

**CITY OF VALDEZ**  
**Project Title: 2016 Janitorial Services**  
**Contract No.: 1233**

**TO: All Recipients**

**Date: August 24, 2015**

**SUBJECT: Addendum No. 3**

This 2 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. Replaces page 6 of 19 of the Frequencies, Standards & Specifications to alter the time frame of the Harbormaster Building – Downstairs Restrooms, May 1<sup>st</sup> – May 31<sup>st</sup>, second cleaning time from between the hours of 8:00pm – 10:00pm to 3:00pm – 5:00pm. Additionally, altering the August 15<sup>th</sup> - September 30<sup>th</sup>, second cleaning time from between the hours of 8:00pm – 10:00pm to 3:00pm – 5:00pm. Please see the attached page.

**End of Addendum**

### **Harbormaster Building – Upstairs Offices**

Services performed: **June 1<sup>st</sup>-August 31<sup>st</sup>** cleanings are to take place **4 times per week** before 7:00am or after 10:00pm

**September 1<sup>st</sup> – May 31<sup>st</sup>** cleanings are to take place **two times per week** before 7:00am or after 5:00pm

#### **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 toilets. Restock all paper products. Sweep and mop floors. Wipe down door knobs.
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.
3. Clean, disinfect and sanitize walls and other hard surfaces such as counter tops or 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 1<sup>st</sup>- April 30<sup>th</sup>** cleanings are to take place **once daily** in the mornings from 5:00am-6:00am

**May 1<sup>st</sup> – May 31<sup>st</sup>** cleanings are to take place **twice daily** – Morning cleanings will be from 5:00am-6:00am and the second cleaning is to take place between the hours of 3:00pm – 5:00pm.

**June 1<sup>st</sup> -August 14<sup>th</sup>** there will be **no** cleanings required

**August 15<sup>th</sup> -September 30<sup>th</sup>** cleanings are to take place **twice daily** – Morning cleanings will be from 5:00am-6:00am and the second cleaning is to take place between the hours of 3:00pm -5:00pm

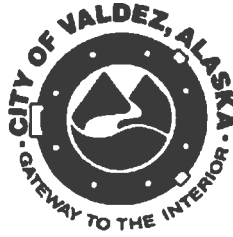
**October 1<sup>st</sup> – December 31<sup>st</sup>** cleanings are to take place **once daily** in the mornings from 5:00am-6:00am

#### **Daily Services**

Showers-With a hard bristle brush scrub down walls and floor after removing Pedi mats.

Remove hair from drains. Scrub seat areas. Rinse. Replace mats.

1. Toilet areas-clean, disinfect, and sanitize toilets, urinals, and partitions.
2. Sinks-scrub sinks, clean mirrors and wipe down surrounding wall area.
3. Restock all paper products.
4. Sweep and mop floor.
5. Clean and disinfect entry doors.
6. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.
7. Wipe down seat benches in the main area of the restrooms.



**CITY OF VALDEZ**  
**Project Title: 2016 Janitorial Services**  
**Contract No.: 1233**

**TO: All Recipients**

**Date: August 21, 2015**

**SUBJECT: Addendum No.2**

This 2 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. Please include the attached page as part of the "Bid Form" documents - as stated in line item "a" of Section 7 – Required Documents for Bid, on page 3 of the Instructions to Bidders.

**End of Addendum**



**City of Valdez  
Bid Form  
2016 Janitorial Services  
Contract Number: 1233**

TO: City of Valdez, hereinafter called Owner

I, \_\_\_\_\_, hereinafter called Bidder, an individual doing business as \_\_\_\_\_, (strike out inapplicable words:) a partnership, a corporation incorporated in the State of Alaska, a joint venture, hereby submits this bid and agrees: to hold this bid open for forty five (45) days, to accept the provisions of the Instruction to Bidders, to accomplish the work in accordance with the contract documents, plans, specifications, for the lump sum and unit price amounts as set forth in this bid schedule.

The Bidder acknowledges receipt of the following addenda and certifies that their contents have been considered in the preparation of this Bid:

Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____

Respectfully submitted this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**BIDDER:**

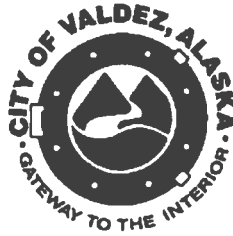
\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizing Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature



**CITY OF VALDEZ**  
**Project Title: 2016 Janitorial Services**  
**Contract No.: 1233**

**TO: All Recipients**

**Date: August 19, 2015**

**SUBJECT: Addendum No.1**

This 3 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. Replaces page 3 of 19 of the Frequencies, Standards & Specifications to increase the frequency of services to the Police Department from 3 times per week to 5 times per week. Please see attached page.
2. Replaces page 4 of 19 of the Frequencies, Standards & Specifications to increase the frequency of services on line item 2 from Bi-Weekly to Twice Weekly. Please see attached page.
3. Deadline for all questions regarding this project must be submitted in writing via email to [abriggs@ci.valdez.ak.us](mailto:abriggs@ci.valdez.ak.us) no later than 4:30 pm, August 20, 2015.

**End of Addendum**

### **Police Department**

**Important:** Anyone that will be working in the Police Department must pass a background check prior to starting work. The background check approval is solely up to the discretion of the Valdez Police Department.

#### **Services to be performed 5 times per week**

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 paper products. Sweep and mop floors. Wipe doorknobs and light switches with sanitizing agent.
2. Scrub down drinking fountains.
3. 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 and trim runners as needed.
4. 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.
5. Wipe doorknobs, handrails, and light switches with sanitizing agent.

**Special Note:** An **additional** day of trash pickup **only** is required throughout the facility, so this would be a fourth day of service. The date and time of this extra day of trash pickup must be coordinated with the Police Department to meet their needs.

#### **Weekly Services-These Services are to be performed once a week.**

1. Dust all picture frames, window ledges, heat registers, etc.
2. 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.
3. Clean all glass partitions and window areas (overlooking foyer) or more often as needed.
4. Wipe down walls and cove base in all restrooms.

