

CITY OF VALDEZ
ALASKA

CONTRACT DOCUMENTS

Project: 2022 Janitorial Services
Contract Number: BM-051
Cost Codes: 001-4200-44230

Date: August 31, 2021



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: 2022 Janitorial Services
Contract Number: BM-051**

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**City of Valdez
Invitation to Bid**

August 31, 2021:

**Project: 2022 Janitorial Services
Contract Number: BM-051**

This project includes, but is not necessarily limited to:

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

All Janitorial Services listed within the Building Frequencies, Standards & Specifications and Bid 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. This contract is renewable at the option of the city for two additional one-year terms.

The form of agreement for this contract will be a blanket Service Agreement and the City will issue purchase orders for the scopes of work assigned to the contractor and any additional service will be encumbered with additional purchase orders.

Sealed bids will be accepted until 2:00pm local time on September 22, 2021, at the office of the Facilities Maintenance Manager, 555 West Egan, P. O. Box 307, Valdez, Alaska 99686. The bids will be publicly opened and read at that time.

A mandatory pre-bid conference will be held at the Building Maintenance Shop Conference Room, 555 West Egan, Valdez, Alaska on September 14, 2021 at 10:00 am. A site visit to each of the facilities will follow.

Bid 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. Bidders 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.

Bid security in the amount of 5% of the total bid is required.

The City reserves the right to waive any irregularities or informalities in a bid and to reject any and all bids 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 Bidders**

**Project: 2022 Janitorial Services
Contract Number: BM-051**

CAUTION:

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

1. Bid Form
 - A. The Bid Form has been executed and signed.
 - B. Addendum Acknowledgement Form has been executed and signed.
2. Bid Security or Bid Bond
 - A. An executed Bid Security (Bid Bond) in the amount indicated on the Invitation to Bid.
 - B. Verify that the Certificate showing the Corporate Principal on the form is executed if applicable.
3. Alaska Business License, a copy your current license must be included.
4. City of Valdez Business License, current copy.
5. A bid may be rejected if it contains any alterations or erasures that are not initialed by the signer of the bid.

Note: Any certified checks may be held uncollected at the risk of bidders submitting them.

1. General

Bidders are requested to study and follow these instructions about the method and form for submitting bids to avoid having their bid rejected.

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

2. Explanation to Bidders

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



3. Site Conditions

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

5. Submissions of Bids

All bids, including any amendment or withdrawal, must be received at the address shown in the Invitation to Bid no later than the scheduled time of bid opening. Any bid, amendment or withdrawal that has not been actually received by the person opening the bid prior to the time of the scheduled bid opening will not be considered, and bid will be returned unopened. Conditioned or qualified bids unless requested will be considered nonresponsive.

Bids must be in a sealed envelope marked as follows:

BIDS FOR CITY OF VALDEZ
2022 JANITORIAL SERVICES
CONTRACT NO. BM-051

FACILITIES MAINTENANCE MANGER
CITY OF VALDEZ
555 WEST EGAN
P.O. BOX 307
VALDEZ, AK 99686

DATE OF BID OPENING: SEPTEMBER 22, 2021

6. Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed in ink. If erasures or other changes appear on the forms, the person signing the bid must initial each erasure or change.

The Bid Form will provide for quotation or price for all items. Bidders are not obligated to bid on all items. Mandatory bid items are identified on the bid schedule. Alternative bids will not be acceptable unless requested.

Modification by facsimile of bids already submitted will be considered if received before the bid opening time noted in the Invitation for Bid or the addenda. Modification by facsimile is at the risk of the bidder. The Owner makes no warranty as to telephone line or equipment availability or condition. All addenda must be acknowledged prior to the bid opening; facsimile acknowledgement is acceptable for all addenda issued as long as an original completed form was provided within your sealed bid. Facsimile modifications shall not reveal the total amount of the original or revised bid.

Facsimile number to use is (907) 835-5410.



7. Required Documents for Bid

The following listed documents are to be completed and submitted at the time of bidding. Deviation from these requirements will be grounds for rejection of the bid.

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

8. 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

9. Bonding Requirements

- A. Bid Security (Bid Bond or Certified Check)

Bid Security is required and shall be in the form of a Certified Check for each bid or a Bid Bond prepared on the attached Bid Bond Form.

The Bid Bond must be executed by the bidder as principal and be executed by a surety company authorized to transact business in the State of Alaska. The Owner must approve the surety company.

The Bid Security shall be issued for five percent (5%) of the bid amount.

Bid Securities will be returned to all except the three lowest bidders. The remaining certified checks or bid bonds will be returned, after the Owner and the accepted bidder have executed the Contract. Failure of the Owner to return the certified checks or bid bonds in a timely manner will create no liability on the part of the Owner. If no award has been made within sixty (60) days after the bid opening, all bidders except the one who has received the notice of intent to award may request the return of their cash, check or bid bonds.



10. Bidder Qualifications

Before a bid is considered for award, the apparent low bidder 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 Bids

Bids may be withdrawn by written request received from the bidder prior to the bid opening time. Errors on the part of the bidder in preparing the bid, confers no right for the withdrawal of the bid after the bid has been opened.

12. Bidders Interested in More than One Bid

If any one party, by or in name of his or their agent, partner or other person, offers more than one bid, all such bids will be rejected. A party who quoted prices to a bidder is not disqualified from quoting prices to other bidders or from a bid directly for the work.

13. Rejection of Bids

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

14. 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.

15. 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.

16. Award of Bid

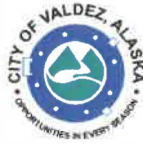
The bid, if awarded, will be awarded based on past performance, ability to perform service based on supplied narrative, letters of reference, and cost, as determined by the terms of the Valdez Municipal Code and these documents.

17. Pre-Bid Conference

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

18. 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 low bidder(s).



**City of Valdez
Addendum Acknowledgement**

**Project: 2022 Janitorial Services
Contract Number: TBD**

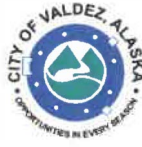
The bidder acknowledges receipt of the following addenda and certifies that their contents have been considered in the preparation of this Bid. If there are no addendums please state NONE above your name.

Addendum Number	<u>1</u>	Dated	<u>9/15/21</u>	Initials	<u>SS</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	_____

Chugach Cleaning Company LLC Sarah Snyder
Company Name Authorizing Name

9/20/21
Date

CO-owner
Title
[Signature]
Signature



**City of Valdez
Bid Schedule
Page 1 of 3**

**2022 Janitorial Services Contract
Contract Number: TBD**

Item No.	Item Description	Quantity	Unit	Total Price for Item
1.	City Hall Building Includes: Administration, Clerks, HR, IT, Lobby, Community Development and Old Fire Station Offices	12	Mo	\$39,600
2.	Police Department	12	Mo	\$14,400
3.	Fire Station #1	12	Mo	\$18,000
4.	Council Chambers	12	Mo	\$7,800
5.	Animal Shelter	12	Mo	X
6.	Harbormaster Building and Facilities	12	Mo	X
7.	B-Float Comfort Station and New Harbor Comfort Station	12	Mo	X
8.	The New Harbor Warehouse and Facilities	12	Mo	X
9.	Library	12	Mo	\$21,600
10.	Recreation Center	12	Mo	\$21,600

#3

#10

#4



**City of Valdez
Bid Schedule
Page 2 of 3**

11.	Pool	12	Mo X	X
12.	Vehicle Maintenance Facility	12	Mo \$550	\$6,600
13.	Building Maintenance Facility	12	Mo \$450	\$5,400
14.	Baler Break Room and Baler Bathroom	12	Mo \$450	\$5,400
15.	Airport Terminal	12	Mo X	X
16.	Capital Facilities, Finance, and Port Offices at Airport	12	Mo \$650	\$7,800
17.	Seasonal Comfort Stations (5)	12	Mo X	X
18.	Seasonal Outhouses	12	Mo X	X
19.	Goldfields Restrooms	12	Mo X	X
20.	Mary Kevin Gilson Medical Clinic	12	Mo \$4,000	\$48,000
	Total Base Bid (Items 1-20 only)	12	Mo \$16,350	\$196,200
	Standard labor rate (straight time) charge per hour This line item is required (Do NOT add this amount in the total bid amount)		Hour \$75	
	Call-out, overtime, and holiday charge per hour This line item is required (Do NOT add this amount in the total bid amount)		Hour \$115	

\$2 *

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 2012, Valdez, AK 99686

owned by

Galen Moore Bridgewater; Sarah Ann Snyder

is licensed by the department to conduct business for the period

October 20, 2020 to December 31, 2021
for the following line(s) of business:

81 - Services



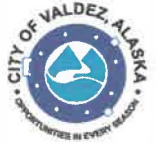
This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

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

Julie Anderson
Commissioner

HOME OCCUPATION PERMIT

ID NO 21-001229



ISSUED TO

Chugach Cleaning Company LLC
Sarah Snyder and Galen Bridgewater

ISSUED BY

City of Valdez
Planning Department
212 Chenega Avenue
Valdez, AK 99686

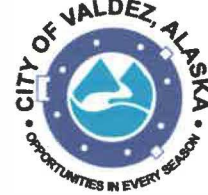
HOME OCCUPATION PERMIT

ISSUED TO

Chugach Cleaning Company LLC
Sarah Snyder and Galen Bridgewater

ISSUED BY

City of Valdez
Planning Department
212 Chenega Avenue
Valdez, AK 99686



ISSUED ON: 06/02/2021

VALID FROM: 06/02/2021

EXPIRES: 12/31/2021

ID NO: 21-001229

Kate Huber

Approved By

This license is Non-Transferable

This license issued in compliance with City of Valdez, AK and subject to the provisions thereof.

