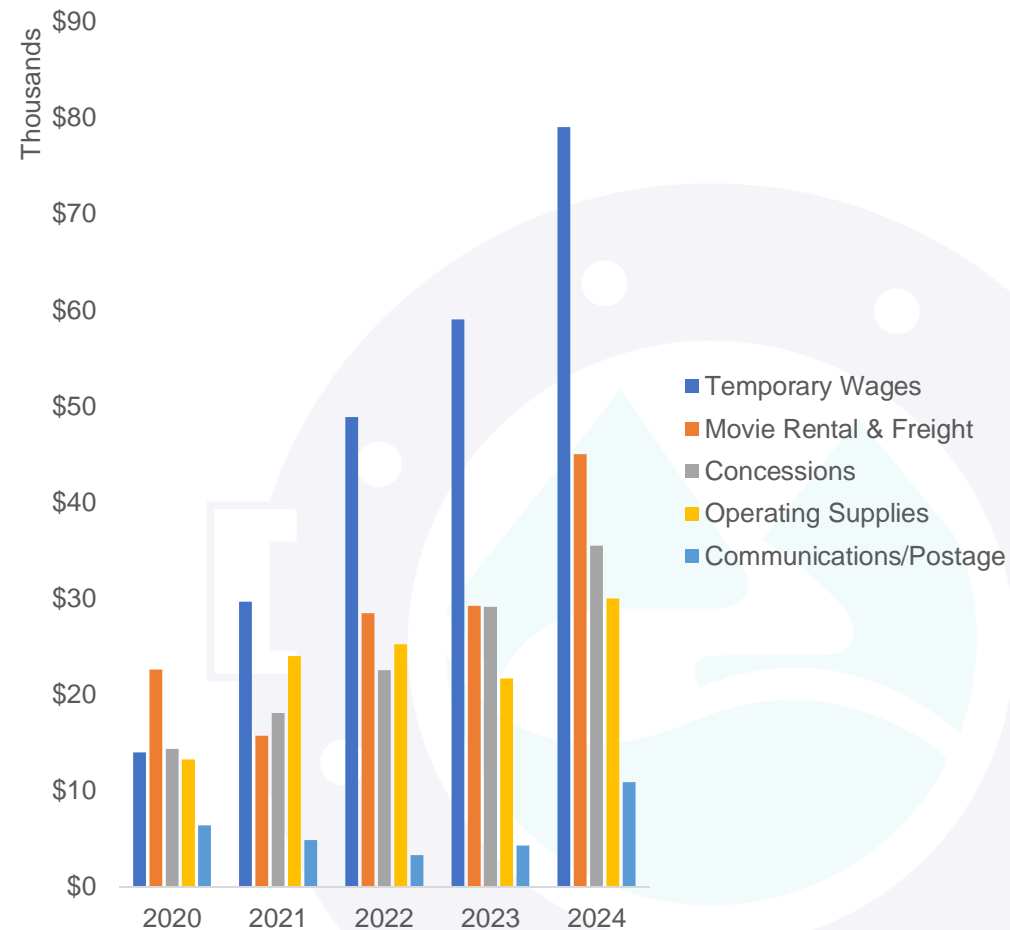
	FTE
Director	.25
Manager	1.00
Movie & Event Tech	1.00
Catering & Event Tech	1.00
Sound & Lighting Tech	1.00
Office Manager	.35
Grand Total	4.60



2024 Big Picture; Convention & Civic Center



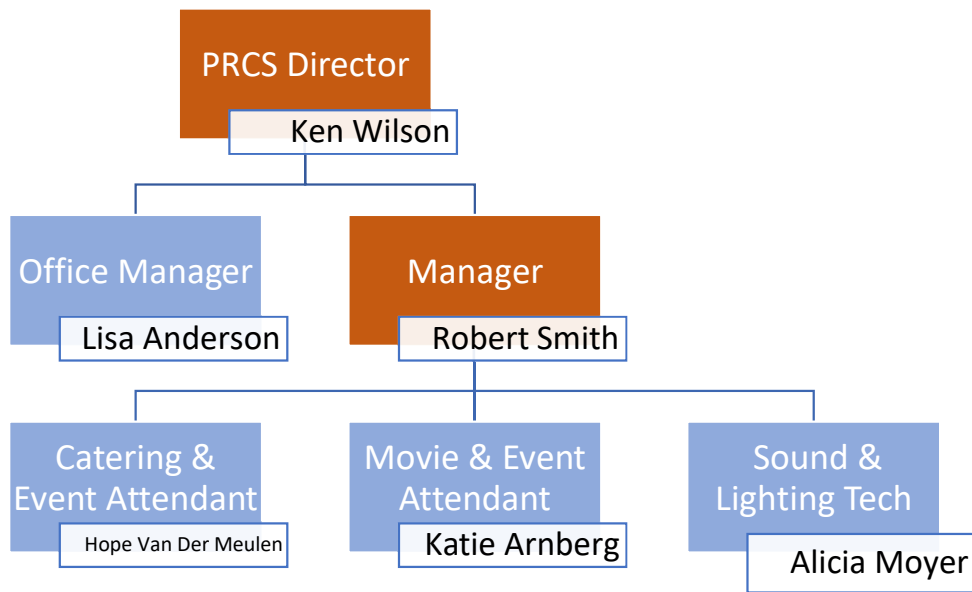
Civic Center 2024 Top 5 Actual Expenses, Excluding FTE Payroll