### **Animal Shelter**

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

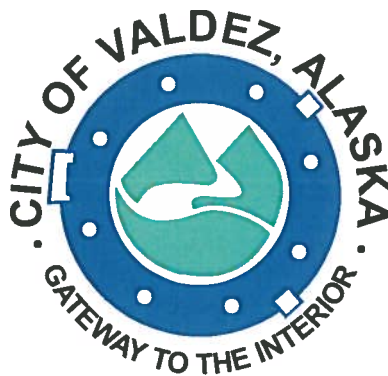
1. Hallway- sweep and mop. Remove any rugs or mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE-WAIT UNTIL DRY.** Vacuum rugs prior to replacing.
2. Cat Room – clean and disinfect countertop are including sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.  
**Twice Weekly:** 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.
4. Break Room – wipe down all hard surfaces and sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.
5. Puppy Palace 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. Clean and sanitize mirror and all other hard surfaces. Sweep and mop. Remove trash, wipe cans inside and out; reline. Replace any paper products as needed.
7. Windows – clean lobby, cat room, office and glass door windows as needed.

**City of Valdez**

**CONTRACT DOCUMENTS**

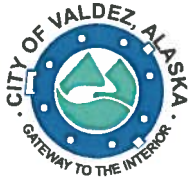
**2016 Janitorial Services**

**Contract Number: 1233**



**City of Valdez  
P.O. Box 307  
Valdez, AK 99686**



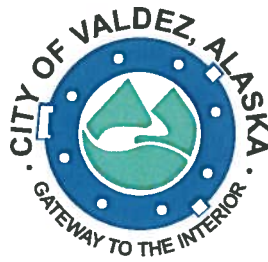


**City of Valdez  
CONTRACT DOCUMENTS**

**2016 Janitorial Services  
Contract Number: 1233**

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**City of Valdez  
Invitation to Bid  
2016 Janitorial Services  
Contract # 1233**

August 10, 2015

The City of Valdez is requesting proposals from qualified and interested firms or individuals to undertake a one (1) year contract for City of Valdez Janitorial Services, renewable at the option of the City of Valdez for two (2) additional one (1) year terms.

Sealed bids will be accepted until 2:00 pm local time on the 25<sup>th</sup> of August 2015, at the office of the Capital Facilities Director, 300 Airport Rd. Suite 201 or P.O. Box 307, Valdez, AK 99686. The bids will be publicly opened and announced at that time. Contractor(s) will be notified after completion of bid review.

A **mandatory** pre-bid conference will be held in the Conference Room of the Capital Facilities Department, 300 Airport Rd. Suite 201 on the 18th of August 2015, at 10:00 am.

Bid documents may be downloaded from the City of Valdez website at [www.ci.valdez.ak.us](http://www.ci.valdez.ak.us). Documents are located under "Bids" on the lower right hand corner 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 contract.

Please contact Ashley Briggs at (907) 835-5478 Ext. 2, with any questions pertaining to this contract. You may also e-mail any questions to: [abriggs@ci.valdez.ak.us](mailto:abriggs@ci.valdez.ak.us)

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



**City of Valdez  
Instructions to Bidders**

**Project: 2016 Janitorial Services  
Contract Number: 1233**

**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 current copy of your State of Alaska business license with the correct number for business type must be included in your packet. A current copy of your City of Valdez business registration must also be included.
4. (3) Letters of reference, narratives, experience, etc. are included in your packet
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 or project engineer. 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. The 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  
2016 JANITORIAL SERVICES  
CONTRACT NO. 1233  
DATE OF BID OPENING: AUGUST 25, 2015

CAPITAL FACILITIES DIRECTOR  
CITY OF VALDEZ  
300 AIRPORT ROAD, SUITE 201  
P.O. BOX 307  
VALDEZ, AK 99686

### **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 must quote on all items. Failure to do so may result in disqualification. 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) 835-5574.

#### **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
- b. Bid Schedule, fully completed original
- c. Bid Bond executed ( Bid security in the amount of 5% of the total bid is required)
- d. Copy of current AK Business license type 561720, and City Registration
- e. 3 Letters of reference, narrative of business, years of service

#### **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 the City of Valdez as “additional insured” for \$1,000,000.
- b. Proof of Current Registration if corporation
- c. Non-collusion affidavit
- d. Signed Contract Agreement Page
- e. City of Valdez Business Registration
- f. Executed W-9 form

## **9. Bonding Requirements**

### **A. Bid Security**

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 or Bid Bond 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 business who:

1. 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:
  - a. Has owned, rented or leased real property within the city limits from which the business operates as verified by appropriate documentation;
  - b. Has advertised a local mailing or street address and local phone number for the business in a manner reasonably accessible to city residents;
  - c. Has current state business licenses and city business registrations;
  - d. Has maintained year-round employment of one or more city resident(s);
2. Is not delinquent in the payment of any taxes, fees, assessments, or other charges owing the city.

##### Section 2.80.060D Competitive Procurement Procedure

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 having its place of business located outside the city. 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 award 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.

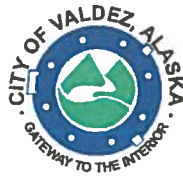
#### **17. Pre-Bid Conference**

A **mandatory** pre-bid conference will be held on August 18, 2015 at 10:00 am. The meeting will take place in the Conference room of the Capital Facilities Department located at 300 Airport Rd., Suite 201.

**18. Pre-Award Conference**

Prior to the award of the contract, a pre-award conference may be held between the Capital Facilities Director, Contract Administrator, and apparent successful bidders.





**City of Valdez  
Bid Form  
2016 Janitorial Services  
Contract Number: 1233**

TO: City of Valdez, hereinafter called Owner

I, NGL DECK, hereinafter called Bidder, ~~an individual~~ doing business as X-DCX Investments Inc. (strike out inapplicable words:) a partnership, a corporation incorporated in the State of Alaska, a joint venture, hereby submits this bid and agrees: to hold this bid open for forty five (45) days, to accept the provisions of the Instruction to Bidders, to accomplish the work in accordance with the contract documents, plans, specifications, for the lump sum and unit price amounts as set forth in this bid schedule.