CITY OF VALDEZ, AK



CHUGACH CLEANING COMPANY LLC

SARAH SNYDER AND GALEN BRIDGEWATER

HOME OCCUPATION PERMIT

ID NO: 21-001229

EXPIRES: 12/31/2021

This license is Non-Transferable

This license issued in compliance with the City of Valdez, AK and subject to the provisions thereof.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/8/2021

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 Liberty Mutual Insurance PO Box 188065 Fairfield, OH 45018	CONTACT NAME:		
	PHONE (A/C, No, Ext):	800-962-7132	FAX (A/C, No): 800-845-3666
INSURED Chugach Cleaning Company, LLC 338 Eagle Ave, Valdez AK 99686	E-MAIL ADDRESS:	BusinessService@LibertyMutual.com	
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Ohio Security Insurance Company		24082
	INSURER B :		
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 62213571

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BLS63310217	6/8/2021	6/8/2022	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 ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	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 / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 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

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 Katherine Keilig
--	---

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ACORD 25 (2016/03)

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First National Bank
ALASKA

MEMBER FDIC

CASHIERS CHECK

16

No. 00435074

89-6
1252

PAY ***NINE THOUSAND EIGHT HUNDRED TEN and 00/100***USDollars

DATE/TIME
09/20/21

TO
THE
ORDER
OF

CITY OF VALDEZ

9,810.00

Remitter or Purchaser

SARAH SNYDER

MEMO: 2022 Janitorial Bid Security



**City of Valdez
Bid Bond**

KNOW ALL MEN BY THERE PRESENTS, that we

(Insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and

(Insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of Alaska as surety, hereinafter called the Surety, are held and firmly bound unto

City of Valdez
P.O. Box 307
Valdez, Alaska 99686

as Obligee, hereinafter called the Obligee, in the sum of

Dollars (\$),

For the payment of which sum well and truly to be made, the said Principal and the Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas, the Principal has submitted a bid for

**Project: 2022 Janitorial Services
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NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with Obligee in accordance with terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ day or _____, 202____

(Witness)

(Principal)

(Seal)

(Title)

(Witness)

(Surety)

(Seal)

(Title)

City of Valdez Corporate Acknowledgement

Project: 2022 Janitorial Services
Contract Number: BM-051

(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: 2022 Janitorial Services
Contract Number: BM-051

(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: 2022 Janitorial Services
Contract Number: BM-051

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: 2022 Janitorial Services
Contract Number: BM-051**

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: 2022 Janitorial Services
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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: 2022 Janitorial Services
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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
Special Provisions**

**Project: 2022 Janitorial Services
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**City of Valdez
Special Provisions**

**Project: 2022 Janitorial Services
Contract Number: BM-051**

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

Base Bid

The Scope of Work of the Base Bid of this Contract shall include providing all labor, materials, tools, equipment, transportation, supervision and facilities necessary to perform:

All Janitorial Services listed within the **Frequencies, Standards & Specifications and Bid 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;



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 twelve (12) months. The contract will commence on January 1, 2022 and end December 31, 2022. The contract is renewable at the option of the City of Valdez for two (2) additional one (1) year terms.

All work shall be in accordance with the Contract Documents according to the schedule set forth in the bid form. All work items listed in the bid for shall be completed according to the scheduled frequency 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 bidding the work 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.

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 to the City of Valdez Public Relations. The contractor shall utilize competent employees in performing the work specified in this agreement. 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 bid 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 at each facility.

SP 09 Hazardous Waste Generation

Every effort to minimize or eliminate the generations 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.

SP 10 Coordination and Schedule

All work times shall be coordinated and approved by the Contract Administrator prior to commencing work. The specifications and standards listed in Section 90.02 Scope of Work shall be used to complete the rest of this contract. The contractor shall provide to the Contract Administrator with a scheduled time or 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 2022, 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.

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 Basic Bid Contract for each item number will be made independently. The City of Valdez reserves the right to combine item numbers 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. All invoices must include the contract number. If these are not included, payment may be delayed. All invoices must reflect the information listed in the table below. Timely payment to the contractor is contingent upon the receipt of invoices by the Contract Administrator.



Invoices are due to the City of Valdez, PO Box 307, Valdez, AK 99686 no less than thirty (30) days prior to due date. Billing for outside entities should be mailed directly to that specific entity. 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.

The City of Valdez requires that the contractor provide the following information quarterly with their invoice for payment:

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

Important Note: If the above required items are not submitted with the contractor's invoices for the months of April, July, September and December then payment will be withheld until these items are brought current. These items will be verified for release of payment.

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.

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 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.



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 No State Liability

The State of Alaska and its Department of Commerce, Community, and Economic Development are not liable for damages or claims from damages arising from Contactor's performance or activities under the terms of this Contract.

SP 21 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
Building Frequencies, Standards and Specifications
2022 Janitorial Services
Contract Number: BM-051

Frequencies

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 both sides of glass partition and 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 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.
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, window sills & trim.



Community Development and 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 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.
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.

*Note: This will be subject to change pending renovation projection beginning Winter 2021.



Police Department

Important: *Anyone that will be 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 5 times per week: Monday – 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.



Fire Department

Important: *Anyone working in the Fire Department must pass a background check prior to starting work.*

Services to be performed 5 times per week: Monday-Friday

See Fire Station #1 floorplan showing area to be cleaned.

Daily Services

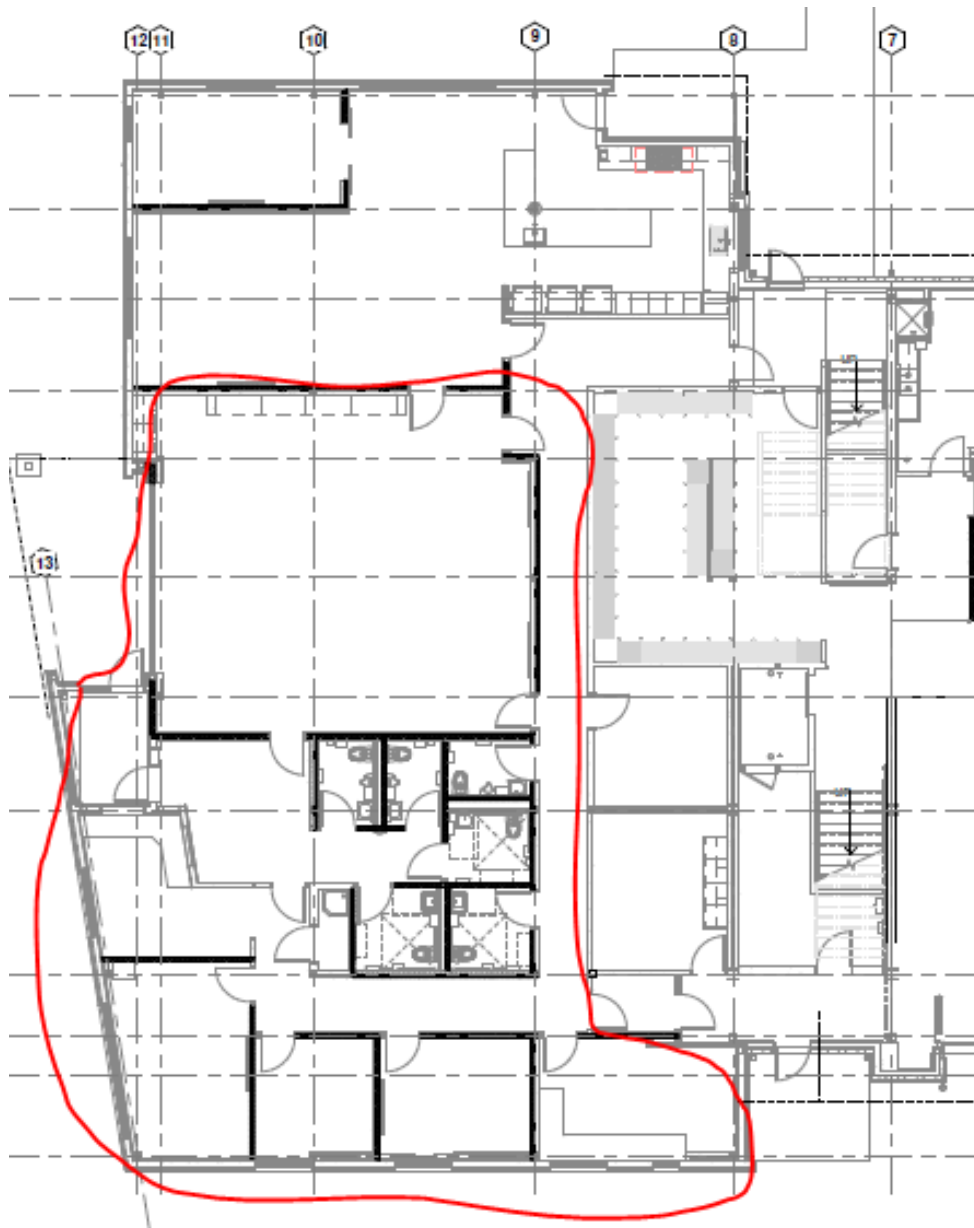
5. Bathrooms- Empty wastebaskets, clean inside and out, reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe doorknobs and light switches with sanitizing agent.
6. 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.
7. Remove trash from receptacles, clean can and reline, offices and reception area.
8. 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.