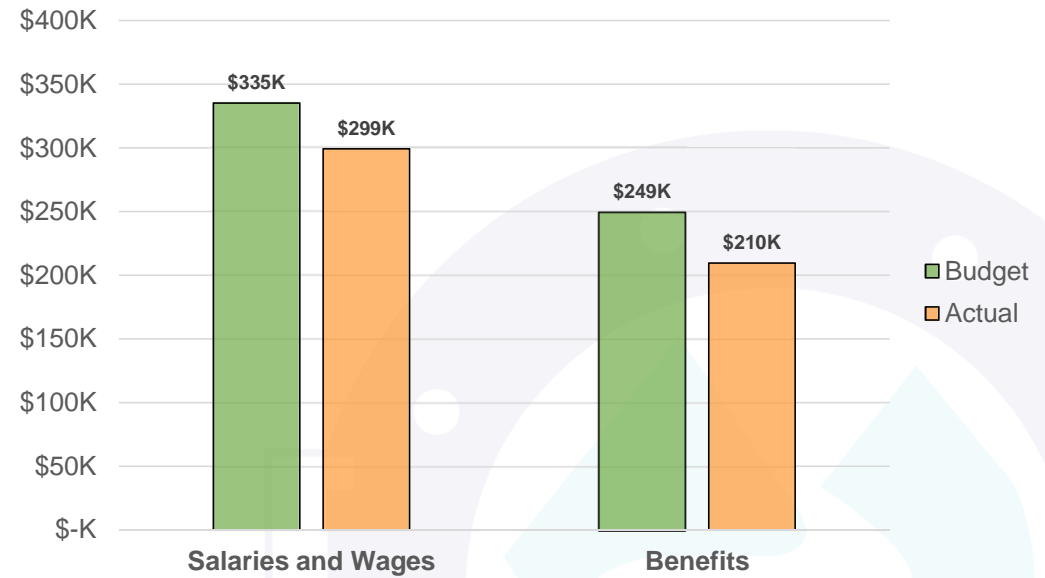
*2024 Numbers are Budgeted Numbers



Personnel; PRCS Convention & Civic Center



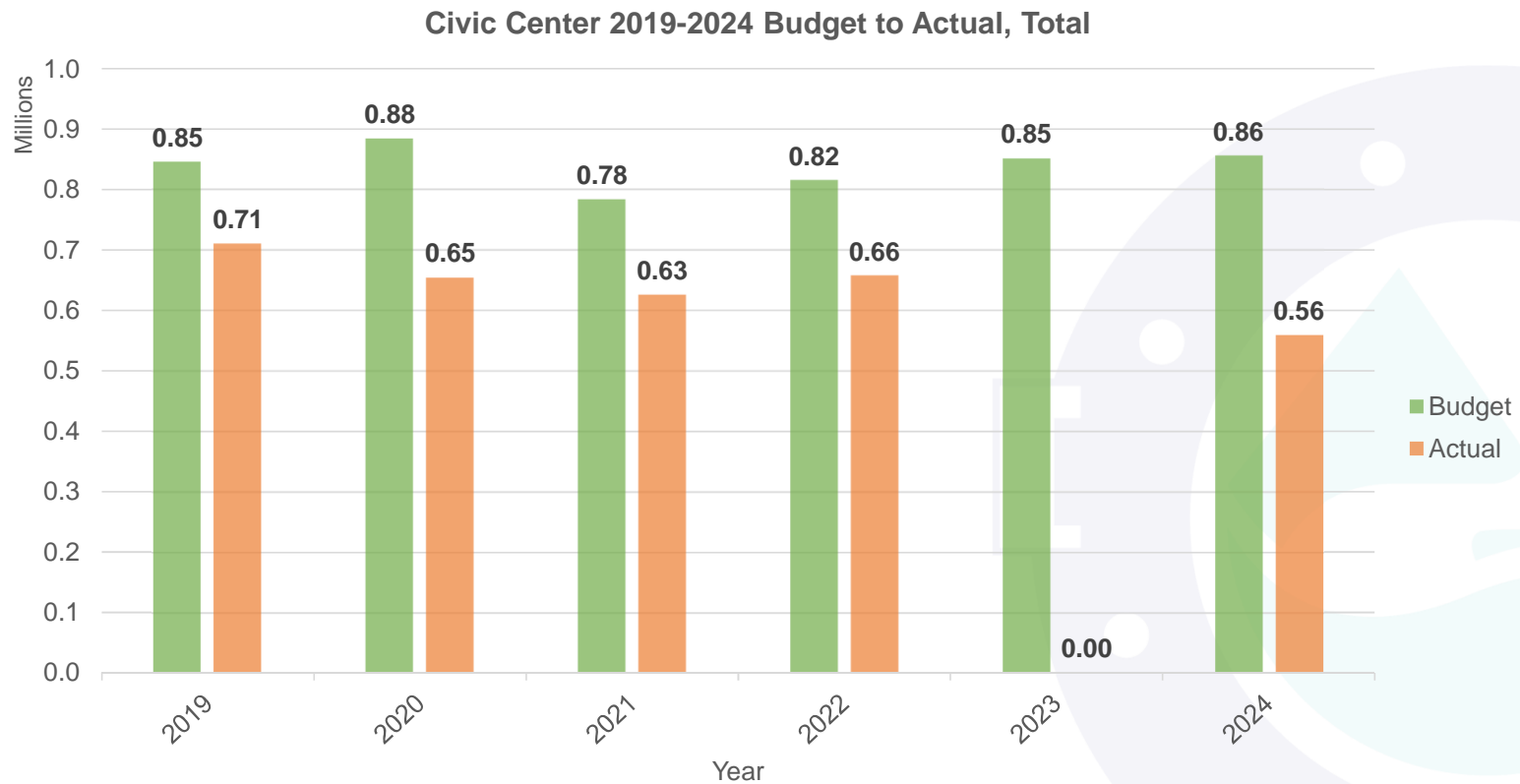
2023 Civic Center Budget to Actual by Category



Authorized Position Count	2021	2022	2023	2024	2025
Parks, Recreation & Cultural Service	17.78	17.98	18.38	18.38	18.38
CIVIC CENTER	4.6	4.6	4.6	4.6	4.6
LIBRARY	4.98	4.98	4.98	4.98	4.98
PARK MAINTENANCE	3.45	4.65	5.05	5.05	5.05
PARKS & RECREATION	4.75	3.75	3.75	3.75	3.75

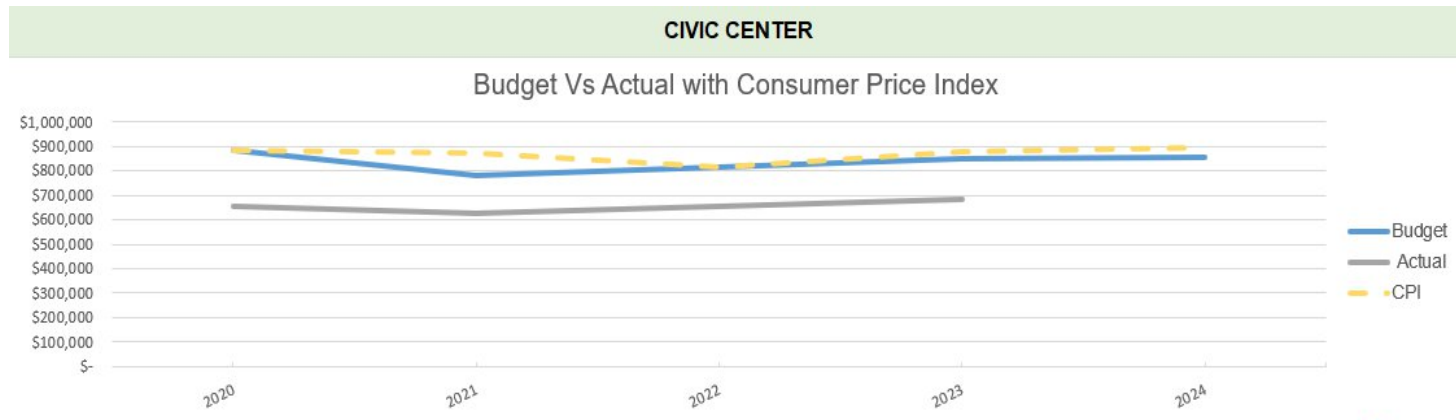


Budget to Actual 2019-2024; Convention & Civic Center





2025 Budget; Convention & Civic Center



Expenses	2020		2021		2022		2023		2024		2023 to 2024	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Dollar Change	Percent Change
FTE Payroll	490,461	445,482	503,166	478,647	534,989	478,187	584,789	509,014	602,128		17,338	3.0%
Other Personnel	97,329	18,202	94,570	40,068	91,583	59,693	99,420	70,124	103,804		4,384	4.4%
Other Operating	141,965	76,536	176,866	101,015	171,761	114,622	140,219	92,765	138,516		(1,703)	-1.2%
Contracts	9,584	5,916	9,584	6,367	17,284	5,171	26,941	9,704	12,000		(14,941)	-55.5%
Utilities	145,000	108,334	-	-	-	-	-	-	-		-	100.0%
Grand Total	884,339	654,469	784,186	626,097	815,617	657,673	851,370	681,606	856,448		5,078	0.6%



Bike Decorating July 4th by Hope Van Der Meulen

- The Civic Center has hosted over 108 events so far this year.
- The Cinema has played 19 movies so far this year.

Upcoming Events to Highlight for 2024

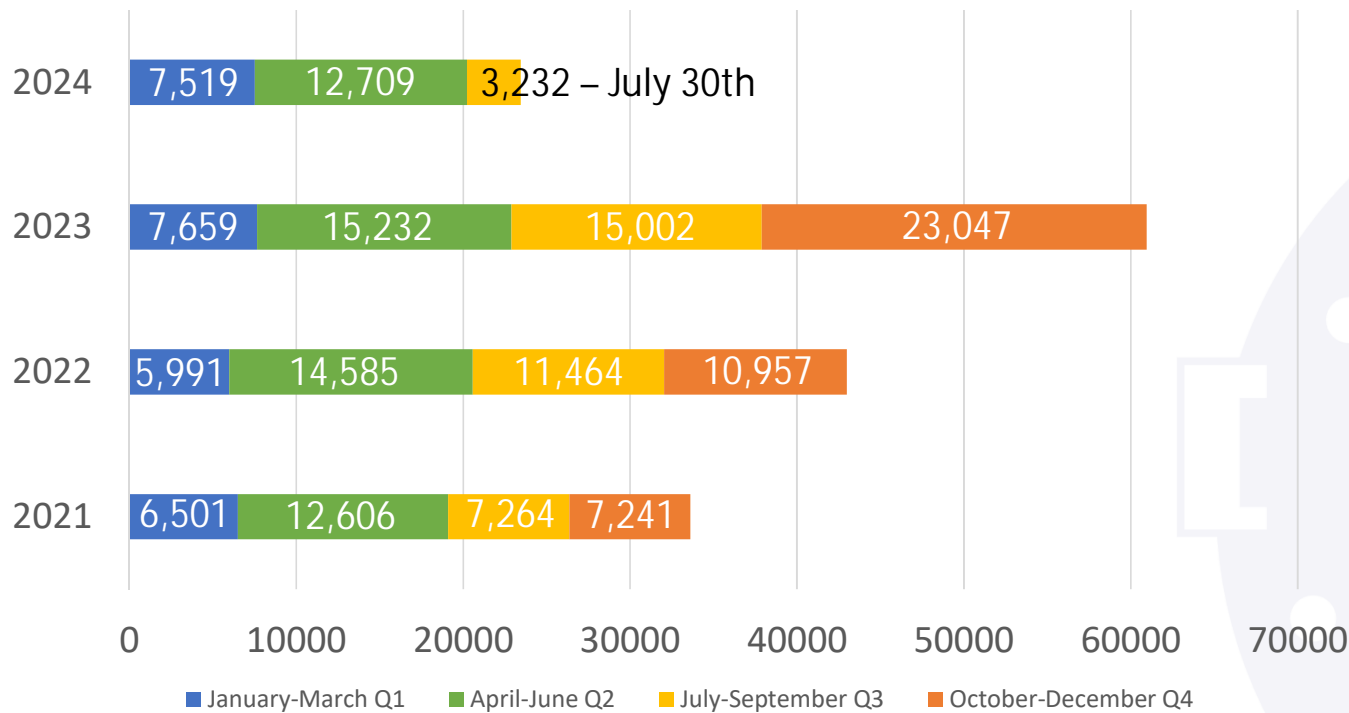
- Snow City Classic Darts Tournament
- Art's Councils Season Starts
- SWAN Wellness Symposium
- Artic Chamber Orchestra
- Chugach Alaska's Annual Meeting
- The Valdez Museum's Roadhouse Dinner
- AVV's Women of Distinction
- The Library's Book Basket Auction
- The Community Christmas Show