The Bidder acknowledges receipt of the following addenda and certifies that their contents have been considered in the preparation of this Bid:

Addendum Number	<u>1</u>	Dated	<u>Aug 19</u>	Initials	<u>[Signature]</u>
Addendum Number	<u>2</u>	Dated	<u>Aug 21</u>	Initials	<u>[Signature]</u>
Addendum Number	<u>3</u>	Dated	<u>Aug 21</u>	Initials	<u>[Signature]</u>
Addendum Number		Dated		Initials	

Respectfully submitted this 25 day of Aug, 2015

BIDDER:

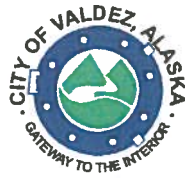
X-DCX Investments Inc.  
Company Name

Aug 25 2015  
Date

NGL DECK  
Authorizing Name

President  
Title

[Signature]  
Signature



**City of Valdez  
Bid Schedule**

**2016 Janitorial Services  
Contract Number: 1233**

Item No.	Item Description	Quantity	Unit	Total Price for Item
	Yearly Lump Sum Price			
1.	City Hall Building: Includes: Administration, Clerks, Lobby, Finance, Community Development, IT, and Fire Dept.  <u>Forty Five thousand</u> Dollars <u>seven hundred</u> and <u>zero</u> cents	Yearly	LS	45,700 <sup>00</sup> / <sub>1</sub>
2.	Council Chambers  <u>Seven thousand nine hundred</u> Dollars and <u>zero</u> cents	Yearly	LS	7,900 <sup>00</sup> / <sub>1</sub>
3.	Animal Shelter  <u>Seven thousand nine hundred</u> Dollars and <u>zero</u> cents	Yearly	LS	7,900 <sup>00</sup> / <sub>1</sub>
4.	Harbor Building Includes: Upstairs Offices and Downstairs Restrooms  <u>Sixty Thousand Nine hundred</u> Dollars and <u>zero</u> cents	Yearly	LS	69,000 <sup>00</sup> / <sub>1</sub>

5.	B-Float Comfort Station <u>Eight Thousand</u> — Dollars and <u>zero</u> cents	Yearly	LS	3,800 <sup>00</sup>
6.	Library <u>Sixteen Thousand nine hundred</u> Dollars <u>ninety five</u> — and <u>zero</u> cents	Yearly	LS	16,995 <sup>00</sup>
7.	Teen Center <u>Twenty one thousand nine</u> Dollars <u>hundred and ninety five</u> — and <u>zero</u> cents	Yearly	LS	21,995 <sup>00</sup>
8.	Vehicle Maintenance Facility <u>Five Thousand seven hundred</u> Dollars and <u>zero</u> cents	Yearly	LS	5,700 <sup>00</sup>
9.	Baler Break Room <u>Five thousand five hundred</u> Dollars and <u>zero</u> cents	Yearly	LS	5,500 <sup>00</sup>
10.	Airport Building & Capital Facilities Offices <u>Forty one thousand seven hundred</u> Dollars <u>ninety five</u> — and <u>zero</u> cents	Yearly	LS	41,795 <sup>00</sup>
11.	Comfort Stations (6) Seasonal Ruth Pond, Oumalik St., Mendeltna St., Shoup Bay Trailhead, Dock Point & John Kelsey Municipal Dock Station <u>Thirteen thousand nine</u> Dollars <u>hundred and ninety</u> — and <u>zero</u> cents	Yearly	LS	13,990 <sup>00</sup>

12.	Building Maintenance Facility <u>Four Thousand Seven Hundred</u> Dollars and <u>zero</u> cents	Yearly	LS	4700 <sup>00</sup>
13.	Goldfields Restrooms <u>Five Thousand Eight Hundred</u> Dollars and <u>zero</u> cents	Yearly	LS	5,800 <sup>00</sup>
14.	Outhouses (Alpine Woods Playgrounds, Robe River Playground, & Airport Park) <u>Five Thousand Two Hundred</u> Dollars and <u>zero</u> cents	Yearly	LS	5,200 <sup>00</sup>
15.	Police Department <u>Ten Thousand Five Hundred</u> Dollars and <u>zero</u> cents	Yearly	LS	10,500 <sup>00</sup>
16.	Mary Kevin Gilson Medical Center <u>Fifty Seven Thousand Five Hundred</u> Dollars and <u>zero</u> cents	Yearly	LS	57,500 <sup>00</sup>
	<b>Total Base Bid</b> (Items 1-16 only)	Yearly	LS	263,875 <sup>00</sup>
	Call out charge per hour <b>Do <u>not</u> add this amount into the total bid amount</b>	LS	Hr	43 <sup>00</sup>

TOTAL BASE BID AMOUNT FOR LINE ITEMS 1-16:

Two hundred sixty three thousand eight hundred seventy five DOLLARS  
zero CENTS (\$ 263,875 <sup>00</sup> )

Contractor:

X-Dex Investment Inc

By:

Nal Deal

Title:

President

Signature:



Date:

8/25/15



Information

- Search and Database Download Information
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- Refund Policy

Search License Data

- Corporations
  - Entities
  - Officials
  - Agents
- Business Licenses
  - Tobacco Endorsements
  - Professional Licenses
  - Search All Sections (Name Only)

Data Downloads

- Corporations Download
  - Officials Download
  - Agents Download
- Business License Download
  - Tobacco Endorsement Download
- Professional License Download
  - Guide Use Area Download

LICENSE DETAILS

License #: 998426 [Print Business License](#)

Business Name: X-DLX INVESTMENTS

Status: ACTIVE

Business Type: CORPORATION

Issue Date: 12/22/2013

Expiration Date: 12/31/2016

Primary Line of Business: 56 - Administrative, Support, Waste Management and Remediation Services