Floorplan of Fire Station #1 Showing Area to be Cleaned





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. Vacuum chairs.



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.
Monthly: Sweep and mop under rolling cat condos.
3. 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.
4. Break Room- wipe down all hard surfaces and sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.
5. Training 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.



Harbormaster Building – Upstairs Offices

*Services performed: **June 1st-August 31st** cleanings are to take place **4 times per week**, before 7:00 a.m. or after 10:00 p.m.*

***September 1st-May 31st** cleanings are to take place **two times per week** before 7:00 a.m. or after 5:00 p.m.*

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 door knobs 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 Services

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

Harbormaster Building – Downstairs Restrooms

***January 1st-April 30th**: Cleanings are to take place once daily in the mornings from 5:00 a.m.-6:00 a.m. or as mutually agreed upon by Owner and contractor.*

***May 1st – May 31st**: Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. –5:00 p.m. or as mutually agreed upon by Owner and contractor.*

***June 1st – August 14th**: Cleanings are to take place three times a day at times mutually agreed upon by Owner and contractor.*

***August 15th – September 30th**: Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. - 5:00 p.m. or as mutually agreed upon by Owner and contractor.*

***October 1st – December 31st**: Cleanings are to take place once daily in the mornings from 5:00 a.m. - 6:00 a.m. or as mutually agreed upon by Owner and contractor.*

Daily Services: Bathrooms will be cleaned following the Port and Harbor Restroom Cleaning Procedures included after the **New Harbor– Warehouse- Public Restroom/showers** section. Alternative cleaning procedures may be used, but must be pre-approved by City.

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 and disinfect entry doors.
7. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.
8. Wipe down seat benches in the main area of the restrooms.

B-Float Comfort Station and New Harbor Comfort Station

May 1st-May 31st: Cleanings are to take place **twice daily** – Morning cleanings will be from 5:00 a.m. - 6:00 a.m. and the second cleaning is to take place between the hours of 8:00 p.m. - 10:00 p.m. or as mutually agreed upon by Owner and contractor.

June 1st- August 14th: Cleanings are to take place three times a day at times mutually agreed upon by Owner and contractor.

August 15th- September 30th: Cleanings are to take place **twice daily** – Morning cleanings will be from 5:00 a.m. – 6:00 a.m. and the second cleaning is to take place between the hours of 8:00 p.m. - 10:00 p.m. or as mutually agreed upon by Owner and contractor.

Daily Services: Bathrooms will be cleaned following the Port and Harbor Restroom Cleaning Procedures included after the **New Harbor– Warehouse- Public Restroom/Showers** section. Alternative cleaning procedures may be used, but must be pre-approved by City.

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

New Harbor– Warehouse Office and Staff Restroom

Services performed: **June 1st-August 31st** cleanings are to take place **4 times per week**, before 7:00 a.m. or after 10:00 p.m.

September 1st-May 31st cleanings are to take place **two times per week** before 7:00 a.m. or after 5:00 p.m.

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 door knobs 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 Services

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



Warehouse- Public Laundry Area

Services performed daily before 7:00 a.m. or after 5:00 p.m.

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. Wipe down door knobs and light switches with sanitizing agent.

New Harbor– Warehouse- Public Restroom/showers

January 1st-April 30th: Cleanings are to take place once daily in the mornings from 5:00 a.m.-6:00 a.m. or as mutually agreed upon by Owner and contractor.

May 1st – May 31st: Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. –5:00 p.m. or as mutually agreed upon by Owner and contractor.

June 1st – August 14th: Cleanings are to take place three times a day at times mutually agreed upon by Owner and contractor.

August 15th – September 30th: Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. - 5:00 p.m. or as mutually agreed upon by Owner and contractor.

October 1st – December 31st: Cleanings are to take place once daily in the mornings from 5:00 a.m. - 6:00 a.m. or as mutually agreed upon by Owner and contractor.

Daily Services: Bathrooms will be cleaned following the Port and Harbor Restroom Cleaning Procedures included after the **New Harbor– Warehouse- Public Restroom/showers** section. Alternative cleaning procedures may be used, but must be pre-approved by City.

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 and disinfect entry doors.
7. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.
8. Wipe down seat benches in the main area of the restrooms.



Ports and Harbor Restroom Cleaning Procedures

Safety Precautions;

Read and understand the chemicals and equipment required for the job. Ensure you are current on the Blood Borne Pathogens training and have current immunization shots for Hepatitis. B. PPE has been inspected and is of the appropriate size.

Step 1: Assemble needed supplies and safety equipment

Be sure to wear goggles, protective gloves, rubber-soled shoes and long sleeves when cleaning a restroom.

Some or all of this equipment may be necessary;

- Trigger Sprayer & Bottles
- Micro Fiber Clothes (Red, Yellow, Blue)
- Liners for Receptacles
- Bowl Swab
- Wet Mop
- Mob Bucket /w Wringer
- Inspection Mirror
- Broom & Dust Pan
- Wet Floor Sign
- PPE- Gloves and Safety Glasses
- Non-Acid Blow Cleaner
- Glass Cleaner
- Disinfectant Cleaner
- Hand Soap
- Paper Towels
- Toilet Paper
- Sanitary Napkins

Step 2: Place Cautions Signs and close doors to the public

Step 3: Sweep and Refill

1. Dust all vents, partitions and lights (top to bottom)
2. Sweep floor with a broom
3. Empty trash containers
 - a. Never compress the trash; always be careful of sharp objects that may be sticking out of the liners.
 - b. Disinfect the receptacles and reline after dry.
4. Refill all soap dispensers
 - a. Always top off, or replace cartridge when below 20%
5. Fill paper towel dispensers
 - a. Unlock and refill, careful to open slowly.
 - b. Close and re-secure the lock.



6. Refill toilet tissue
 - a. Unlock and refill, ensure unwinds over the top.
 - b. Close and re-lock.
7. Refill seat cover dispensers.

Step 4: Pre-Treat Toilets & Urinals

1. First flush each toilet and urinal. This is done to ensure that each unit is free of contamination and functioning properly. *(Report any damage or malfunctioning units to your supervisor.)*
2. For urinals, remove objects with gloves and place the urinal screen on a paper towel on the floor during cleaning.
3. Apply bowl cleaner evenly with red bowl swab.
4. Allow product to work 2-5 minutes, or per manufacturer's instructions.

Step 5: Clean Sinks, Mirrors, Countertops, Showers

1. Using a yellow microfiber or disposable cloth, spread disinfectant cleaner evenly over the entire sink.
2. Allow product to work 1-2 minutes, or per manufacturer's instructions, then rinse with clean water.
3. Using a yellow cleaning brush, spread disinfectant cleaner evenly over entire shower stall surface.
4. Allow product to work 1-2 minutes, or per manufacturer's instructions, then scrub and rinse with clean water.
5. Spray mirrors with streak free glass cleaner and wipe clean with blue microfiber or disposable cloth.

Step 6: Return to Toilets and Urinals

Swab toilet bowls and urinals with red toilet brush as you flush to rinse. (Pay close attention to the underside of the flush ring)

Step 7: Clean Walls and Fixtures

1. Using a yellow microfiber or disposable cloth, wipe the sink, faucets, and counter tops.
2. Change cloths and wipe the walls and partitions.
3. Change to red microfiber or disposable cloth and wipe the outsides of the toilets and urinals.

Step 8: Prepare Floor Cleaning solution

Follow instructions on the product and use a clean mop.

Step 9: Mop Floor

Mop from the farthest corner out. Be certain to clean the corners and the edges. Work your way out of the restroom by working towards the door.

Step 11: Allow Floor to Dry and inspect

Inspect your work prior to opening them back up to the public.

Step 12: Clean and Wash equipment

1. Be sure to clean and wash equipment at the end of each shift.
2. Report any damaged or non-functioning equipment to your supervisor.
3. Report inventory items that are low to your supervisor.
4. Wash and disinfect your hands, arms and face with warm soapy water.



Library

Services to be performed **once** daily, 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 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.
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 trash can 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 hand rails.
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**, including once on Sunday, 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, door knobs and ADA buttons with sanitizing agent.