Valdez Convention & Civic Center

Building Traffic

Civic Center Yearly Traffic by Quarter to July 30th



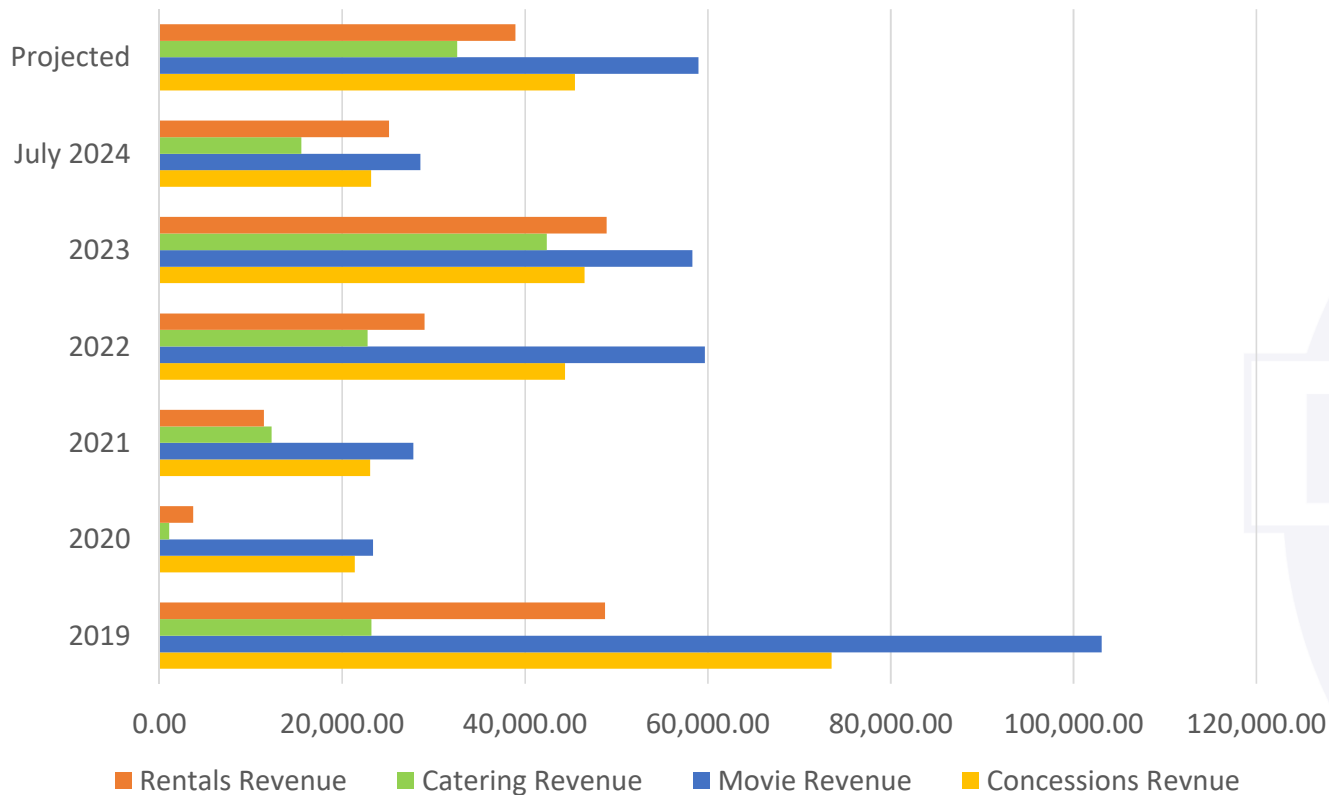
Notable Events for 2024:

- ICS Trainings February & March
- Tsunami Guidance Training
- PWSRCAC Annual Meeting
- Copper Valley Electric Annual Mtg.
- Copper Valley Telecom Annual Mtg.
- Preschool Fundraiser
- VHS Prom
- Employee Appreciation
- Valdez Theatre Conference
- Dance Company Annual Recital



Valdez Convention & Civic Center

Civic Center Yearly Revenue January 1 – July 30th & Projected Year End



Yearly Revenue

Revenue as of July 30, 2024

- Rentals - \$25,117.00
- Catering - \$15,526.49
- Movies - \$28,546.00
- Concession - \$23,184.00

Projections 2024

Averaged 2022 & 2023 revenue. Rentals & Catering will likely be \$10K more than shown to meet 2023 revenue. (40K)

- Rentals - \$38,965.00
- Catering - \$35,594.00
- Movies - \$58,982.00
- Concession - \$45,451.00

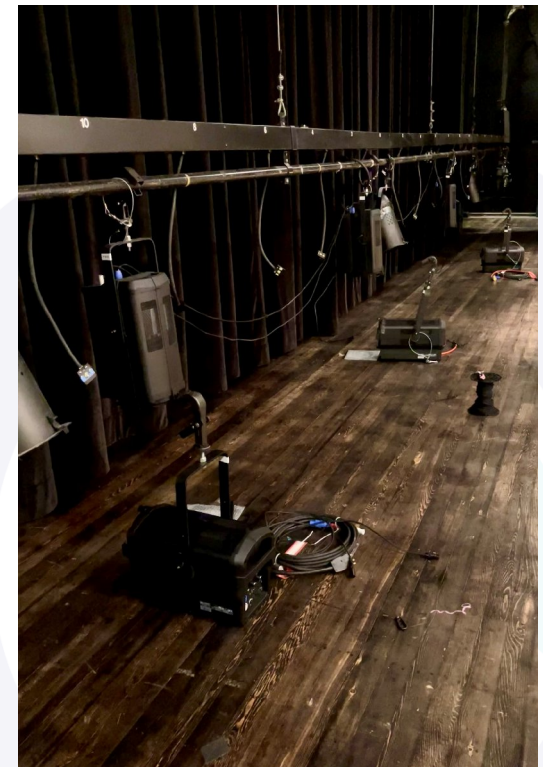
Advertising Plan

- The Civic Center Manager is working with Thompson & Co and other City staff to build a marketing plan for the Civic Center. Receiving a new refreshed Logo following city branding efforts and an advertising strategy for the rest of 2024.



LED Lighting

- Theater and Lighting Tech has been able to replace the overhead wash on stage with our new LED Fresnel's, completing both electrics.
- This allows us to change colors & do effects remotely from the theatre tech booth.





USCG Change of Command & Valdez Theatre Conference

Upcoming Projects

- Green Room and Dressing Rooms renovation.
- Rental packages review.
- Policy review.
- Improving booking process.

Goals

- Continue to provide a great service to our community through our venue.
- Attract more business.
- Explore technology upgrades and improvements to strengthen our facilities offerings.
- Improve facility storage.
- Develop a project to improve the theatre's live production capabilities.



City of
VALDEZ

	FTE
Director	.20
Head Librarian	1.00
Youth Services Librarian	1.00
Circulation Supervisor	1.00
Library Assistant	1.78
Grand Total	4.98

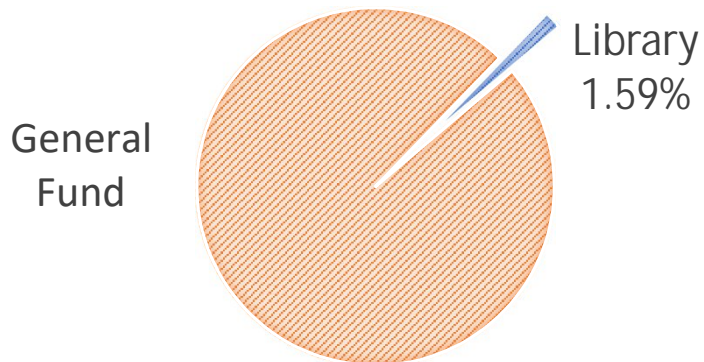
VALDEZ CONSORTIUM LIBRARY



2024 Big Picture; Consortium Library

- Operating Supplies includes Adult/Youth Collection Materials

LIBRARY AS PERCENTAGE OF GENERAL FUND EXPENSES



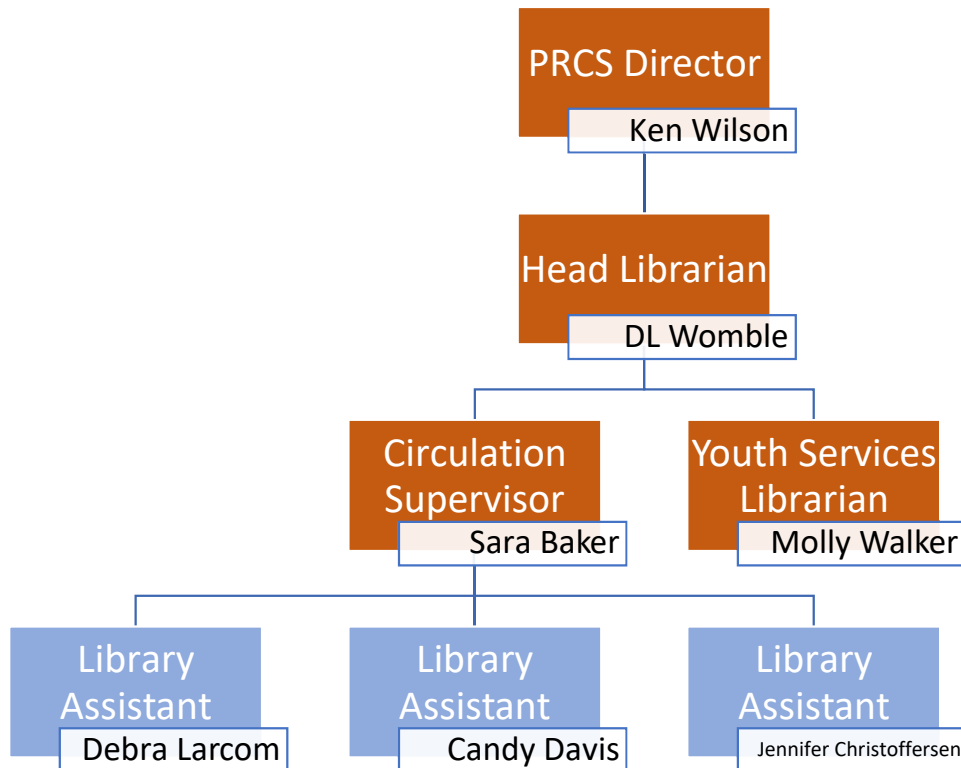
Library 2024 Top 5 Actual Expenses, Excluding FTE Payroll