Primary NAICS: 561720 - JANITORIAL SERVICES

Secondary Line of Business: 56 - Administrative, Support, Waste Management and Remediation Services

Secondary NAICS: 561730 - LANDSCAPING SERVICES

Mailing Address: PO BOX 771, VALDEZ, AK 99686

Physical Address: 360 LOWE ST, VALDEZ, AK 99686

Note:

OWNERS

X-DLX INVESTMENTS CORPORATION

Tobacco Endorsements

**Alaska Department of Commerce, Community, and Economic Development**  
Division of Corporations, Business and Professional Licensing  
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

**X-DLX INVESTMENTS**

PO BOX 771 VALDEZ AK 99686

owned by

**X-DLX INVESTMENTS CORPORATION**

is licensed by the department to conduct business for the period

December 04, 2014 through December 31, 2016  
for the following line of business:

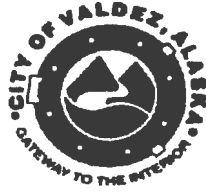
56 - Administrative, Support, Waste Management and Remediation Services



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

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

Chris Hladick



**CITY OF VALDEZ, ALASKA  
BUSINESS REGISTRATION #791**

**This is to certify that**

**X-DLX Investments Corp (Janitorial)**

NAME OF BUSINESS

**X-DLX Investments Corporation**

OWNER

**PO Box 771  
Valdez AK 99686**

ADDRESS

**is a registered business in compliance with Section 5.04 of the Valdez City Code.**

Business Registrar  
City of Valdez, Alaska

**12/31/2015**

Expiration Date

\*\*\*\*\*

**NOTE: BUSINESS REGISTRATIONS are required to be renewed yearly.**



Alaska Entity #124820

**State of Alaska**  
**Department of Commerce, Community and Economic Development**  
**Corporations, Business and Professional Licensing**

## **Certificate of Compliance**

The undersigned, as Commissioner of Commerce, Community and Economic Development of the State of Alaska, and custodian of corporation records for said state, hereby issues a Certificate of Compliance for:

**X-DLX Investments Corporation**

This entity was formed on November 06, 2009 and is in good standing. This entity has filed all biennial reports and fees due at this time.

No information is available in this office on the financial condition, business activity or practices of this corporation.



IN TESTIMONY WHEREOF, I execute the certificate and affix the Great Seal of the State of Alaska effective February 19, 2015.

A handwritten signature in dark ink, appearing to read "Fred Parady", is written over a horizontal line.

Fred Parady  
Commissioner

AKOSHA

Form 300A/200

I have completed the 5 hour OSHA Recordkeeping course and have attached a copy of the transcript.

In the 4 years of operation we have never had an employee injury or illness that would require a form 300A filing.

I hereby certify that we have fewer than 10 employees and are not required to file form 300A.



---

Neil Dees President



# OSHAcademy

Occupational Safety & Health Training

*This is to certify that*

**BARRY NEIL DEES JR**

*Has successfully completed all assignments and final exam requirements for the following  
OSHAcademy Occupational Safety & Health Course:*

## Introduction to Safety Management

Topics covered in this training include: Safety Management System Components, Commitment, Accountability, Employee Involvement, Effective Communications, Hazard Identification and Control Strategies, Accident Investigation Basics, Safety Education and Training, and Principles of Total Quality Safety Management.

Steven J. Geigle, M.A., CET, CSHM  
Director, Instructor (CET #28-362, CSHM #1208)  
OSHAcademy OSH Training

This training conforms to OSHA CBT Training Standards and ANSI Z490.1-2009, Criteria for Accepted Practices in Safety, Health and Environmental Training. OSHAcademy training is endorsed by the National Safety Management Society and is recognized by the Institute for Safety and Health Management.



106522	12.01.2012	6.0
Student #	Issue Date	Hours

Original certificates are embossed with the official OSHAcademy raised stamp. Certificates can be validated through the OSHAcademy website.  
OSHAcademy is a division of Geigle Safety Group, Inc.  
1915 NW Amberglen Pkwy, Suite 400  
Beaverton, OR, USA, 97006  
Tel: +1.971.327.4103 - Website: [www.oshatrain.org](http://www.oshatrain.org)



# OSHAcademy

Occupational Safety & Health Training

*This is to certify that*

**BARRY NEIL DEES JR**

*Has successfully completed all assignments and final exam requirements for the following  
OSHAcademy Occupational Safety & Health Course:*

## Hazard Analysis and Control

Topics covered in this training include: Definition of Hazard and Exposure, Hazard Identification Process, Hazard Areas and Categories, Analyzing the Workplace, Hierarchy of Hazard Controls (Elimination, Substitution, Engineering Controls, Administrative Controls, Personal Protective Equipment), Problem Solving, Writing Effective Recommendations.

Steven J. Geigle, M.A., CET, CSHM  
Director, Instructor (CET #28-362, CSHM #1208)  
OSHAcademy OSH Training

This training conforms to OSHA CBT Training Standards and ANSI Z490.1-2009, Criteria for Accepted Practices in Safety, Health and Environmental Training. OSHAcademy training is endorsed by the National Safety Management Society and is recognized by the Institute for Safety and Health Management.



Recognized by



106522	12.01.2012	5.0
Student #	Issue Date	Hours

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# OSHAcademy

Occupational Safety & Health Training

*This is to certify that*

**BARRY NEIL DEES JR**

*Has successfully completed all assignments and final exam requirements for the following  
OSHAcademy Occupational Safety & Health Course:*

## Introduction to OSH Training

Topics covered in this training include: Definition of Education and Training, Developing the OSH Training Program, Trainer Roles and Responsibilities, Needs Analysis, Developing Goals and Operational Objectives, Developing Learning Activities, Conducting the Training, Documenting the Training, Evaluating Training Presentation and Program, and Improving the Training Program.