Yearly Services

1. Vacuum, clean and Scotch-Guard furniture.



Recreation Center

A. General Requirements

1. Janitorial services shall be performed six (6) days per week, Monday- Saturday, and upon request on Sundays as needed at hourly rate provided in the Bid Schedule. No services shall be performed earlier than 8:00pm.
2. The City of Valdez shall reserve the right to change the days and times of services at any time based on facility and activities schedules. The City will notify the contractor in a timely manner with any changes to times of services needed.
3. It is expected that the contractor not just clean around fixtures, furniture, equipment, containers or receptacles, but underneath and behind them as needed to complete all services.
4. The janitorial supply room shall be kept clean and orderly at all times; contractor tools and supplies kept on site are to be properly labeled and stored.
5. The contractor shall secure the facility upon completion of janitorial services each night; check, close and lock all exterior doors and windows, turn off all lights, and turn on security alarm.
6. Alternative cleaning procedures may be used, but must be pre-approved by City.

B. Daily Services

The following services shall be performed on a daily basis for the entire facility:

1. FLOORS

- a. Vacuum all carpeted floors and rugs/mats; careful attention should be paid to all edges, corners, behind doors, and underneath desks, tables, and game tables.
- b. Spot clean all carpeted floors as needed.
- c. Sweep/mop hard surface floors with approved disinfectant; all rugs/mats should be removed prior to wet mop, vacuumed and returned to original location **AFTER** the hard surface floors have dried.
- d. Floors should be free of all visible dirt, debris and stains.

2. DOORS

- a. Clean interior and exterior of all entryway doors, including frame, crash bars, handles, and glass.
- b. Clean and disinfect all doors, including crash bars, handles, knobs, glass, and kick plates as needed.
- c. Doors should be free of streaks, finger prints, and all visible dirt and debris.

3. WINDOWS/MIRRORS

- a. Clean interior and exterior of all entryway windows, including window frames and ledges.
- b. Clean and disinfect all mirrors, including restrooms.



- c. Clean and disinfect interior of all windows as needed.
- d. Windows and mirrors should be free of streaks, finger prints, and all visible dirt and debris.

4. WALLS

- a. Spot clean all walls with approved cleaner as needed.
- b. Walls should be free of spider webs, and all visible dirt and debris.

5. TRASH

- a. Pick-up all loose trash, waste and debris, and dispose of in proper receptacle, including in the parking lot and exterior perimeter of the facility.
- b. Empty all waste receptacles, including all sanitary napkin and exterior receptacles.
- c. Clean and disinfect outside of all waste receptacles as needed; waste receptacles should be free of streaks, finger prints, and all visible dirt and debris.
- d. Replace all liners, including all sanitary napkin and exterior waste receptacle liners, as needed.

6. DISPENSERS

- a. Clean and disinfect all external surfaces of soap and paper product dispensers. Careful attention should be paid to the underside of all dispensers.
- b. Restock all soap and paper product dispensers as needed.
- c. Replace batteries in paper towel dispenser as necessary.

7. RESTROOMS

- a. Clean and disinfect all countertops, sinks, fixtures and fittings; polish all fixtures and fittings.
- b. Flush all toilets.
- c. Clean and disinfect all toilets and urinals, including the bowl, seat, rim, base and all fixtures and fittings; polish all fixtures and fittings.
- d. Clean and disinfect stall partitions, including handles, knobs, and locks.
- e. Clean and disinfect all baby changing stations.
- f. All surfaces should be free of film, smudges, water, scale, mold, mildew, streaks, finger prints, and all visible dirt and debris.

8. KITCHEN AREA

- a. Sweep/mop flooring, removing chairs first. Sweep and mop behind counter area.
- b. Wipe down and sanitize all kitchen countertop surfaces.

C. Weekly Services

The following services shall be performed on a weekly (*one day per week*) basis:

- 1. Clean and disinfect all light switches.
- 2. Dust all game tables, picture frames, etc.
- 3. Sweep/clean back entry.



D. Monthly Services

The following services shall be performed on a monthly (*one day per month*) basis:

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



City Pool

A. General Requirements

1. Janitorial services shall be performed six (6) days per week, Monday- Saturday. No services on Sundays. No services shall be performed earlier than 9:00pm.
2. The City of Valdez shall reserve the right to change these times of services at any time based on facility and activity schedules. The City will notify the contractor in a timely manner with any changes to times of services needed.
3. Janitorial services shall be limited to all areas of the Valdez City Pool with the exception of the pool area (pool deck, lap pool, and leisure pool) and lifeguard staff room. For the safety and security of all individuals and parties, the contractor shall at no time access the pool area or Valdez City School District Property.
4. Since the Valdez City Pool resides on Valdez City School District property, all persons providing janitorial services at the facility shall be required to pass a background check.
5. It is expected that the contractor not just clean around fixtures, furniture, equipment, containers or receptacles, but underneath and behind them as needed to complete all services.
6. The janitorial supply room shall be kept clean and orderly at all times; contractor tools and supplies kept on site are to be properly labeled and stored.
7. The contractor shall use the dumpster located behind Gilson Middle School to deposit all trash.
8. The contractor shall secure the facility upon completion of janitorial services each night; check, close and lock all exterior doors, and turn off all lights.
9. Alternative cleaning procedures may be used, but must be pre-approved by City.

B. Daily Services

The following services shall be performed on a daily basis for the entire facility:

1. FLOORS

- a. Vacuum all carpeted floors and rugs/mats; careful attention should be paid to all edges, corners, behind doors, and underneath desks, tables, and behind structural supports in hallways.
- b. Spot clean all carpeted floors as needed.
- c. 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.
- d. Floors should be free of standing water, and all visible dirt, debris and stains.



2. DOORS

- a. Clean interior and exterior of all entryway doors, including frame, crash bars, handles, and glass.
- b. Clean and disinfect all doors, including crash bars, handles, knobs, glass, and kick plates as needed.
- c. Doors should be free of streaks, finger prints, and all visible dirt and debris.

3. WINDOWS/MIRRORS

- a. Clean interior and exterior of all entryway windows, including all window frames and ledges.
- b. Clean and disinfect all mirrors, including restrooms, locker rooms and family change room.
- c. Clean and disinfect all windows as needed.
- d. Windows and mirrors should be free of streaks, finger prints, and all visible dirt and debris.

4. WALLS

- a. Spot clean all walls with approved cleaner as needed.
- b. Walls should be free of spider webs, and all visible dirt and debris.

5. TRASH

- a. Pick-up all loose trash, waste and debris, and dispose of in proper receptacle.
- b. Empty all waste receptacles, including all sanitary napkin receptacles.
- c. Clean and disinfect outside of all waste receptacle as needed; waste receptacles should be free of streaks, finger prints, and all visible dirt and debris.
- d. Replace all liners, including all sanitary napkin receptacle liners, as needed.

6. DISPENSERS

- a. Clean and disinfect all external surfaces of soap and paper product dispensers; careful attention should be paid to the underside of all dispensers.
- b. Restock all soap and paper product dispensers as needed.
- c. Replace batteries in paper towel dispenser as necessary.

7. RESTROOMS, LOCKER ROOMS & FAMILY CHANGE ROOM

- a. Clean and disinfect all countertops, sinks, fixture and fittings; polish all fixtures and fittings.
- b. Flush all toilets.
- c. Clean and disinfect all toilets and urinals, including the bowl, seat, rim, base and all fixtures and fittings.
- d. Clean and disinfect stall partitions, including handles, knobs, and locks.
- e. Clean and disinfect all baby changing stations.
- f. Clean and disinfect all shower areas, including all tile, fixtures and fittings; polish fixtures and fittings.
- g. Clean and disinfect all benches.



- h. Clean and disinfect exterior of all hand/hair and swim suit dryers.
- i. Spot clean exterior of lockers as needed.
- j. All surfaces should be free of film, smudges, water, scale, mold, mildew, streaks, finger prints, and all visible dirt and debris.

8. MISCELLANEOUS

- a. Clean, disinfect and polish drinking fountain with approved cleaner; drinking fountain should be free of film, streaks, finger print and all visible dirt and debris.

9. Monthly Services

The following services shall be performed on a monthly (*one day per month*) basis:

- a. Clean and disinfect all light switches
- b. Clean and disinfect interior of all lockers
- c. Clean and disinfect all restroom, locker room and family change room walls.
- d. Clean and disinfect inside of all waste receptacles.
- e. Dust tops of all locker banks.



Vehicle Maintenance Facility

Services performed twice weekly- Upon close of facility

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 dispenser 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.



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 dispenser 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 faucet. 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 counter tops 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. Empty ash urns and pick up any debris or trash in the area. Sweep sidewalk.
8. Wipe doorknobs, handrails, and light switches with sanitizing agent.
9. Empty cigarette and trash bins outside of building. Police general vicinity for trash and other debris.

Weekly Services

1. Clean all glass windows/partitions in hallways or more often as needed.
2. Dust all picture frames, window ledges, heat registers, angle cross supports, etc.
3. 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.
4. 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.

Wipe down walls and cove base in bathrooms.