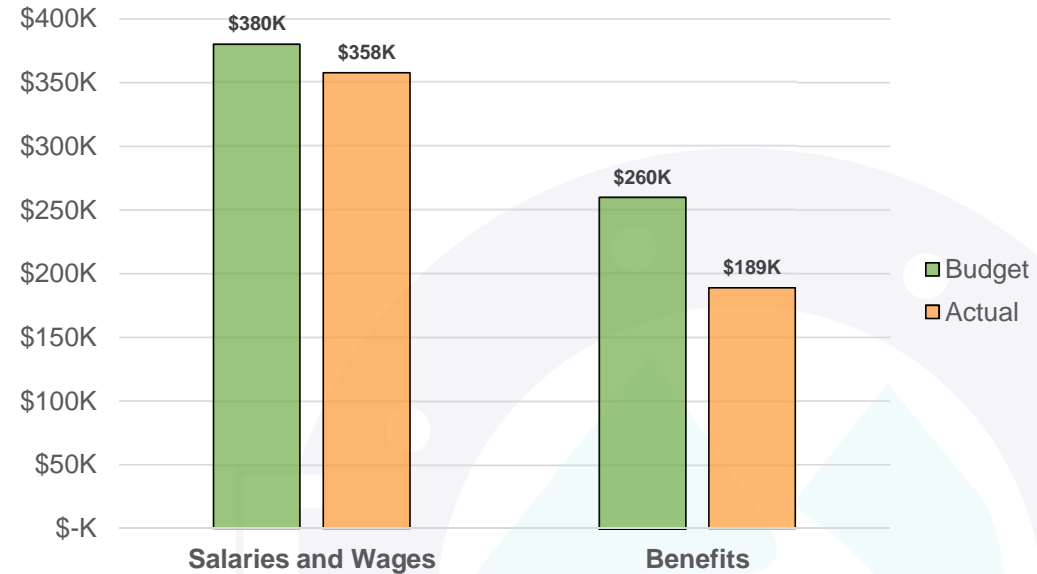
*2024 Numbers are Budgeted Numbers



Personnel; PRCS Consortium Library



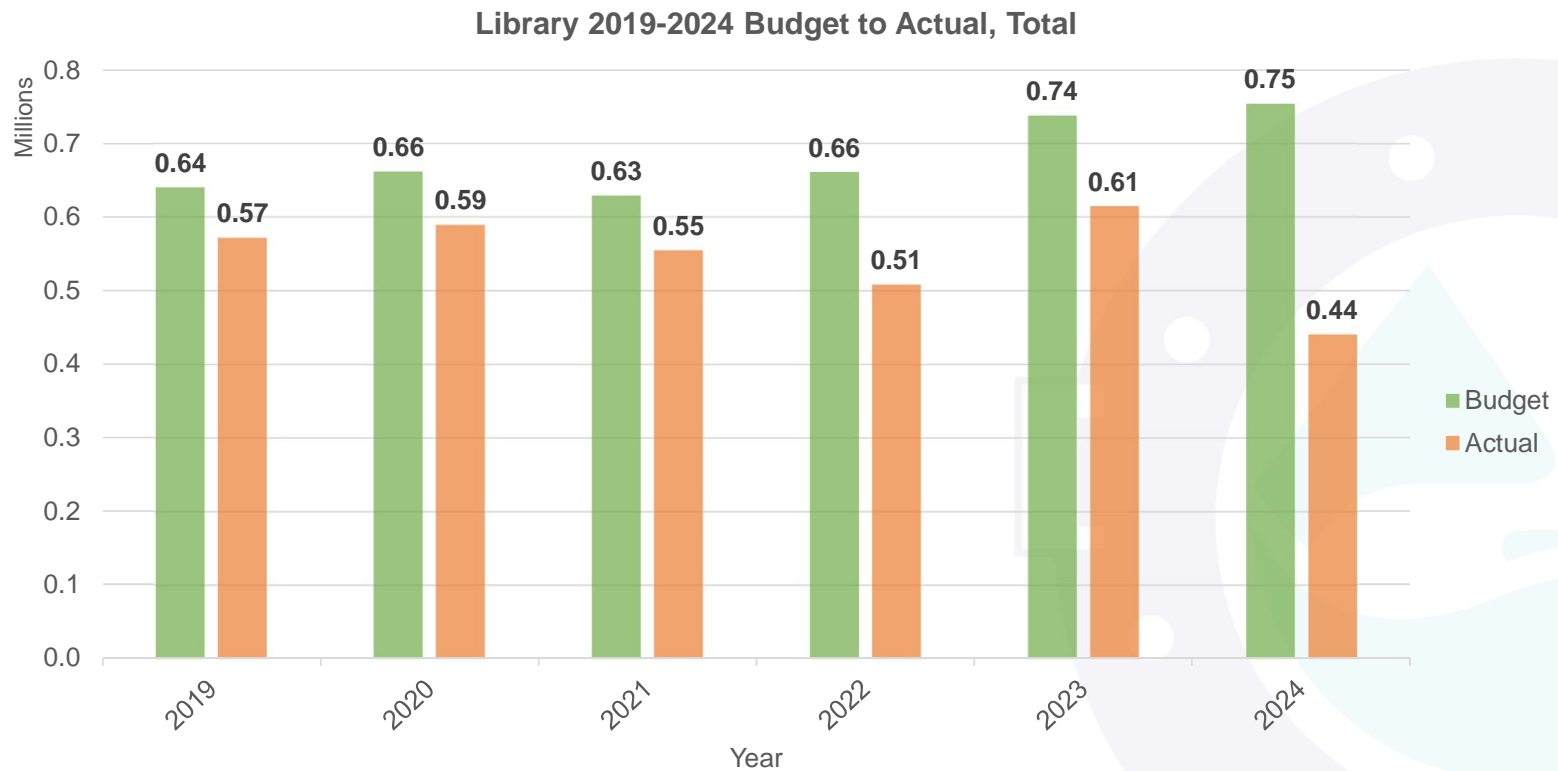
2023 Library Budget to Actual by Category



Authorized Position Count	2021	2022	2023	2024	2025
Parks, Recreation & Cultural Service	17.78	17.98	18.38	18.38	18.38
CIVIC CENTER	4.6	4.6	4.6	4.6	4.6
LIBRARY	4.98	4.98	4.98	4.98	4.98
PARK MAINTENANCE	3.45	4.65	5.05	5.05	5.05
PARKS & RECREATION	4.75	3.75	3.75	3.75	3.75

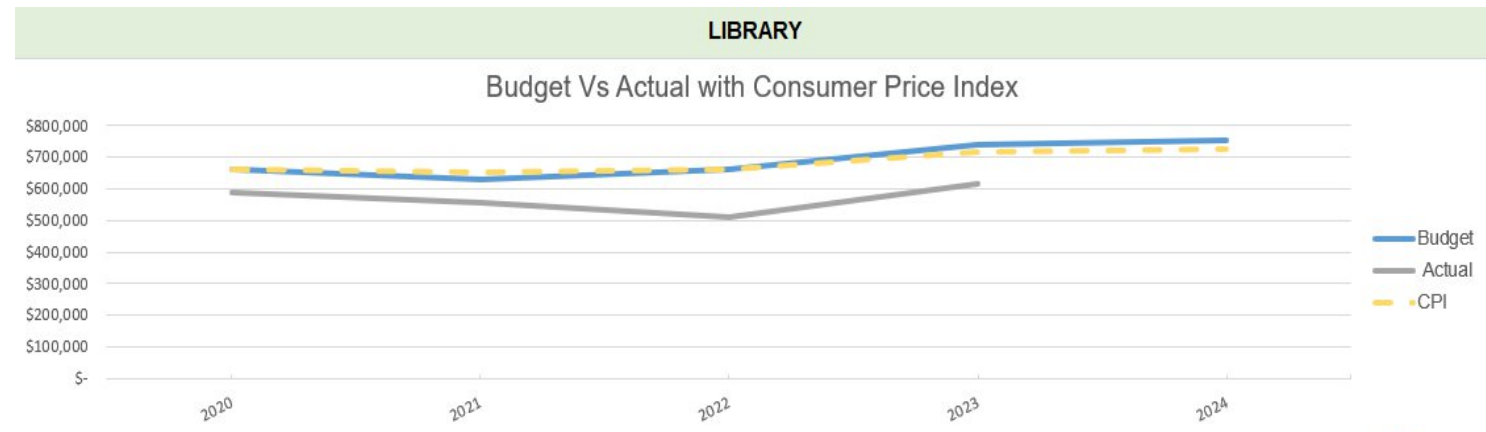


Budget to Actual 2019-2024; Consortium Library





2025 Budget; Consortium Library



Expenses	2020		2021		2022		2023		2024		2023 to 2024	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Dollar Change	Percent Change
FTE Payroll	527,233	485,218	554,540	499,151	592,519	442,442	639,825	546,848	656,559		16,734	2.6%
Other Personnel	13,436	(1,205)	10,898	5,131	10,568	15,645	15,044	15,310	17,654		2,611	17.4%
Other Operating	60,950	50,327	53,610	41,308	48,050	42,385	66,050	44,519	67,800		1,750	2.6%
Contracts	9,800	9,587	10,000	9,187	10,000	7,693	17,000	9,864	12,500		(4,500)	-26.5%
Utilities	50,000	45,210	-	-	-	-	-	-	-		-	100.0%
Grand Total	661,419	589,138	629,048	554,777	661,136	508,164	737,918	616,541	754,513		16,595	2.2%