Steven J. Geigle, M.A., CET, CSHM  
Director, Instructor (CET #28-362, CSHM #1208)  
OSHAcademy OSH Training

This training conforms to OSHA CBT Training Standards and ANSI Z490.1-2009, Criteria for Accepted Practices in Safety, Health and Environmental Training. OSHAcademy training is endorsed by the National Safety Management Society and is recognized by the Institute for Safety and Health Management.



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Tel: +1.971.327.4103 - Website: [www.oshatrain.org](http://www.oshatrain.org)

August 24, 2015

City Council, Capital Facilities,

Dean Day, Ashley,

X-DLX Investments Inc. has provided janitorial services for a number of years including;

- 1) X-DLX was created in 2009 and has provided services in Valdez every year since inception.
- 2) We currently have a contract with the City of Valdez - Janitorial Contracts. This has continued for Four (4) Years including two extensions of the current contract.
- 3) We have provided more than the three required letters of recommendation.
- 4) We currently have a multi-year contract with the Valdez Museum for Janitorial.
- 5) 100% of our staff has background check clearance from the State of Alaska – we currently provide Janitorial for the State Courthouse.

We look forward to continuing our Janitorial relationship with the City of Valdez and hope to increase our share of the business. We are already staffed for additional opportunities.



Neil Dees & Leticia Pineda

X-DLX Investments Inc.



August 19, 2015

To Whom It May Concern:

Please consider this letter a reference for the company, XDL-X Investments, Inc. The Valdez Museum has been an employer of this janitorial service for the last four years. We have found them to be extremely responsive, effective and accommodating. I highly recommend this company as we have experienced complete satisfaction. Feel free to contact me at 907-835-2764 (Andrea) at any time.

Sincerely,

Andrea Searles / Museum Services Manager



ANDREA SEARLES  
MUSEUM SERVICES MANAGER

P.O. Box 8 • 217 Egan Drive  
Valdez, Alaska 99686

☎ 907.835.2764  
☎ 907.835.5800  
✉ asearles@valdezmuseum.org  
🌐 www.valdezmuseum.org

Valdez Museum & Historical Archive

P.O. Box 8 • 217 Egan Dr. Valdez, AK 99686 • P 907.835.2764 • F 907.835.5800

www.valdezmuseum.org



**City of Valdez**  
**Valdez Animal Shelter**  
PO Box 307, Valdez, AK 99686  
(907) 835-4560

8/24/2015

To whom it may concern,

I have had the pleasure of having XDLX Investments Inc. providing janitorial service to the Valdez Animal Shelter over the last couple of years. During that time we have had absolutely no issues with their service. They have always communicated with us about anything they may have thought we should know about or found out of place in the shelter. They have our support and appreciation for good service.

Rich Long  
Animal Control Officer/Facility Manager





# VALDEZ SMALL BOAT HARBOR

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8-24-15

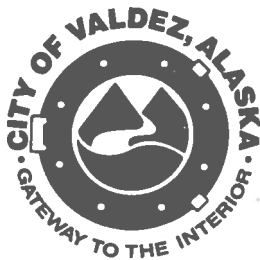
To whom it may concern,

I confirm that I have dealt with X-DLX-Investments Inc. since June of 2014, during which time they have provided the Valdez Small Boat Harbor with good janitorial service for our offices and restrooms. They have assisted our staff with keeping a clean and neat appearance of our facilities.

Yours faithfully,

Jeremy Talbott  
Harbormaster

A handwritten signature in blue ink that reads "Jeremy Talbott". The signature is stylized with a large, looping initial "J" and a crossbar that extends across the name.



Valdez Consortium Library  
P.O. Box 609  
Valdez, AK 99686  
(907)835-4632

August 19, 2015

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

To Whom It May Concern,

X-DLX began cleaning the Valdez Consortium Library in January 2012. Since that time the Library has been well maintained, and the contract has been fulfilled. The work of their employees is satisfactory, and they are always quick to respond to requests. I am content with the service provided by X-DLX, and would be pleased to see them continue their contract with the City of Valdez. Please feel free to contact me with further questions.

Sincerely,

Mollie K. Good  
Head Librarian  
Valdez Consortium Library

*Sound View Apartments*  
*454 W Hanagita / P.O. Box 1176*  
*Valdez, AK. 99686*

August 24, 2015

To whom it may concern:

This letter is in recommendation of X-DLX Services.

X-DLX services has provided cleaning services for us for a year and a half, and in that time they have always proven to go above, and beyond our expectations. They are always prompt, do an exceptional job, and are very pleasant to work with.

I will continue to use them on an exclusive basis, as they have proven to provide outstanding cleaning services time and time again.



Shalyn Lewis  
Office Manager  
Sound View Apartments



This institution is an equal opportunity provider



**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: 2016 Janitorial Services  
Contract Number: 1233**

**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 \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_  
(Witness)

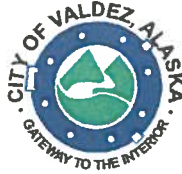
\_\_\_\_\_  
(Principal) (Seal)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Surety) (Seal)

\_\_\_\_\_  
(Title)



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

**Project: 2016 Janitorial Services**  
**Contract Number: 1233**

---

This agreement is made 1<sup>st</sup> day of **December, 2015**, by and between the City of Valdez, Alaska, hereinafter called the Owner and, acting through its Mayor, and **X-DLX Investments, Inc.** doing business as ~~an individual, partnership,~~ a corporation (strike out inapplicable words) located in **Valdez, Alaska** hereinafter called the Contractor.

The Contractor agrees to this Contract known as:

**Project: 2016 Janitorial Services**  
**Contract Number: 1233**

Furthermore the Contractor agrees to accept as full and complete payment for all work to be done in this Contract for the lump sum and per unit prices as set forth in the Bid Form and Addendums in the Contract Documents for this project. The total amount of this Contract shall be: **One Hundred Twenty-six Thousand, Three Hundred Seventy-five Dollars and Zero cents (\$126,375.00)** for janitorial services at the Animal Shelter (\$7,900.00), Harbor Building (\$8,900.00), B-Float Comfort Station (\$3,800.00) Library (\$16,995.00), Teen Center (\$21,995.00), Airport Building and Capital Facilities Offices (\$41,795.00), Seasonal Comfort Stations (\$13,990.00), Goldfields Restroom (\$5,800.00), Outhouses (\$5,200.00).