Baler Break Room Building and Baler Bathroom

*Services to be performed **twice weekly**- Upon close of facility*

1. Empty wastebaskets in all areas; clean cans inside and out, reline
2. Showers- 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 dispenser 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.



Airport Terminal

Services to be performed 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 dispenser if necessary. Sweep and mop floors. Remove trash from public area receptacles. 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. Clean receptacles inside and out, reline. Wipe walls surrounding the receptacle area.
8. Public area between Ravn Air and Puddle Jumper's Bar- 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.

Quarterly Services

5. Shampoo airport terminal carpets.



Airport First Floor
Highlighted Areas to be Cleaned





Airport Second Floor
Highlighted Areas to be Cleaned





Capital Facilities, Finance, and Port Offices at Airport

*Services to be performed **twice weekly (Sundays and Wednesdays)** - Upon close of facility*

1. Empty wastebaskets in all areas, clean cans inside and out, reline.
2. Vacuum offices, paying attention to corners, behind doors, and under tables and desks.
3. Wipe down break room, coffee station countertop, and sink. Restock paper towels and replace batteries in dispenser if necessary. Toilet is not used in the main office.
4. Windows- clean all glass doors and partition windows.
5. Wipe down and sanitize hard surfaces such as countertops, baseboard heaters, file cabinets, window ledges, or desks, *if free of paperwork or personal effects*.
6. 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.
7. **Once a week:** Mop main office bathroom floor.

Comfort Stations

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

Oumalik and Shoup Bay Trailhead: *Services to be performed **twice daily** May 15th-September 15th*

Dock Point: *Services to be performed **twice daily** from April 15th to September 30th*

Ruth Pond and John Kelsey Municipal Dock: *Services to be performed **three times daily** from April 15th to September 30th*

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



Outhouses

Alpine Woods Playgrounds (2 outhouses), Robe River Playground, and Solomon Gulch Outhouse at Hatchery (4 facilities total)

*Services to be performed **twice weekly** from May 1 to October 15 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. Solomon Gulch Outhouse to be cleaned **twice daily** from May 1-September 15.*

1. Sanitize and scrub down walls, floors, doors, partitions, etc. with brush and appropriate cleansing agent.
2. Sweep and mop floors
3. Scrub and sanitize toilet pedestals
4. Remove trash from receptacles, clean inside and outside of can, reline
5. Restock all paper products
6. Sanitize and wipe down all countertops, door handles, and door frames with appropriate cleansing agent
7. Wipe down windows to ensure no debris is present.

Goldfields

*Services to be performed **once daily** from May 1- September 15 with the exception of pre-scheduled 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 a day 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.*

1. Sanitize and scrub down walls, floors, partitions, etc. with brush and appropriate cleansing agent.
2. Mop floors.
3. Scrub bowls and sanitize undersides of sinks, toilets, and urinals.
4. Remove trash from receptacle, clean inside and outside of can, reline..
5. Wipe down mirrors.
6. Restock all paper products and soap dispensers.
7. Replace batteries in paper towel dispenser if necessary.
8. Sanitize and wipe down all countertops, door handles, and light switches with appropriate cleansing agent.
9. Wipe down windows to ensure no debris is present.



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, which is quarterly. 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.



Mary Kevin Gilson Medical Center

Services to be performed once daily Monday – Friday after 7:00 pm.

IMPORTANT NOTE: A minimum of six (6) man hours per daily cleaning is required to keep this facility up to healthcare standards. If this minimum requirement of labor hours is not met, then the contractor will be subject to fines or termination of contract.

Daily Services

1. Empty wastebaskets including sanitary napkins containers, clean inside and outside of receptacles. Collect all designated waste paper and trash, dispose of it in designated dumpsters. Do not remove sharps containers or red bio-hazard bags.
2. In Kitchen, clean all counters, sinks, appliances and spots on cabinets then disinfect with VIREX OR EQUIVALENT. Vacuum carpets and sweep floors. Floors are to be mopped with QUAT 128. Empty trash under sink. Wipe down the inside of the cabinet under the sink.
3. Exam rooms: Wipe down and clean doorknobs, light switches, countertops, sinks, cupboard fronts, chairs, cabinet tops and other surface tops. Once clean, disinfect with VIREX or EQUIVALENT. Clean exam tabletop, sides and fronts (**pull out footsteps and stirrups**) and disinfect with VIREX OR EQUIVALENT. Vacuum carpets and sweep floors. Mop floors with QUAT 128. Trip carpet runners as needed. Empty trash beside exam tabletop and under sink. Wipe down the inside of the cabinet under the sink.
4. In Sterilization Room, clean countertops and all hard surfaces, then disinfect with VIREX OR EQUIVALENT. Scrub floors with QUAT 128. Remove trash from under sink and behind door.
5. Clean and disinfect specimen door with VIREX OR EQUIVALENT in restrooms.
6. Scrub bathroom floors and mop with QUAT 128, wash all plumbing fixtures, urinals and water closets, then disinfect with VIREX OR EQUIVALENT. Damp wipe all dispensers and tiled portion of bathroom walls with VIREX OR EQUIVALENT.
7. Restock all paper products, deodorizers, towels and soap in bathrooms.
8. Vacuum all carpets, trimming carpet runners. Spot treat as needed.
9. Clean then disinfect all drinking fountains with VIREX OR EQUIVALENT.
10. Maintain lobby area by straightening chairs, magazines, toys; wipe down front doors and vacuum floor. Wipe down and disinfect all waiting room furniture. Clean windows in lobby.
11. Dust all visible surfaces of furniture, fixtures, and equipment, pictures, etc.
12. Vacuum foyer area between hospital and clinic doors, trimming carpet runners. Spot treat carpets as necessary.
13. Police sidewalks and parking areas, within a 25 foot radius of all exit doors, by collecting and removing all trash and other discarded materials- including cigarette butts. Clean under grates that may be built into concrete.
14. Removal of all finger marks and smudges from walls, woodwork and glass surfaces.

Weekly Services

1. Vacuum and clean all office chairs



Bi-Annual Services

1. Shampoo all carpets, to include foyer area between hospital and medical center. This service is to be performed on Friday evening or Saturday morning to allow for proper drying time. Must be scheduled and approved in advance.
2. Dust or vacuum window coverings such as blinds or drapes, etc, overhead pipes and moldings, etc, that must be reached by a ladder.
3. Wash exterior and interior windows and glass wind deflectors leaving no streaks or unwashed places. Wipe water spots from sills and frames. Use drop cloths as required to protect adjacent surfaces. Clean all fixtures and furniture. Washing windows shall coincide with bi-yearly carpet cleaning.
4. Wash walls in public and common areas and halls.

As Required

1. Remove spots and stains from carpets, rugs and tile. Remove all foreign matter (gum, smudges, etc.) from floors, handrails and furniture. Trim carpet runners.
2. Clean foyer and entry windows and doors, to include privacy glass partitions between lobby and office staff.
3. Dust light fixtures as appropriate for greatest light efficiency.

All contractor employees working in the clinic must pass a criminal history background check. The contractor is responsible for conducting and administering all background checks. Proof of authorization and clearance must be provided for each employee, upon request of the Contract Administrator. Additionally, all contractor employees must be trained in HIPAA policies/procedures. All new employees, through life of the contract, must have HIPAA training and criminal history background checks prior to start of work at this medical facility. Upon the award of contract, contractor must provide evidence of background checks for all current employees. Failure to provide background checks and HIPAA training to employees and documentation of such training to Contract Administrator before work starts in the Clinic will lead to the loss of the contract. A list of all employees must be kept on file with the Contract Administrator and be pre-approved.



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.

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.

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.

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
Agreement for Services**

THIS AGREEMENT between the CITY OF VALDEZ, ALASKA, (“City”) and CHUGACH CLEANING COMPNAY, LLC (“Contractor”) is effective on the _____ day of _____, 2021.

All work under this agreement shall be referred to by the following:

Project: 2022 Janitorial Services
Contract No.: BM-051
Cost Codes: 001-4200-44230

Contractor’s project manager under this agreement is Sarah Snyder.

Contractor’s project manager may not be changed without the written consent of the City.

City’s project manager is Stanley Porritt.

ARTICLE 1. Scope of Work

1.1 The scope of work to be performed hereunder is more completely described in Appendix A, which is incorporated herein by reference.

ARTICLE 2. Compensation

2.1 Compensation shall be paid in accordance with Appendix B which is incorporated herein by reference.

ARTICLE 3. Period of Performance

3.1 The Contractor agrees to commence work under this agreement only as authorized by and in accordance with written notice to proceed and to complete the work in accordance with the Scope of Work (Appendix A).

3.2 The period of performance under this agreement shall end and Contractor shall have completed all work under this agreement by December 31, 2022. The City of Valdez reserves the right to extend this contract by one (1) year increments for two (2) years, not to exceed a total contract period of three (3) years.