Library – Budget and Program Measures

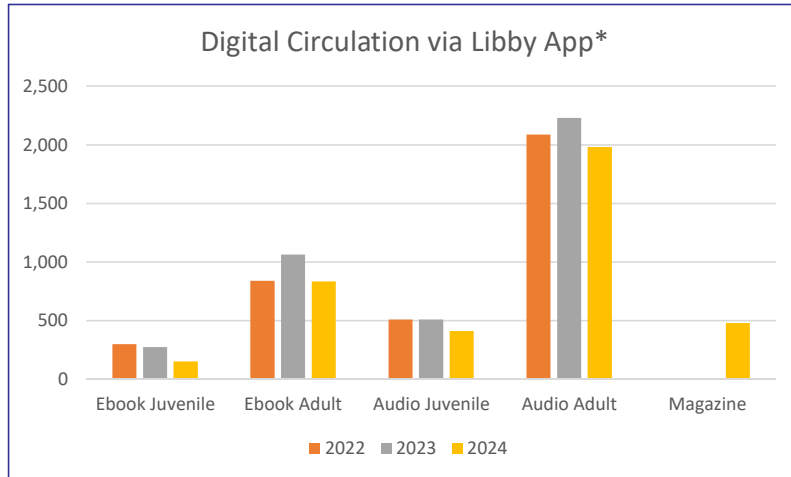
Function of Responsibility	Measures
Offer a variety of educational and literacy-based programs for all ages	<ul style="list-style-type: none"> Increased participation in Youth Services weekly programs, including Lego My Library, storytimes, and afterschool programs Increased participation in Teen events Increased completion rate of Summer Reading Program New adult programs under development include book club offerings and our Ask an Alaskan cultural series
Provide access to a diverse, culturally responsive, and current collection	<ul style="list-style-type: none"> Users can access 2 million items through membership in the Alaska Library Catalog Users can access an additional 1.82 million items via the hoopla Digital Platform 983 items added to physical collection in 2024 34,133 physical items in the Valdez Consortium Library collection 25,614 eBooks available through the Alaska Digital Library 14,816 Downloadable Audio Materials through the Alaska Digital Library 2,410 total unique users from July 2023 to June 2024, per the Alaska Library Catalog 12,015 items circulated (checkouts), including audio, book, periodical, and video use
Provide access to audiovisual, conference, and study rooms	<ul style="list-style-type: none"> 65 room reservations (252 projected) 222 meeting and study room users (380 projected)
Provide free Internet and computer access; provide printing and copying services	<ul style="list-style-type: none"> 1,369 unique internet users and 2,819 wireless sessions (Note: WhoFi was not actively monitoring for several days at the end of June 2024; therefore, this number is understated.) 4 desktop computers and 4 laptops available for in-library use Free Wi-Fi in Library and on Library grounds



Library – Digital Checkouts and Downloads



Fiscal Year	eBook Juvenile	eBook Adult	Audio Juvenile	Audio Adult	Magazine
2022	298	839	506	2087	
2023	273	1062	508	2228	
2024	148	831	408	1980	476



*2024 data collected from January through July

Source: Alaska Digital Library

Instant Snapshot

1,535 Unique Instant Titles Circled Since Launch in 2023

	12 - 24 Months	Last 12 Months	% Change	Since Launch
New Patrons Registered	60	94	+56.7%	157
Unique Instant Patrons Served	45	118	+162.2%	124
Total Instant Spend	\$456	\$4,444	+874.3%	\$4,900
Average Instant Circ Price	\$2.36	\$2.37	+0.2%	\$2.37
Average Instant Spend Per Patron	\$10.14	\$37.66	+271.4%	Not Applicable
Total Instant Circulations	193	1,877	+872.5%	2,070

hoopla

Patrons Served - Last 12 Months



Date of hoopla generated snapshot: August 8, 2024

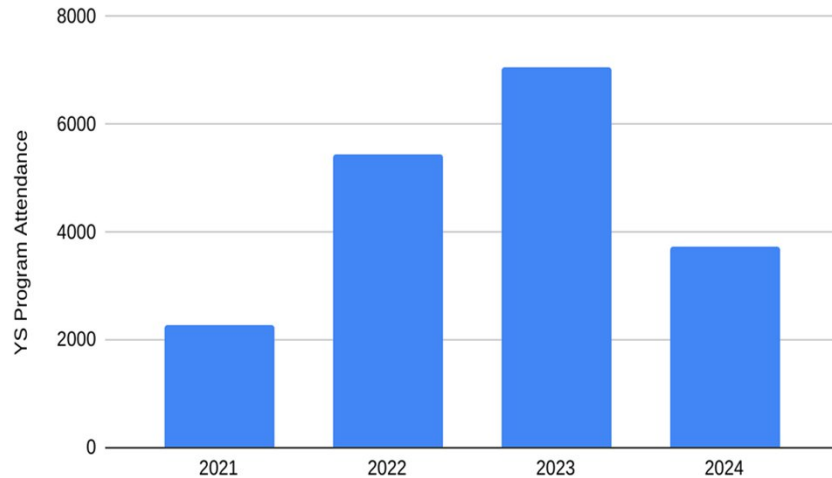


Through hoopla, Valdez patrons have accessed 1,446 titles worth \$50k in content value at a cost of \$4k.



Library – Youth Services Program Participation

Library - Youth Services Program Attendance

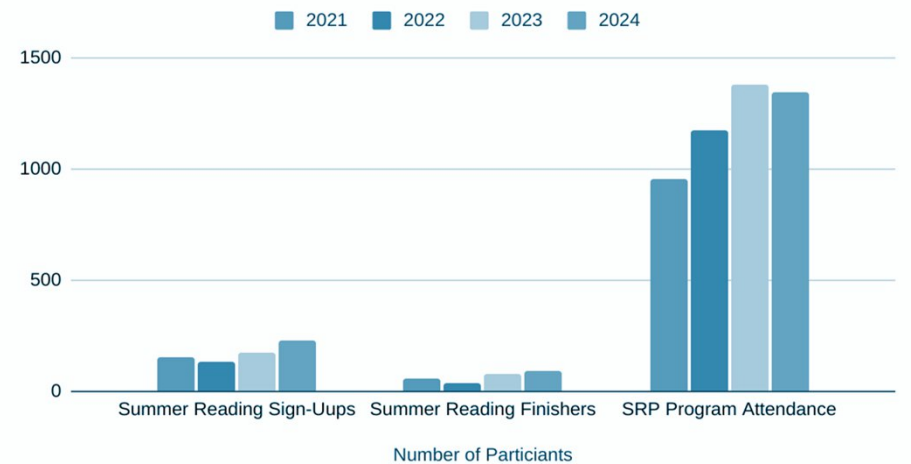


(2024 numbers are from January through July)

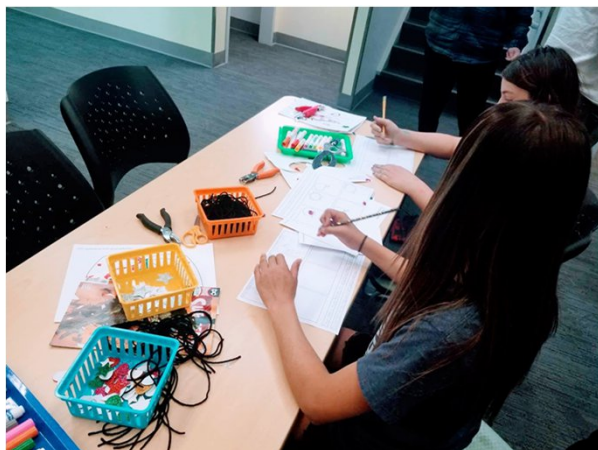
Library - Youth Services	2021	2022	2023	2024
YS Program Attendance	2284	5442	7061	3738

Summer Reading Participation	2021	2022	2023	2024
Summer Reading Sign-Ups	157	132	177	231
Summer Reading Finishers	55	36	78	94
SRP Program Attendance	953	1174	1376	1344

Library - Summer Reading Program Participation



Library - Youth Services Highlights



Storytime at the Park is one of our most popular summer programs. Kids gather at Treehouse Park each week to read stories, do crafts, and play on the playground. One week our friends from the baler visited with their trucks and it was a big hit!



The library hosted our first Comic Book Day in May. Comic enthusiasts of all ages came to the library for free comics and activities. We're hopeful to expand this program and make it a yearly event.