The Contractor hereby agrees to commence work on this Contract on January 1, 2016 and to complete all work in accordance with the CONTRACT DOCUMENTS on December 31, 2016. The City of Valdez reserves the right to extend this contract by one year increments for two years. Said CONTRACT DOCUMENTS are listed in the "Table of Contents" herein. All documents listed therein are by this reference made a part hereof.

The Owner agrees to pay the Contractor for the performance of the Contract, subject to additions and deductions, as provided in the "Standard General Provisions" of the Contract, and to make payments on account thereof as provided in the "Standard General Provisions" Disbursement of money by the City of Valdez hereunder shall be subject to set-off pursuant to the provisions of the Valdez City Code.

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



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

**2016 Janitorial Services**  
**Contract Number: 1233**

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.

**X-DLX Investments, Inc.**

By: [Signature]  
Title: President

Date: 12/11/15

20502771  
Mailing Address

Valdez AK 99686  
City, State, Zip Code

27-1398939  
Federal I.D. or S.S. #

**COPRORATE SECRETARY**

Attest: [Signature]  
Corporate Secretary

**CITY OF VALDEZ, ALASKA**  
**AUTHORIZED:**

By: [Signature]  
Mayor  
Date: 1-15-16

Attest:  
By: [Signature]  
City Clerk

**RECOMMENDED:**

By: [Signature]  
City Manager  
Date: 01/09/2016

By: [Signature]  
Capital Facilities Director  
Date: 12/23/15

**APPROVED AS TO FORM:**

[Signature]  
Attorney for the City of Valdez





**City of Valdez  
Corporate Acknowledgement**

**2016 Janitorial Services  
Contract Number: 1233**

(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 11 day of Dec, 2015.

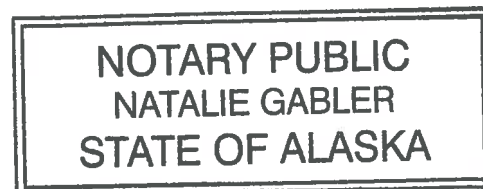
[Signature]  
(Name of Officer)

President  
(Title of Officer)

Fox Instruments Inc  
(Name of Corporation)

Alaska Corporation, on behalf of said Corporation.  
(State of Incorporation)

Natalie Gabler  
Notary Public



My Commission Expires: May 31st 2018



**City of Valdez  
Non-Collusion Affidavit**

**2016 Janitorial Services  
Contract Number: 1233**

(to be executed prior to award)

UNITED STATES OF AMERICA)

)SS.

STATE OF ALASKA )

I, Nat De of Free Inhabitants being duly sworn, do depose and state:

I, or the firm, association or 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:

**2016 Janitorial Services  
Contract Number: 1233**

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: [Signature]

Subscribed and sworn to this 11 day of Dec, 20 11.

Natalie Gabler  
Notary Public

NOTARY PUBLIC  
NATALIE GABLER  
STATE OF ALASKA

My Commission Expires: May 8th 2018





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

**Project: 2016 Janitorial Services  
Contract Number: 1233**

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:

**2016 Janitorial Services  
Contract Number: 1233**

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: 2016 Janitorial Services**  
**Contract Number: 1233**

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  
2016 Janitorial Services  
Contract Number: 1233**

**SECTION 90.01      General Statement**

The special provisions set forth conditions and requirements are unique to this Project and are supplemental to, and supersede the City of Valdez, Standard Specifications and Standard Details.

**SECTION 90.02      Scope of Work**

**Base Bid**

The Scope of Work for this 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.**

*Please reference City code **2.80.060 Competitive procurement procedure.***

*B. The city shall procure from the supplier or contractor whose offer is most advantageous to the city. This determination does not have to only consider price, but may also account for quality, date of delivery, or any other factor(s) deemed relevant by the city manager to the particular procurement.*

**SECTION 90.03      Time of Completion**

The term of the contract shall be for twelve (12) months. The contract will commence on January 1, 2016 and end December 31, 2016. 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 Contracts Documents according to the schedule set forth in the bid form. All work items listed on the bid form 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.

## **SECTION 90.04      Special Site Conditions**

### General

All work sites are in 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.

## **SECTION 90.05      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 conjunctions 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.

## **SECTION 90.06      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.

## **SECTION 90.07      City's Contract Administrator**

The 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 anytime, that timesheets be provided listing employees, dates and times that services were rendered.

After hour emergencies shall be reported to the Valdez Police Department, 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.

#### **SECTION 90.08      Materials and Supplies**

All paper supplies, trash bags, soaps, dispensers, 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, and cleaning solutions to complete this project. The contractor must supply the MSDS sheets for all cleaning solutions used at each facility.

#### **SECTION 90.09      Hazardous Waste Generation**

Every effort to minimize or eliminate the generation of hazardous waste shall be utilized by the contractor in the performance and life of this contract. Unless there is no substitute, no hazardous material shall be used in the performance of the work of this contract.

#### **SECTION 90.10      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 work of this contract. The contractor shall provide to the Contract Administrator with a scheduled time of services within ten (10) working days of the Notice of Intent to Award.

The City of Valdez follows the same holiday schedule as the State of Alaska. In 2013 these include New Years Day, Presidents Day, Martin Luther King Jr. Day, Seward's Day, Memorial Day, Independence Day, Labor Day, Alaska Day, Veteran's Day, Thanksgiving Day, ½ of Christmas Eve, and Christmas Day.

#### **SECTION 90.11      Site Preservation, Restoration, Clean-up and Environmental Reporting**

The 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. The contractor shall notify the Contract Administrator of any claims of damage. Contractor shall clean and restore any property so damaged at the sole expense of the Contractor. All spills or releases of hazardous substances shall be reported to the appropriate governmental agency as well as notice to the City. Contractor shall be responsible for all associated clean-up costs and fines.