ARTICLE 4. Subcontractors

4.1 The Contractor shall be responsible for the performance of all services required under this agreement.

ARTICLE 5. Insurance

5.1 The following minimum limits of insurance coverage are required:

<u>Type of Insurance</u>	<u>Limits of Liability</u>	
	<u>Each Occurrence</u>	<u>Aggregate</u>
Workers' Compensation	Statutory	Statutory
Employers' General	\$ 100,000	\$ 300,000
Commercial General Liability*	\$1,000,000	\$2,000,000
Comprehensive Automobile Liability	\$ 100,000	\$ 300,000
Professional Liability*	\$1,000,000	\$2,000,000

*(including Broad Form Property Damage Coverage and Completed Operations Coverage)

ARTICLE 6. Appendices

6.1 The following appendices are attached to this agreement and incorporated herein:

<u>Appendix</u>	<u>Title</u>
A	Scope of Work
B	Basis of Compensation
C	General Conditions



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.

**CHUGACH CLEANING COMPANY,
LLC**

**CITY OF VALDEZ, ALASKA
APPROVED:**

Authorized Signature

Mark Detter, City Manager

Printed name

Date: _____

Date: _____

ATTEST:

Title: _____

Sheri L. Pierce, MMC, City Clerk

FEDERAL ID #: _____

Date: _____

Mailing Address

RECOMMENDED:

City, State, Zip Code

Nathan Duval, Capital Facilities Director

Date: _____

Signature of Company Secretary or Attest

APPROVED AS TO FORM:
Brena, Bell & Walker, P.C.

Date: _____

Jon S. Wakeland

Date: _____



Appendix A Scope of Work

BASIC SERVICES

Agreement shall include providing all labor, materials, tools, equipment, transportation and supervision necessary to perform all Janitorial Services selected from the Building Frequencies, Standards & Specifications and Bid Schedule found in this contract, as well as other janitorial services as deemed necessary by the City of Valdez.

The scope of work is more specifically described in the bid documents dated September 20, 2021.

Appendix B Basis of Compensation

On completion of work and submission of invoices, the City shall pay to Contractor the compensation as follows:

Payment shall be made based on the proposed fee from the selected items from the Bid Schedule, as well as hourly rates provided dated September 20, 2021, without prior authorization by the City as required in Section V of the General Conditions (Appendix C).

This service agreement will serve as the basis of compensation and work will be authorized and billed via purchase orders.



Appendix C General Conditions

I. Definitions:

Basic Services: The identified work elements set forth in this Agreement for which the Contractor will receive prime compensation.

Change: An addition to, or reduction of, or other revision in the scope, complexity, character, or duration of the services or other provisions of this Agreement.

City's Project Manager: City's representative in charge of the project(s) and the Contractor's primary point of contact for notice(s) to proceed, invoices, correspondence and interface with the City.

Contractor's Project Manager: The Contractor's representative in charge of the project(s) who is directly responsible and engaged in performing the required services.

Extra Services: Any services or actions required of the Contractor above and beyond provisions of this Agreement.

Funding Agency(s): The agency(s) of the federal, state or municipal government which furnishes funds for the Contractor's compensation under this Agreement.

Optional Services: Identifiable and/or indeterminate work elements set forth in this Agreement, which are separate and distinct from those covered by the prime compensation, which the City has the option to authorize.

Prime Compensation: The dollar amount paid to the Contractor for basic services set forth in this Agreement. Prime compensation does not include payment for any optional or extra services.

Scope of Work: Basic and optional services required of the Contractor by provisions of this Agreement.

Subcontractor: Any person, firm, corporation, joint venture, partnership or other entity engaged through or by Contractor.



II. Information and Services from Others:

Provisions of information, data, budget, standards, and other materials by the City does not warrant their accuracy or quality nor provide approval of omissions or oversights or of any non-compliance with applicable regulation.

The City may, at its election, or in response to a request from the Contractor, furnish information or services from other Contractors. If, in the Contractor's opinion, such information or services are inadequate, the Contractor must notify the City of the specific service or material deemed inadequate and the extent of the inadequacy prior to use in the performance of this Agreement. Unless so notified by the Contractor, the City may assume the information or services provided are adequate.

III. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the City from and against any claim of, or damages, losses, expenses and liability (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals, and court, mediation and/or arbitration costs) for negligent acts, errors, and omissions of the Contractor, Subcontractor, persons or organizations directly or indirectly employed or engaged by Contractor or Subcontractor under this Agreement. The Contractor is not required to indemnify, defend, or hold harmless the City for a claim of, or liability for the independent negligent acts, errors, and omissions of the City. If there is a claim of, or liability for a joint negligent act, error, or omission of the Contractor and the City, the indemnification, defense, and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. In this provision, "Contractor" and "City" include the employees, agents, and contractors who are directly responsible, respectively, to each. In this provision, "independent negligent acts, errors, and omissions" means negligence other than in the City's selection, administration, monitoring, or controlling of the Contractor, or in approving or accepting the Contractor's work.

IV. Payments:

The City shall pay to the Contractor the amount of any changes in the cost of insurance that- are attributable to the Scope of Work created by change orders.

Payments shall be made in accordance with Appendix B. Contractor shall submit progress invoices to City in duplicate showing the itemized services performed during the invoice period and the charges therefore.

All progress invoices shall be prepared as a percentage of the work is completed except contracts performed on "time and expenses" basis which invoiced amounts shall not exceed the actual charges to the invoice date.



Under no circumstances will City pay for charges in excess of any lump-sum or not-to-exceed contract amount incurred prior to written authorization by City for an increase in the contract amount. Written request for an increase in the contract amount shall be given to City with sufficient notice to allow City to issue formal approval prior to the incurring of excess charges without delay to the work.

On “time and expenses” contract amounts, compensation for work included in the Scope of Work shall be for direct labor costs and the actual cost of reimbursable expenses. Direct labor costs shall be as shown on the current Standard Labor Rates for the Contractor, as shown in the attached proposal dated n/a, times a factor of n/a, for services rendered by principals and employees of the firm. Reimbursable expenses mean the actual expenses incurred directly or indirectly in connection with the Project for: transportation and subsistence incidental thereto; obtaining bids or proposals from contractor(s); furnishing and maintaining field office facilities; toll telephone calls and telegrams; reproduction of reports, drawings, specifications, and similar project-related items and, if authorized in advance by City, overtime work requiring higher than regular rates. Reimbursable expenses shall also include the amount billed to Contractor by Subcontractor employed by Contractor for such Subcontractors’ services and reimbursable expenses times a factor of 1.05.

The sum of payments shall not exceed the allowable compensation stated in this Agreement. In the event items on an invoice are disputed, payment on those items will be withheld until the dispute is resolved.

The Contractor shall submit a final invoice and required documentation for services authorized by each Notice to Proceed within ninety (90) days after final acceptance by the City. The City will not be held liable for payment of invoices submitted after this time unless prior written approval has been given.

V. Changes:

Changes in the Scope of Work or of services may only be made by written amendment signed by both City and Contractor.

If at any time the City through its authorized representatives, either orally or in writing, requests or issues instructions for extra services or otherwise directs actions which conflict with any provisions of this Agreement, the Contractor shall, within ten (10) days of receipt and prior to pursuing such instructions, notify the City in writing, and to the extent possible, describe the scope and estimated cost of any extra services. Unless so notified by the Contractor, the City may assume such instructions have not changed any provisions of this Agreement nor require additional compensation. No additional payments shall be made to the Contractor without such notice.



VI. Audits and Records:

The Contractor shall maintain records of all performances, communications, documents, and correspondence pertinent to this Agreement, and the City or its authorized representatives shall have the right to examine such records and accounting procedures and practices.

The materials described in the Article shall be made available at the business office of the Contractor, at all reasonable times, for inspection, audit or reproduction by City or any funding agency, for a minimum of three years from the date of (a) final payment under this Agreement, (b) final payment upon claims or disputes, or (c) such longer period, if any, as may be required by applicable statute or other provisions of this Agreement.

VII. Inspections:

The City, or any funding agency, has the right to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities, materials and activities of the Contractor in the performance of this Agreement.

VIII. Termination or Suspension:

This Agreement may be terminated by either party upon ten (10) day's written notice if the other party fails substantially to perform in accordance with its terms through no fault of the party initiating the termination (default termination). If the City terminates this Agreement, the City will pay the Contractor a sum equal to the percentage of work completed that can be substantiated by the Contractor and the City. If the City becomes aware of any fault or defect in the work of the Contractor or nonconformance with this Agreement, the City will give prompt written notice thereof to the Contractor. Should the Contractor's services remain in nonconformance with this Agreement, the percentage of total compensation attributable to the nonconforming work may be withheld.

The City at any time may terminate (convenience termination) or suspend this Agreement for its own needs or convenience. In the event of a convenience termination or suspension for more than three months, the Contractor will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination plus reasonable termination expenses. NO fee or other compensation for the uncompleted portion of the services will be paid, except for already incurred indirect costs which the Contractor can establish and which would have been compensated for over the life of this Agreement, but because of the convenience termination would have to be absorbed by the Contractor without further compensation.

If state or federal funds support this Agreement, settlement in the event of default or convenience termination must be approved by the City and any appropriate state or federal agency.