Summer Reading Library Adventures



The rain doesn't stop Valdez kids from getting outside! As part of our Summer Reading Club, kids participated in a storywalk at Homestead Trail that ended with snacks and playtime at the beach.





Valdez Library – Looking Ahead

Upcoming:

- Conduct Community Information Needs Analysis
- Create first Strategic Framework
- Evaluate Library collections (weed, inventory, assess gaps)
- Review and update Library Policies
- Develop community-responsive adult programming to include fall events:
 - In the Wild Book Club
 - Local writers' panels and writers' workshops
 - Bi-monthly crafting events
 - Tabletop role-playing and boardgame events
- Evaluate the Library's accessibility to meet Americans with Disabilities Act:
 - Collaborate with COV IT to create a dedicated public computer station with assistive/adaptive technologies
 - Anticipating the installation of a chairlift to the second floor
 - Ensure unfettered access to materials for folks who use wheelchairs/walkers





City of
VALDEZ

	FTE
Director	.25
Supervisor	1.00
Park Maint Tech Foreman	1.00
Park Maint Crew Leader	1.00
Park Maint Tech	1.20
Office Manager	.20
Grand Total	4.65

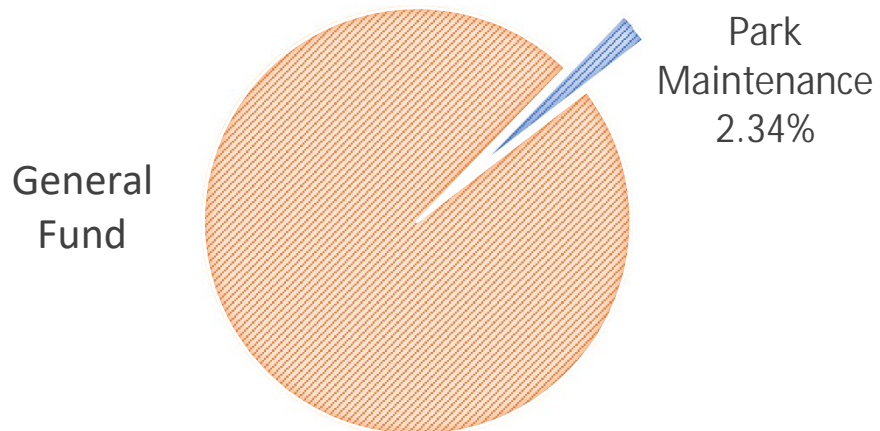
Park Maintenance



2024 Big Picture; Park Maintenance

- Flower Care and Lawn Contracts are our main contracts.

PARK MAINTENANCE AS PERCENTAGE OF
GENERAL FUND EXPENSES



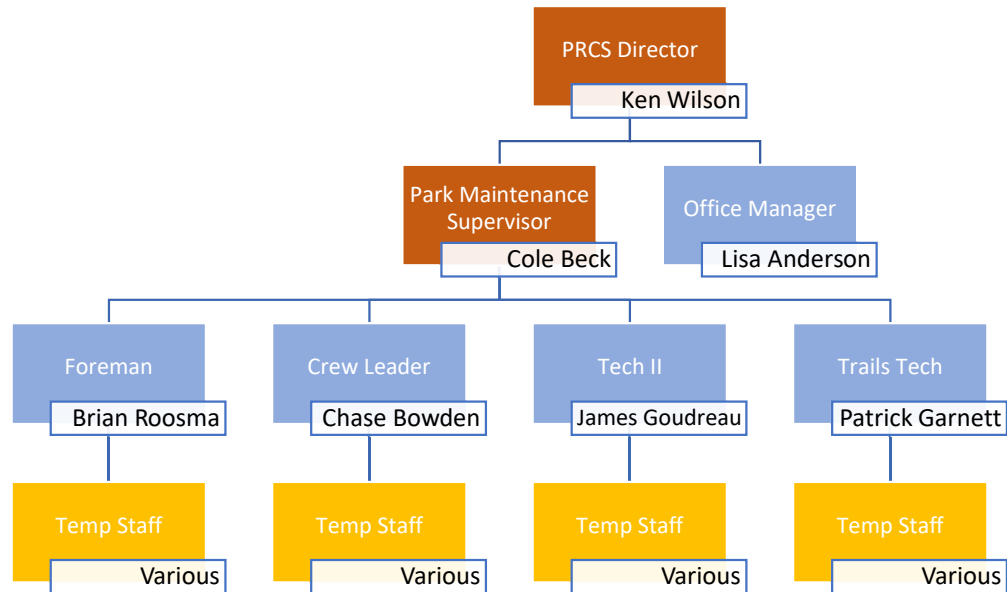
Park Maintenance 2024 Top 5 Actual Expenses,
Excluding FTE Payroll



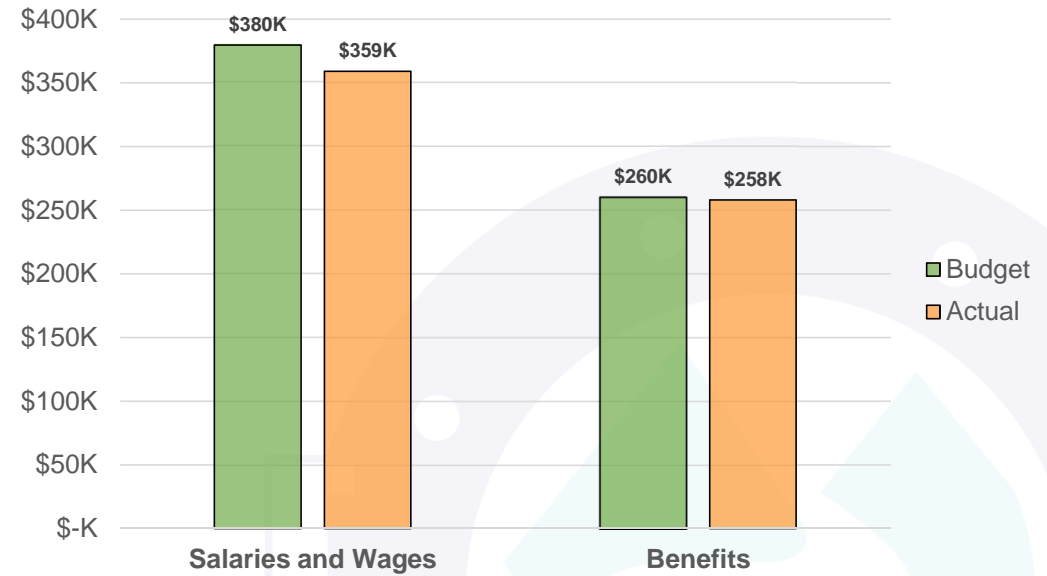
*2024 Numbers are Budgeted Numbers



PRCS; Park Maintenance



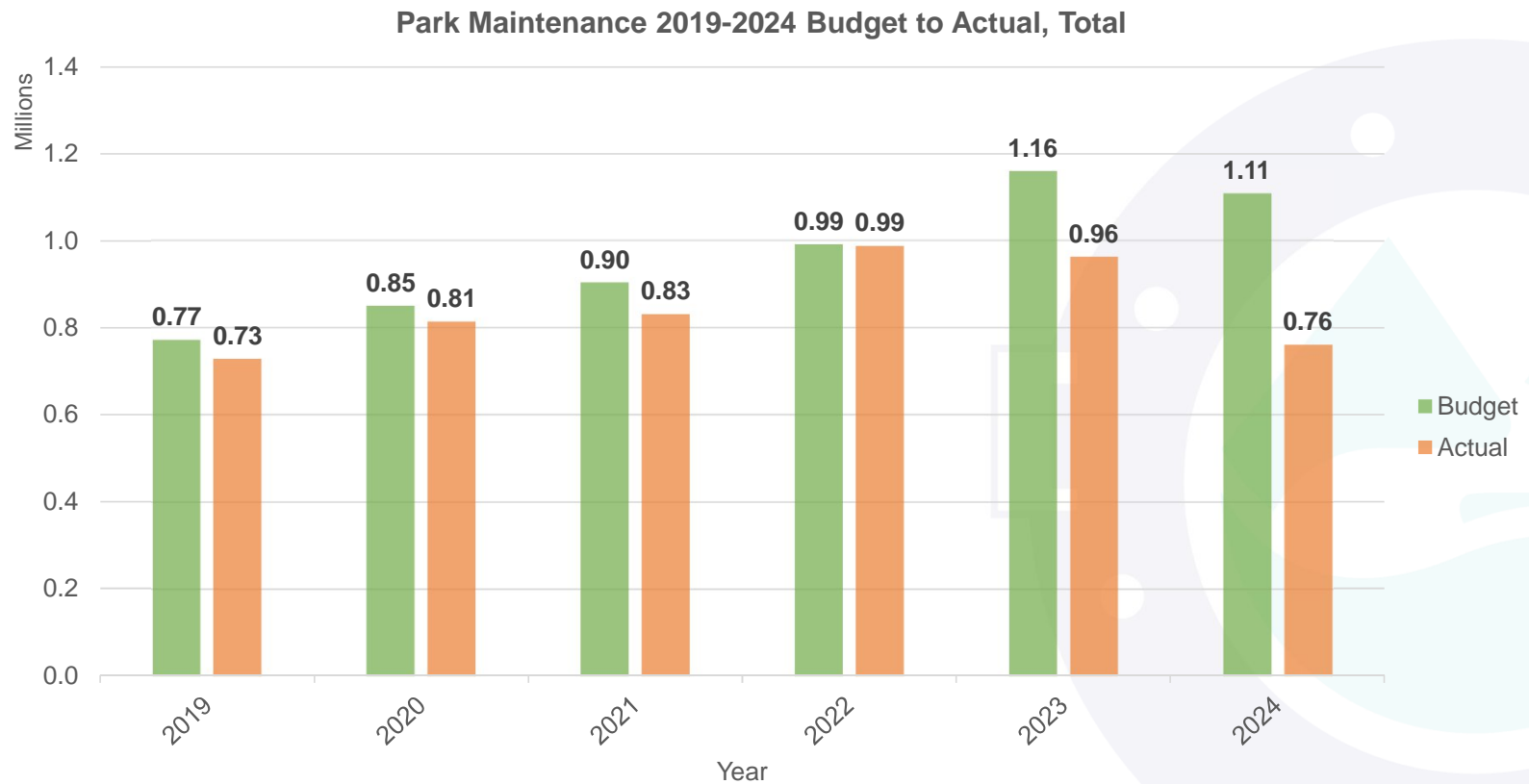
2023 Park Maintenance Budget to Actual by Category