The contractor shall keep the worksite clean and orderly at all times. Upon completion of the contract the contractor shall repair all damage caused by equipment and leave the worksite free of rubbish or excess materials or supplies of any kind.

#### **SECTION 90.12      Permits**

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

### **SECTION 90.13      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.

### **SECTION 90.14      Order of Award of Alternative Bids**

Additive Alternate and/or Deductive Alternate Bids may be awarded in any order determined to be the most advantageous combination to the City.

### **SECTION 90.15      Payments**

Payments shall be in accordance with Measurement and Payment of the CVSS. All invoices for payment must include 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 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.

## **SECTION 90.16      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 damage 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 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.

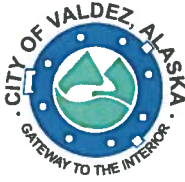
## **SECTION 90.17      City's Right to Terminate Contract**

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.

## **SECTION 90.18      Special Provisions**

The custodial specifications, standards and frequencies are to be considered the scope of work for this contract.





**City of Valdez**  
**Building Frequencies, Standards & Specifications**  
**2016 Janitorial Services**  
**Contract Number: 1233**

**Frequencies**

**City Hall Building-Administration, Clerks, Lobby, and Finance:**

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

**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 paper products. 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, 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 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**

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 & trim.

**Community Development, IT, & Fire Department**

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

Special Note: The Fire Department must be cleaned before 11:00pm.

**Daily Services**

1. Bathrooms (men's room located in first bay of Fire Dept.)- 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 toilets, and urinals; scrub shower (in men's room). Restock all paper products. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. 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 and trim runners as needed.
3. Prevent urea build-up in front of door during winter season.
4. Offices-remove trash from receptacles, clean can and reline. This includes upstairs in Community Development, Fire Chief's office, and upstairs in Fire Training Room. Sweep and mop stairs leading to training room, vacuum stairs leading to upper level Community Development offices. Sweep and mop/vacuum upper level offices and training room.
5. Clean and disinfect all countertop areas.
6. Empty ash urns and pick up any debris or trash in the area. Sweep sidewalk.
7. Wipe doorknobs, handrails, and light switches with sanitizing agent.
8. Empty cigarette and trash bin outside of Fire Dept Door. 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, etc.
3. Vacuum 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.
4. Wipe down walls and cove base in bathrooms.

### **Police Department**

**Important:** Anyone that will be working in the Police Department must pass a background check prior to starting work. The background check approval is solely up to the discretion of the Valdez Police Department.

**Services to be performed 3 times per week**

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 paper products. Sweep and mop floors. Wipe doorknobs and light switches with sanitizing agent.
2. Scrub down drinking fountains.
3. 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 and trim runners as needed.
4. 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.
5. Wipe doorknobs, handrails, and light switches with sanitizing agent.

**Special Note:** An **additional** day of trash pickup **only** is required throughout the facility, so this would be a fourth day of service. The date and time of this extra day of trash pickup must be coordinated with the Police Department to meet their needs.

**Weekly Services-**These Services are to be performed once a week.

1. Dust all picture frames, window ledges, heat registers, etc.
2. 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.
3. Clean all glass partitions and window areas (overlooking foyer) or more often as needed.
4. Wipe down walls and cove base in all restrooms.

### **Animal Shelter**

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

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 are including sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.  
**Bi-Weekly:** 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.
4. Break Room – wipe down all hard surfaces and sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.
5. Puppy Palace 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. Clean and sanitize mirror and all other hard surfaces. Sweep and mop. Remove trash, wipe cans inside and out; reline. Replace any paper products as needed.
7. Windows – clean lobby, cat room, office and glass door windows as needed.

### **City Council Chambers**

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

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

#### **Daily Services**

1. Bathroom-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 paper products. 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.

### **Harbormaster Building – Upstairs Offices**

*Services performed: June 1<sup>st</sup>-August 31<sup>st</sup> cleanings are to take place 4 times per week before 7:00am or after 10:00pm*

*September 1<sup>st</sup> – May 31<sup>st</sup> cleanings are to take place two times per week before 7:00am or after 5:00pm*

#### **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 toilets. Restock all paper products. Sweep and mop floors. Wipe down door knobs.
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.
3. Clean, disinfect and sanitize walls and other hard surfaces such as counter tops or 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 1<sup>st</sup> - April 30<sup>th</sup> cleanings are to take place once daily in the mornings from 5:00am-6:00am*

*May 1<sup>st</sup> -May 31<sup>st</sup> cleanings are to take place twice daily – Morning cleanings will be from 5:00am-6:00am and the second cleaning is to take place between the hours of 8:00pm-10:00pm*

*June 1<sup>st</sup> -August 14<sup>th</sup> there will be no cleanings required*

*August 15<sup>th</sup> -September 30<sup>th</sup> cleanings are to take place twice daily – Morning cleanings will be from 5:00am-6:00am and the second cleaning is to take place between the hours of 8:00pm-10:00pm*

*October 1<sup>st</sup> – December 31<sup>st</sup> cleanings are to take place once daily in the mornings from 5:00am-6:00am*

#### **Daily Services**

Showers-With a hard bristle brush scrub down walls and floor after removing Pedi mats. Remove hair from drains. Scrub seat areas. Rinse. Replace mats.

1. Toilet areas-clean, disinfect, and sanitize toilets, urinals, and partitions.
2. Sinks-scrub sinks, clean mirrors and wipe down surrounding wall area.
3. Restock all paper products.
4. Sweep and mop floor.
5. Clean and disinfect entry doors.
6. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.
7. Wipe down seat benches in the main area of the restrooms.