Officials Not to Benefit:

No member of or delegate to Congress, United States Commissioner or other officials of federal, state or local government shall be admitted to any share or part of this Agreement or any benefit to arise therefrom. The Contractor warrants that it has not employed or retained any organization or person, other than a bona fide employee working for the Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any consideration contingent upon or resulting from this Agreement.

X. Independent Contractor:

Except in those instances specifically provided for herein, the Contractor and any of its agents and employees shall act in an independent capacity and not as agents of the City in the performance of the Agreement.

XI. Ownership of Work Products:

Work products produced under this Agreement, except items which have preexisting copyrights, are the property of the City. Payments to the Contractor for services hereunder includes full compensation for all work products, field notes, interim work, reports, and other materials produced by the Contractor and its Subcontractors pertaining to this Agreement. Any re-use the City might make of these work products shall be at the City's own risk and the Contractor shall not incur any liability for the City's re-use of the work products on any project for which they were not intended.

XII. Subcontractors, Successors and Assigns:

The City must concur in the selection of all Subcontractors for services to be engaged in performance of this Agreement.

As soon as practicable after the award of the contract, the Contractor shall furnish to the City in writing the names of the proposed Subcontractors for each of the principal portions of the work. The City shall promptly notify the Contractor if it has reasonable objection to any of the proposed Subcontractors. Failure of the City to give prompt notification shall constitute notice of no reasonable objection. The Contractor shall not contract with any Subcontractor to whom the City has made reasonable objection.

If this Agreement includes named firms or individuals, then such firms or individuals shall be employed for the designated services, unless the Agreement is changed by amendment.

The Contractor shall not assign, sublet or transfer any interest in this Agreement without the prior written consent of the City.



The Contractor binds itself, its partners, its Subcontractors, assigns and legal representatives to this Agreement and to the successors, assigns and legal representatives of the City with respect to all covenants of this Agreement.

The Contractor shall include provisions appropriate to effectuate the purposes of this Appendix C in all subcontracts executed to perform services under this Agreement in which the subcontract amount exceeds \$40,000.

XIII. Claims and Disputes:

If the Contractor becomes aware, or reasonably should have become aware of any act or occurrence which may form the basis of a claim, the Contractor shall immediately inform the City's Project Manager. If the matter cannot be resolved within seven (7) days, the Contractor shall within the next fourteen (14) days submit written notice of the facts which may form the basis of the claim.

In addition, all claims by the Contractor for additional compensation or an extension of the time for performance of any dispute regarding a question of fact or interpretation of this Agreement shall be presented in writing by the Contractor to the City's Project Manager within the next sixty (60) days unless the Project Manager agrees in writing to an extension of time for good cause shown. Good cause shown includes time for the Contractor to prepare the claim, and the City's Project Manager will grant an extension of not more than sixty (60) days for preparation of the claim. The Contractor agrees that unless these written notices are provided, the Contractor shall not be entitled to additional time or compensation for such act, event or condition. The Contractor shall in any case continue diligent performance under this Agreement. The Contractor shall in any case continue to expeditiously accomplish disputed services pending future resolution of the Contractor's claim unless notified by the City to stop work on the disputed matter.

In presenting any claim, the Contractor shall specifically include, to the extent then possible, the following:

- The provisions of this Agreement that apply to the claim and under which it is made.
- The specific relief requested including any additional compensation claimed and the basis upon which it was calculated and/or the additional time requested and the basis upon which it was calculated.
- The claim will be acknowledged in writing by the City's Project Manager. If the claim is not disposed of within sixty (60) days of acknowledgement, provided additional time is not granted in writing by the City's Contract Officer, the claim will be decided by the City's Contract Officer.



The Contract Officer reserves the right to make a written request to the Contractor at any time for additional information that the Contractor may possess to support the claims(s). The Contractor agrees to provide the City such additional information within thirty (30) days of receipt for such a request. The City's Contract Officer will allow a reasonable time extension for good cause if presented in writing prior to the expiration of the thirty (30) days. Failure to furnish such additional information constitutes a waiver of claim.

- The Contractor will be furnished a written, signed copy of the Contract Officer's decision within ninety (90) days of receipt of all necessary information from the Contractor upon which to base the decision. The Contract Officer's decision is final and conclusive unless, within thirty (30) days of receipt of the decision, the Contractor delivers a notice of appeal to the City Manager. The notice of appeal shall include specific exceptions to the City's decision including specific provision of this Agreement which the Contractor intends to rely upon on appeal. General assertions that the City's decision is contrary to law or to fact are not sufficient.
- The decision of the City Manager will be rendered within 120 days of notice of appeal and the decision constitutes the exhaustion of contractual and administrative remedies.

XIV. Extent of Agreement:

This Agreement, including appendices, represents the entire and integrated Agreement between the City and the Contractor and supersedes all prior negotiations, representations or agreements, either written or oral.

Nothing contained herein may be deemed to create any contractual relationship between the City and any Subcontractors or material suppliers; nor may anything contained herein be deemed to give any third party a claim or right of action against the City or the Contractor that does not otherwise exist without regard to this Agreement.

This Agreement may be changed only by written amendment executed by both the City and the Contractor.

All communications that affect this Agreement must be made or confirmed in writing.



The Contractor receiving final payment will execute a release, if required, relinquishing in full all claims against the City arising out of or by reason of the services and work products furnished under this Agreement.

The Contractor shall pay all federal, state and local taxes incurred by the Contractor and shall require payment of such taxes by any Subcontractor or any other persons in the performance of this Agreement.

XV. Governing Laws:

This Agreement is governed by the laws of the State of Alaska and such federal and local laws and ordinances as are applicable to work performed. Any litigation arising out of the terms of this Agreement shall be brought in the Third Judicial District, Superior or District Court at Valdez.

XVI. Minimum Wages:

Minimum wages as determined by the Department of Labor shall be paid to all persons performing work under this Contract.

See attached links for reference:

<http://labor.state.ak.us/lss/pamp600.htm>

<http://labor.alaska.gov/lss/forms/Pam400.pdf>

In accordance with the requirements of AS 36.05.070 and AS 36.05.080, the following provisions are included where applicable:

- (1) Contractor or subcontractors of Contractor shall pay all employees unconditionally and not less than once a week;
- (2) wages may not be less than those stated in the advertised specifications, regardless of the contractual relationship between Contractor or subcontractors and laborers, mechanics, or field surveyors;
- (3) the scale of wages to be paid shall be posted by Contractor in a prominent and easily accessible place at the site of the work;



(4) The City shall withhold so much of the accrued payments as is necessary to pay to laborers, mechanics, or field surveyors employed by Contractor or subcontractors the difference between

(A) the rates of wages required by the contract to be paid laborers, mechanics, or field surveyors on the work; and

(B) the rates of wages in fact received by laborers, mechanics, or field surveyors.

(5) If it is found that a laborer, mechanic, or field surveyor employed by Contractor or subcontractor has been or is being paid a rate of wages less than the rate of wages required by the contract to be paid, the City may, by written notice to the contractor, terminate Contractor's right to proceed with the work or the part of the work for which there is a failure to pay the required wages and to prosecute the work to completion by contract or otherwise, and Contractor and Contractor's sureties are liable to the City for excess costs for completing the work.



CITY OF VALDEZ
Project Title: 2022 Janitorial
Services Contract No.: BM-051

TO: All Recipients

Date: September 15, 2021

SUBJECT: Addendum No.1

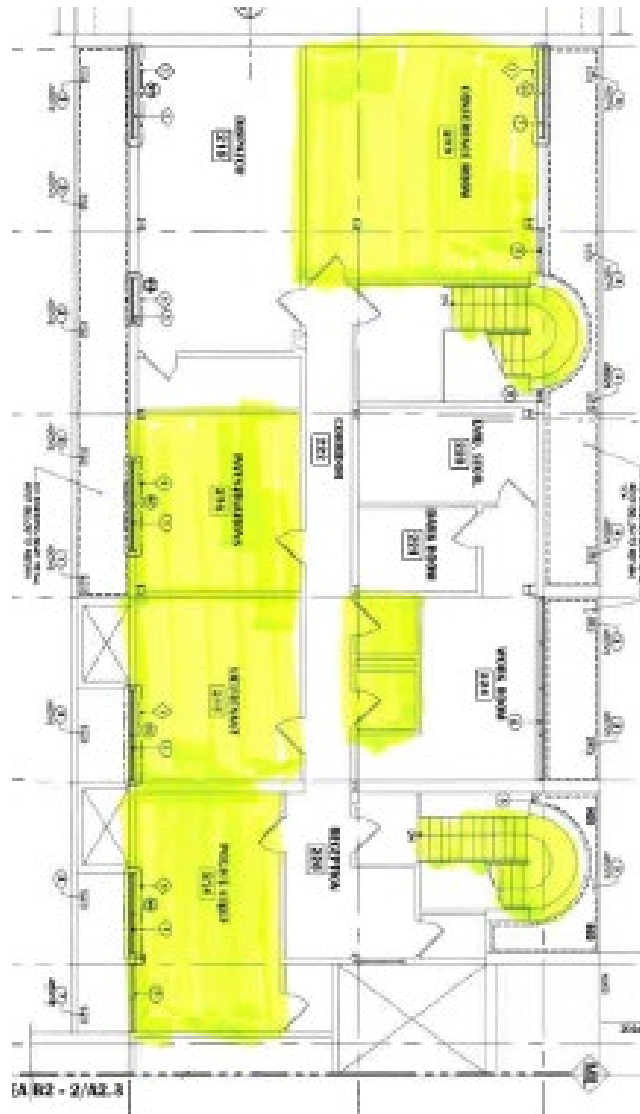
This Six (6) page Addendum forms a part of the project scope documents and modifies the project scope for the above-referenced project. **Acknowledge receipt of this Addendum in the space provided on the Bid Form.** Failure to do so may subject the Bidder to disqualification.