Authorized Position Count	2021	2022	2023	2024	2025
Parks, Recreation & Cultural Service	17.78	17.98	18.38	18.38	18.38
CIVIC CENTER	4.6	4.6	4.6	4.6	4.6
LIBRARY	4.98	4.98	4.98	4.98	4.98
PARK MAINTENANCE	3.45	4.65	5.05	5.05	5.05
PARKS & RECREATION	4.75	3.75	3.75	3.75	3.75



Budget to Actual 2019-2024





2025 Budget; Park Maintenance



Expenses	2020		2021		2022		2023		2024		2023 to 2024	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Dollar Change	Percent Change
FTE Payroll	384,099	366,461	429,210	413,436	522,941	548,009	639,653	616,994	665,765		26,112	4.1%
Other Personnel	127,648	117,821	156,332	121,409	136,481	73,821	113,948	51,394	108,304		(5,644)	-5.0%
Other Operating	62,000	66,139	82,000	72,601	57,196	80,326	38,750	79,445	37,400		(1,350)	-3.5%
Contracts	263,300	259,222	235,861	222,936	274,330	285,665	366,965	261,737	295,800		(71,165)	-19.4%
Utilities	12,500	3,837	-	-	-	-	-	-	-		-	100.0%
Grand Total	849,547	813,481	903,402	830,381	990,947	987,821	1,159,317	1,009,570	1,107,269		(52,048)	-4.5%

January – April 2024

Winter grooming & maintenance

- Groomed all 33 miles of winter trail weekly
- Salmonberry Ski Hill
- Elementary sledding hill

In Kind grooming services provided

- Valdez Mayors Cup
- Valdez Snow Cross Course
- Youth Ski Club
- VHS Ski team Invitational
- Home School Sled Dog Course

Snow Removal

- Loader Operations with building maintenance – 191.75 hours
- Roof Shoveling of outbuildings, playgrounds – 24 hours



Summer Maintenance Projects 2024

Summer Maintenance projects

- Playground inspections, repairs and upgrades
- Funeral services provided and headstones installed
- Gold fields fence repairs
- Paint Salmonberry Ski Hill buildings
- Rifle Range improvements
- Resurfaced picnic tables



Summer Construction 2024

Summer Construction Projects

- Finishing touches on Veterans Memorial Park
- Designed and built an event BBQ trailer
- Installed new little libraries at the harbor



Summer Trail Work 2024

Trail clearing

- All 33 miles of trail cleared by solstice
- Keystone Canyon trails cleared of downed trees

Trail Thursdays

- Weekly trail newsletter providing improved communication and information of the trail system. There have been 13 Trail Thursdays so far.



Happy Trail Thursday!!
Have you checked out City of Valdez's DOCK POINT TRAIL??

Dock Point Trail was developed in 1997 with funds from the Exxon Valdez Marine Recreation Grant program. Interpretive signs were installed in 1999 as a joint project of the City of Valdez and Alyeska Pipeline Service Company with funds from the Symms National Recreation Trail Grant program.

Directions: This trail begins at the end of a larger parking and picnic area located off Kobuk Dr across the road from the Old Harbor's boat launch ramp. Walk past the gate, turn right at the fork to hike counterclockwise, and hike up a short, steep hill. The trail will then drop down to a small meadow from which two boardwalks lead to the End and West Overlook Viewing platforms. The trail then gradually descends, curving around until it connects to a lower road where it remains flat all the way back to the gate. To avoid this first steep uphill, walk the trail clockwise and keep left at that first trail split.

Distance & Time: 0.83 miles
round-trip: 30 minutes round-trip.
Difficulty: Easy. **Elevation Gain:** 50 ft

Check out the new overlook area at the top of the steep climb for great views of both harbors and the flats!

This is a great family trail! Bring the dog too (please keep them on leash and pick up after them - bags located at the start of the trail). There is beach access to see tide pools or launch a kayak across from the parking lot and shelter.

Please be aware of the Private Road, closed to public, along the trail.

The picnic tables and shelter at the trailhead are available for rent. Call City of Valdez Parks & Recreation or reserve online via your City of Valdez Civicbee Account.

Keep an eye out for all the trees and wildflowers along the trail! You can see Spruce trees, Dogwood flowers, Skunk Cabbage, Salmon berries and more! Avoid touching Wild Cudweed and Devil's Club plants along the edges of the trail.

Thank you to our Parks Maintenance team for maintaining the Dock Point Trail and Shelter!

CONNECT WITH US
(907) 835-4526 @ValdezAlaskaFun www.ValdezAK.gov/Parks

A map showing the location of the Dock Point Trail along the coast of Valdez, Alaska, with labels for Old Harbor, New Harbor, and the trail route.

May-August Volunteer Work

Gilson Middle School workday

- 105 students provided 3 hours of community service. Helping clean up parks, trails, cemeteries, and much more.

LDS Church youth volunteers

- 80 youth served for several hours over two days. They cleaned the shooting range, archery range, and stick and rock picked eight acres for mowing.



Looking Ahead

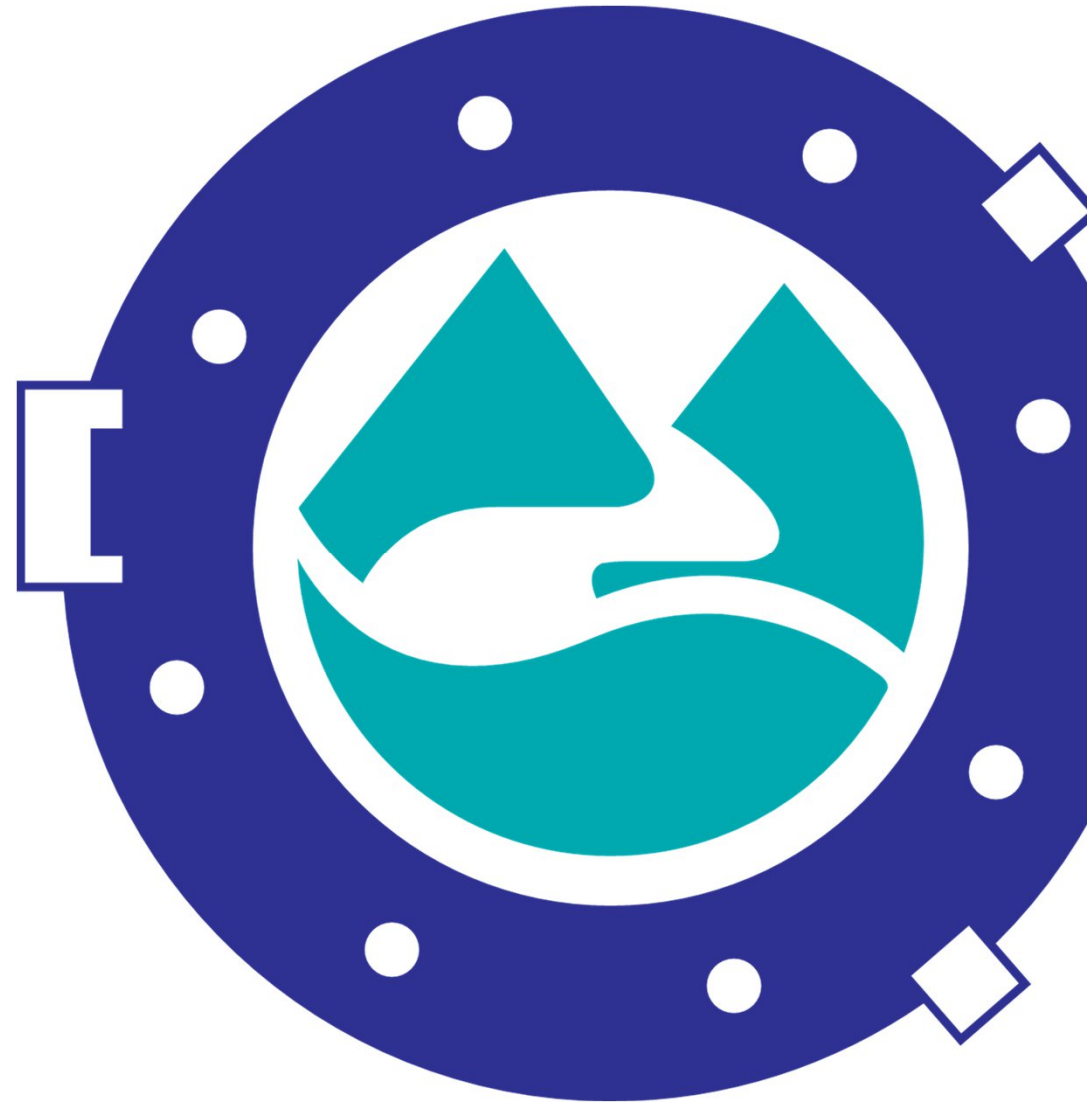
- Install targets at rifle range
- Install pedestrian bollards on Mineral Creek trails
- Begin trail map update project
- Summer park clean up and put away
- Winterize and snow pole all facilities
- Winter trail equipment and ski hill preparation
- Implementing the Playground Replacement Program
- Working on getting all areas ADA compliant
- Creating and implementing a digital Cemetery database