### **B- Float Comfort Station**

*May 1<sup>st</sup> - May 31<sup>st</sup> cleanings are to take place twice daily – Morning cleanings will be from 5:00am-6:00am and the second cleaning is to take place between the hours of 8:00pm-10:00pm*

*June 1<sup>st</sup> – August 14<sup>th</sup> there will be no cleanings required*

*August 15<sup>th</sup> – September 30<sup>th</sup> cleanings are to take place twice daily – Morning cleanings will be from 5:00am-6:00am and the second cleaning is to take place between the hours of 8:00pm-10:00pm*

1. Bathroom - empty wastebaskets; clean inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub toilets bowls, sinks and the underside of sinks and toilets. Restock all paper products. Sweep and mop floors. Wipe down door knobs.
2. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.

### **Library**

#### **Daily Services- Upon close of facility**

1. Bathrooms - empty all wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize mirrors and other hard surfaces such as counter tops or desks, if free of paperwork or personal effects. Scrub bowls and underside of sinks, toilets, and urinals. Restock all paper products. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Scrub down drinking fountain.
3. All entry door glass must be cleaned inside and out to remove finger prints
4. Clean and disinfect countertops.
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 and trim runners as needed.
7. Sweep and mop foyer removing rugs prior to sweeping. **DO NOT REPLACE RUG ON WET SURFACE, LET DRY FIRST.** Vacuum rugs prior to replacing.
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 to include listening rooms 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.

### **Library**

#### **Weekly Services Continued.....**

4. Dust all window ledges, heat registers, picture frames and other hard surfaces.
5. Wipe down bathroom walls and partitions.
6. Wipe down stairway handrails, light switches, doorknobs, and ADA buttons with sanitizing agent.

### **Yearly Service**

1. Vacuum, clean, and scotch guard furniture.

### **Teen Center**

#### **Services to be performed once daily, 7 times per week – Upon close of facility**

1. Bathrooms - empty all wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and undersides of sinks, toilets and urinals. Restock all paper products. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Kitchen Area-Sweep and mop flooring removing chairs first. Sweep and mop behind counter area. Wipe down and sanitize all kitchen countertop surfaces.
3. Vacuum all of main floor and TV room paying attention to edges, corners, under registers and behind doors.
4. Wipe down tables and baseboard heaters throughout the facility.
5. Vacuum under desks after moving chairs and trash cans.
6. Spot clean as needed and trim runners.
7. Sweep and mop under gaming tables.
8. Wipe down all doorknobs, light switches and hand rails with sanitizing agent.
9. Sweep and mop dance floor and foyer removing rugs prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE-LET DRY.** Vacuum rugs prior to replacing.
10. Police circumference of building collecting debris, trash, etc. Remove trash from outside receptacle, clean cans and reline.
11. Sweep and mop tiled entry by sidewalk.
12. All entry door glass must be cleaned inside and out to remove finger prints.

### **Weekly Services**

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



### **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. 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 stairs leading to upstairs office.
5. Wash inside of windows overlooking shop floor as needed.

### **Baler Break Room Building**

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

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. 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**

### **Daily Services-Upon close of businesses located at facility**

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. 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 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. Sweep and mop floors. Clean receptacles inside and out, reline. Wipe walls surrounding the receptacle area.
8. Public Area between Grant Aviation and the 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, 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, pop machines, information distribution center, etc.
3. Wipe down walls & cove base in upstairs restrooms, paying attention to dust collecting around heat registers.

**Capital Facilities 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 kitchen area, coffee station countertop, and sink. Toilet is not used in the main office.
4. Wipe down & sanitize hard surfaces such as counter tops, baseboard heaters, file cabinets or desks, if free of paperwork or personal effects.
5. **Once a week:** Mop main office bathroom floor.

**Comfort Stations-**

**Dock Point, Ruth Pond, Mendeltna, Oumalik, Shoup Bay Trailhead, John Kelsey Municipal Dock, (Total of 6 facilities)**

**Services to be performed twice daily May 15 to September 15 with the exception of the John Kelsey Municipal Dock location, which will need to be cleaned twice daily from May 1<sup>st</sup> 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. Sanitize and wipe down all countertops, door handles and light switches with appropriate cleaning agent.

**Building Maintenance Shop – 555 Egan**

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

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. 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. 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.

4. Prevent urea build-up in front of door during winter season.
5. Offices-remove trash from receptacles, clean can and reline. Wipe down & 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 bin outside of building. Police general vicinity for trash and other debris.

#### Weekly Services

5. Clean all glass windows/partitions in hallways or more often as needed.
6. Dust all picture frames, window ledges, heat registers, angle cross supports, etc.
7. Sweep and mop office floors. Remove rugs/mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE-LET DRY.** Vacuum rugs prior to replacing.
8. 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.
9. Wipe down walls and cove base in bathrooms.

#### Goldfields-

Services to be performed **once daily** from May 1 to 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, ect. 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. Sanitize and wipe down all countertops, door handles, and light switches with appropriate cleansing agent
8. Wipe down windows to ensure no debris is present

**Outhouses-**

**Alpine Woods Playgrounds (2 outhouses), Robe River Playground, and Airport Park (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.

1. Sanitize and Scrub down walls, floors, doors, partitions, ect. with brush and appropriate cleansing agent
2. Sweep and mop floors
3. Scrub and sanitize toilet pedestals
4. Remove trash from receptacle, 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

**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 City Hall Lobby. 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 7:00pm

**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 footstools and stirrups**) and disinfect with VIREX OR EQUIVALENT. Vacuum carpets and sweep floors. Mop floors with QUAT 128. Trim 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 then 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' 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 all finger marks and smudges from walls, woodwork and glass surfaces.

#### Weekly Services

1. Vacuum and clean all office chairs.

#### Half Yearly 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 & 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 wall 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 on 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 carpets surfaces that may lead to shrinkage are not allowable. Contractor will take care during extraction not to damage any surrounding furniture, base cove, 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 appearances. 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 seat 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 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 surface. Flush floor drains (if applicable) with hot water.

Standards-Properly cleaned restrooms will be free of all odors, stains, discoloration 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. Using 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**

Specification-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 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.