This Addendum makes the following changes and/or clarifications:

1. Question: Will City Hall floor plans showing which areas need to be cleaned be provided?
Response: The City Hall floor plans are shown below.
2. Question: When is the Valdez Medical Clinic site visit?
Response: September 16, 2021 at 7:00 PM. We will meet at the front door of the Clinic.
3. Question: Will any trash bags will be provided by the City?
Response: Fifty gallon and larger will be provided by the City.

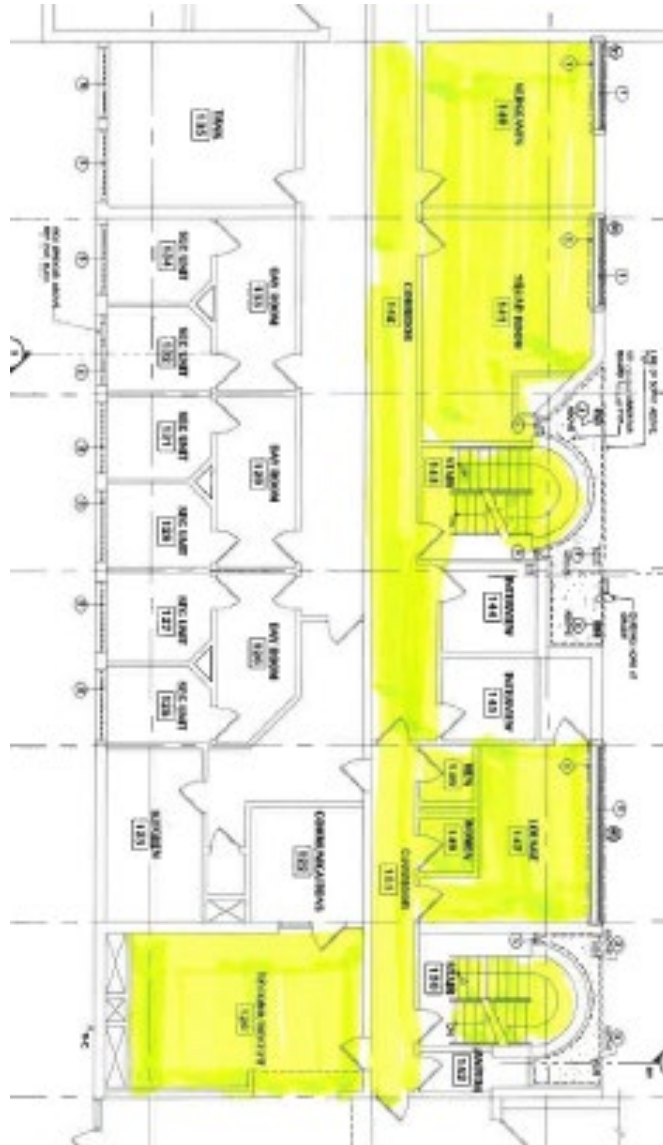


Police Department 2nd Floor Areas in Green to be Cleaned

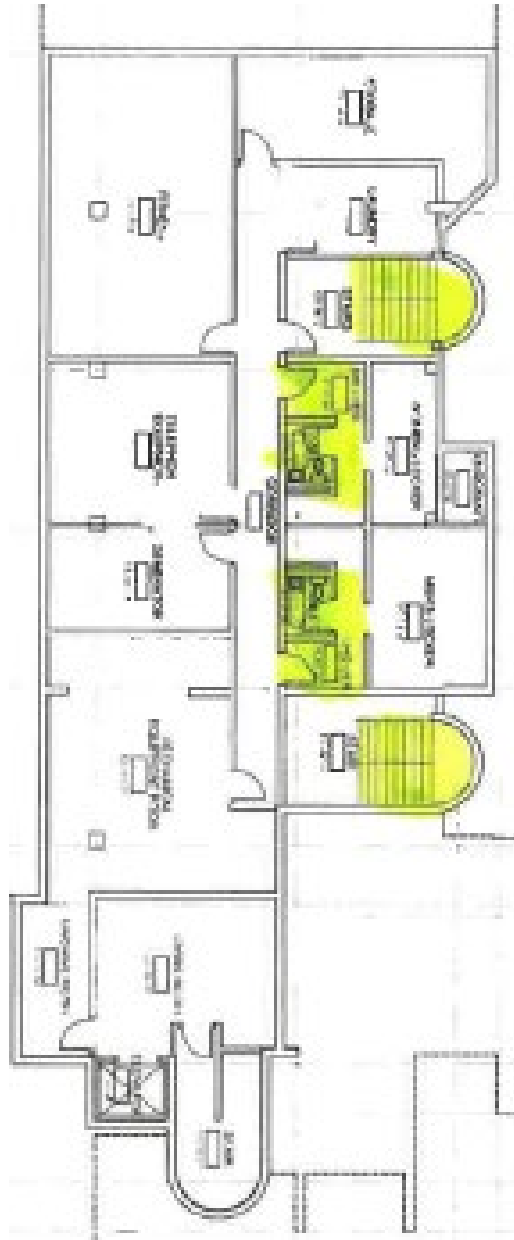




Police Department 1st Floor Areas in Green to be Cleaned



Police Department Basement
Areas in Green to be Cleaned
Bathrooms and Showers in Locker Rooms

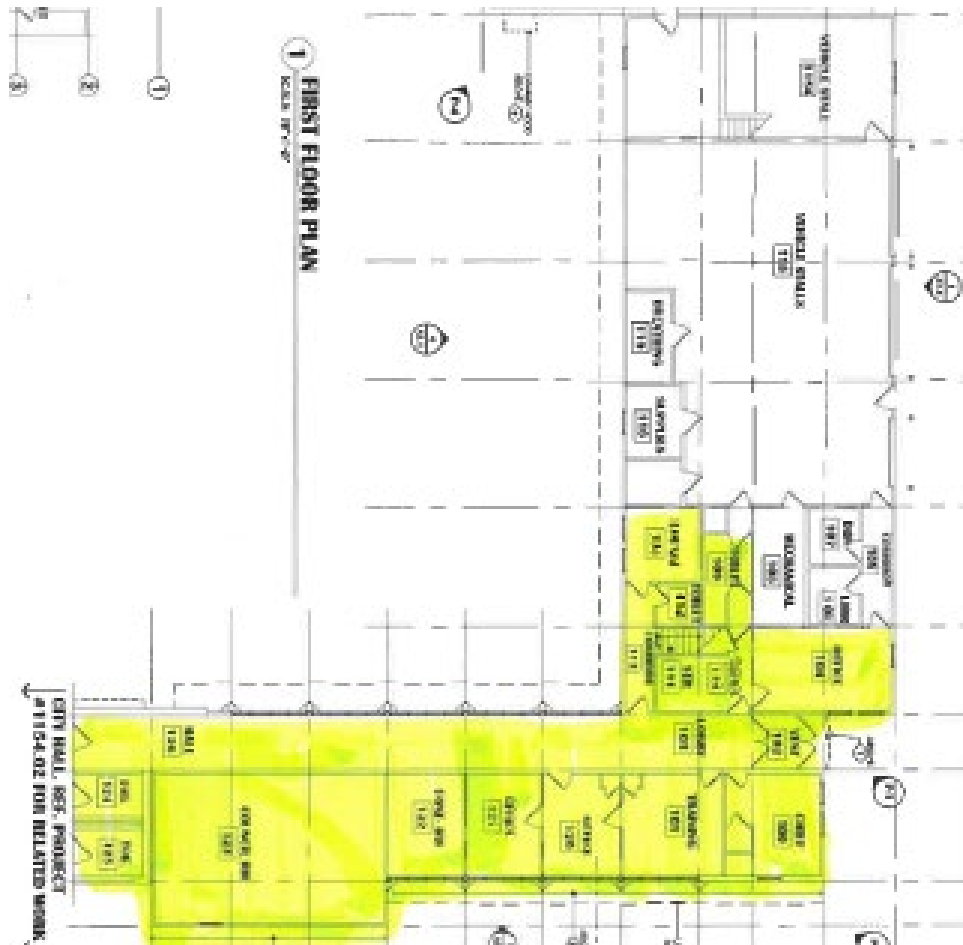




Administration/HR/IT
Areas in Green to be Cleaned



Community Development and Old Fire Station Offices Areas in Green to be Cleaned



As well as 2nd Floor Training Room and stairs leading to it

End of Addendum