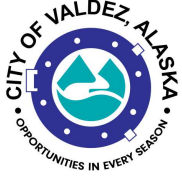




City of
VALDEZ

**OPPORTUNITIES
IN EVERY SEASON**





Legislation Text

File #: 24-0405, **Version:** 1

ITEM TITLE:

Communications Report Quarter 2: April - June 2024

SUBMITTED BY: Ana Stroup, Communications Director

FISCAL NOTES:

Expenditure Required: n/a

Unencumbered Balance: n/a

Funding Source: n/a

RECOMMENDATION:

[Click here to enter text.](#)

SUMMARY STATEMENT:

The City of Valdez Communications Report for quarter 2 is attached for review.



QUARTERLY REPORT

CITY OF VALDEZ COMMUNICATIONS

Q2 REPORT – Submitted October 2024



BY THE NUMBERS

54.8%

Average email open rate



2,221

Total email subscribers



97K

Total users on the website



5,503

City Facebook subscribers



1,913

Valdez Alerts/Nixle subscribers



2K

Communications postcards mailed

XX*

Requests received from resident request tracking tool

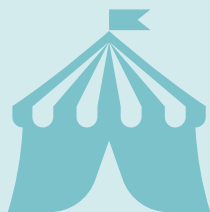
3

Press releases distributed

EXTERNAL COMMUNICATIONS

6

Community
events attended



Memorial Day Weekend Celebration

The City of Valdez hosted at both the Memorial Day weekend celebration to provide a direct and approachable way for the public to engage with city officials. Individuals can ask questions, voice concerns, and gain valuable information about city services and initiatives. These face-to-face interactions help us gather feedback, address issues, and demonstrate accountability.

Flash Vote Survey Results

Parking on North Harbor Drive - [Results](#)

Other Communication Initiatives

Valdez Senior Housing Apartments

Sewer Force Main Replacement Project

PRICE Grant Open Houses

AlaskaEx2024



COMMUNICATIONS GOALS AND PRIORITIES

1. Strategic Communications Plan
Brand update and refresh.
2. Canva Team Account Migration
The City is migrating to one Canva account for improved collaboration, brand consistency, and billing.
3. Employee Recognition Work Team
Continue to work toward the creation of an employee recognition program.



STAFF APPRECIATION EVENTS

Public Employees Recognition Week is celebrated in May each year. HR leads this initiative, which includes Cookies and Kudos. The city manager visits city departments to recognize their work and thank them.

The city also recognized Marcie Robertson's retirement after 30 years of employment.



City of Valdez Communications – Quarterly Report April - June 2024

BY THE NUMBERS

The average email open rate includes the following categories:

- Civic Send
 - City of Valdez Electronic Newsletter
 - Now Playing! Civic Center

Total email subscribers are the total number of Notify Me subscribers from the following categories:

- News Flash
 - City News & Announcements
 - News Releases
 - Public Notices
 - Parks and Rec News
- Civic Send
 - City of Valdez Electronic Newsletter
 - Now Playing! Civic Center
- Calendar
 - City Council
 - Library
 - Parks and Rec Gym Activities
 - Parks and Rec Recreation Center
 - Parks and Rec Swimming Pool
- Bid Postings
 - Current Projects

The top 10 web pages for the website users were:

1. City's Main Page
2. Calendar: Valdez, AK
3. Bid Postings
4. Search
5. Public WIFI
6. Calendar: Valdez, AK
7. GIS Map Viewer
8. Civic Center Cinema
9. Directory
10. Fourth of July Celebration

Valdez Alerts subscribers reflect the number of Nixle subscribers. The city will be transitioning to a new emergency notification system this year. The communications director will collaborate with the emergency manager to develop and implement an enrollment strategy for Valdez Alerts.

Communications postcards were mailed to inform the Valdez community about the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) program open house events on May 22 and 23 and public comments on the city's application deadline, which is June.

The resident request tracker tool is an initiative that will be discussed next quarter. It involves several departments (code enforcement, public works, community development). Directors identified a platform through CivicPlus and will implement the program in 2025.

The three news releases distributed were for operational changes for the Nieuw Amsterdam Cruise Ship, the Westerdam Cruise Ship, and the City conducting a full-scale emergency response exercise.

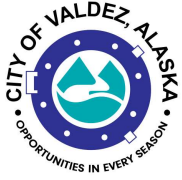
EXTERNAL COMMUNICATIONS

The number of community events attended includes events attended by the city manager and other department directors. Still, it may not be the total amount, as invites are sometimes received at the last minute and not reflected on the calendar.

Events include the Coast Guard industry breakfast, the RCAC public reception, the Memorial Day celebration, AlaskaEx2024, the Holland Westerdam Cruise Ship tour, and the Valdez Senior Apartments grand opening.

INTERNAL COMMUNICATIONS

The communications director continues to work with the city manager and department directors to identify ways to improve internal communications. This is an ongoing initiative.



Legislation Text

File #: 24-0406, **Version:** 1

ITEM TITLE:

Correspondence from Alaska Affordable Housing Regarding Valdez Housing Project

SUBMITTED BY: Sheri Pierce, MMC, City Clerk

FISCAL NOTES:

Expenditure Required: [Click here to enter text.](#)

Unencumbered Balance: [Click here to enter text.](#)

Funding Source: [Click here to enter text.](#)

RECOMMENDATION:

[Click here to enter text.](#)

SUMMARY STATEMENT:

Please see attached letter from Alaska Affordable Housing.



October 10, 2024

Mayor Dennis Fleming & Valdez City Council
City of Valdez
P.O. Box 307
Valdez, AK 99686

Dear Mayor Fleming and Valdez City Council,

Alaska Corporation for Affordable Housing (ACAH) is a subsidiary created by Alaska Housing Finance Corporation (AHFC) in 2011. ACAH was formed to develop, manage, and operate affordable housing as a way to support AHFC's mission of providing safe, quality, affordable housing to all Alaskans.

ACAH is proposing to build 20 units of affordable housing at the corner of Clark Street and Pioneer Drive in Valdez. We plan to construct 9 one bedroom units, 9 two bedroom units, and 2 three bedroom units. All 20 units will be rented to tenants making 60% or less of the area median income and will further be supported by rental assistance from AHFC. Tenants will pay up to around 30% of their monthly income toward their rent, allowing for their additional income to support their growth and the growth of Valdez's local economy.

All 9 one bedroom units and 1 two bedroom unit will be ADA equipped, and all 20 units will have a one car garage.

To develop this new family housing, we plan on using 4% low income housing tax credits, Housing and Urban Development Moving to Work funds, development grant funds from the City of Valdez, and a loan from First National Bank Alaska. In conjunction with our 4% low income housing tax credit application, AHFC has requested us to provide the attached notification to you. If all goes well, the bulk of construction is set to take place in 2025 with lease up in spring of 2026.

We thank you for supporting our collective efforts to respond to the increasing demand for more affordable housing in the City of Valdez.

Please acknowledge your receipt of this notification.

Sincerely,

DocuSigned by:

Chelsea Smith

509CB3F89569416...

Chelsea Smith

Operations & Development Manager

Enclosure: Local Government Notification Form

LOCAL GOVERNMENT NOTIFICATION FORM

To: Dennis Fleming & Valdez City Council (Mayor & City Council) of Valdez (community).

As a condition of the Alaska Housing Finance Corporation's GOAL Program we are required to notify you of our intent to apply for funding to develop affordable housing in your community and offer you an opportunity to comment on our development plans. We are applying for grant and/or federal tax credits to develop a project described below:

Name of Development: Valdez Affordable Housing

Location of Property: 700 Clark Avenue
(use site address, or if not available, generally describe location in relationship to known landmarks in the community.)

Number of Units: 20

Development Type: New Construction (acquisition/rehab or new construction)

Owner Information: Alaska Corporation for Affordable Housing (name)

P.O. Box 101020 (address)

Anchorage, AK 99510

907-330-8401 (phone)

(fax)

csmith@acah.us (email)

Please submit your comments directly to Alaska Housing Finance Corporation no later than October 25, 2024 at: 4:30 p.m.

Andy Petroni
Alaska Housing Finance Corporation
P.O. Box 101020
Anchorage, Alaska 99510
907-330-8275
907-338-2585 FAX
apetroni@ahfc.us

and send a copy to the owner address listed above.



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