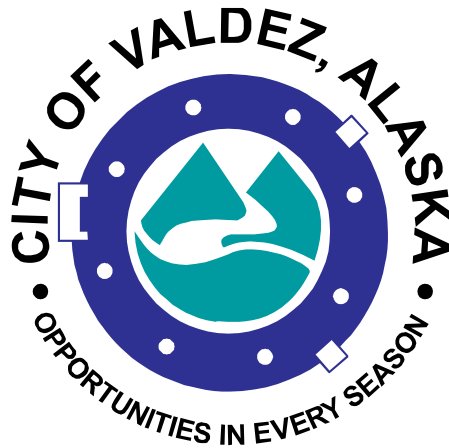


CITY OF VALDEZ  
ALASKA

CONTRACT DOCUMENTS

Project: 2019 Janitorial Services  
Contract Number: 1407  
Cost Codes: 001-4200-44230  
402-4300-43400  
510-4600-43400  
515-5260-44230

Date: September 28, 2018



City of Valdez  
Capital Facilities and Engineering  
300 Airport Road, Suite 201  
P.O. Box 307  
Valdez, Alaska 99686

Project Manager/Contract Administrator:  
Stanley Porritt, Building Maintenance Supervisor



**City of Valdez  
Contract Documents**

**Project: 2019 Janitorial Services  
Contract Number: 1407**

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**City of Valdez  
Invitation to Bid**

**September 28, 2018:**

**Project: 2019 Janitorial Services  
Contract Number: 1407**

This project includes, but is not necessarily limited to:

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

**All Janitorial Services listed within the Building Frequencies, Standards & Specifications and Bid Schedule found in this contract.**

**The contractor needs to be aware that the separate bid items will be awarded in a manner most advantageous to the City of Valdez. This contract is renewable at the option of the city for two additional one-year terms.**

Sealed bids will be accepted until 2:00pm local time on October 25, 2018, at the office of the Capital Facilities Director, 300 Airport Road, Suite 201, P. O. Box 307, Valdez, Alaska 99686. The bids will be publicly opened and read at that time.

A mandatory pre-bid conference will be held at the Capital Facilities Conference Room, 300 Airport Road, Suite 201, Valdez, Alaska on October 19, 2018 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 side of the opening page. Bidders are encouraged to download, fill out, and return the Request for Addendum form located at the link listed above to ensure receipt of any addendum issued for this project.

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

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

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

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

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



**City of Valdez  
Instructions to Bidders**

**Project: 2019 Janitorial Services  
Contract Number: 1407**

**CAUTION:**

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

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

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

**1. General**

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

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

**2. Explanation to Bidders**

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



### 3. Site Conditions

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

### 4. Addenda Requirements

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

### 5. Submissions of Bids

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

Bids must be in a sealed envelope marked as follows:

BIDS FOR CITY OF VALDEZ  
2019 JANITORIAL SERVICES  
CONTRACT NO. 1407

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

DATE OF BID OPENING: October 25, 2018

### 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, fully completed original (see Item 6 above also)
- B. Bid Schedule, fully completed original (see Item 6 above also)
- C. Bid Bond, original
- D. Copy of current Alaska Business License, Type 561720
- E. Copy of current City of Valdez Business Registration
- F. Bidder Qualifications: Three letters of reference, narrative and/or years of experience

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

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

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

## **9. Bonding Requirements**

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

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

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

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

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



## **10. Bidder Qualifications**

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

## **11. Withdrawal of Bids**

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

## **12. Bidders Interested in More than One Bid**

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

## **13. Rejection of Bids**

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

## **14. Hiring of Local Labor**

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

## **15. Local Bidder Preference**

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

### **Section 2.80.020 Definitions**

“Local bidder” means a 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 reasonable 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 of 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 awarded based on past performance, ability to perform service based on supplied narrative, letters of reference, and cost, as determined by the terms of the Valdez Municipal Code and these documents.

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

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

### **18. Pre-Award Conference**

Before the award of the contract a Pre-Award Conference may be held between the Project Manager, the Contract Administrator, and the apparent low bidder(s).





**City of Valdez  
Addendum Acknowledgement**

**Project: 2019 Janitorial Services  
Contract Number: 1407**

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

Addendum Number	<u>N/A</u>	Dated	<u>10-25-18</u>	Initials	<u>C.K.</u>
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____

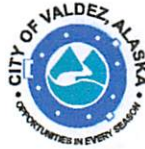
Gulf Coast Inc. dba Clean Alaska  
Company Name

Claudia Kipar  
Authorizing Name

10-23-2018  
Date

Owner  
Title

[Signature]  
Signature



**City of Valdez  
Bid Schedule  
Page 1 of 4**

**2019 Janitorial Services Contract  
Contract Number: 1407**

Item No.	Item Description (Yearly Lump Sum Price)	Quantity	Unit	Total Price for Item
1.	City Hall Building Includes: Administration, Clerks, HR, IT, Lobby, Community Development and Fire Dept. <u>fourty thousand - nine hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	40900,-
2.	Police Department <u>nine thousand - one hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	9100,-
3.	Council Chambers <u>seven thousand - one hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	7100,-
4.	Animal Shelter <u>eight thousand - two hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	8200,-
5.	Harbormaster Building and Facilities <u>tenthousand - eight hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	10800,-
6.	B-Float Comfort Station and New Harbor Comfort Station <u>nine thousand - six hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	9600,-
7.	The New Harbor Warehouse and Facilities <u>tenthousand - eight hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	10800,-

*Handwritten: 10-23-18*



City of Valdez  
Bid Schedule  
Page 2 of 4

8.	Library <u>eighty thousand eight hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	18800,-
9.	Recreation Center <u>twenty-one thousand five hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	21500,-
10.	Vehicle Maintenance Facility <u>six thousand two hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	6200,-
11.	Building Maintenance Facility <u>six thousand nine hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	6900,-
12.	Baler Break Room <u>five thousand seven hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	5700,-
13.	Airport Terminal <u>fourty-one thousand five hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	41500,-
14.	Capital Facilities, Finance, and Port Offices at Airport <u>six thousand nine hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	6900,-
15.	Seasonal Comfort Stations (6) <u>ninety thousand nine hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	19900,-

Monica LZ 10-23-18





City of Valdez  
Bid Schedule  
Page 3 of 4

16.	Seasonal Outhouses <u>six thousand - eighthundred</u> Dollars And <u>No</u> cents	Yearly	LS	6800,-
17.	Goldfields Restrooms <u>six thousand - eighthundred</u> Dollars And <u>No</u> cents	Yearly	LS	6800,-
18.	Mary Kevin Gilson Medical Clinic <u>fourty-nine thousand - fifthundred</u> Dollars And <u>No</u> cents	Yearly	LS	49500,-
	<b>Total Base Bid</b> <u>two hundred - eighty-seven</u> (Items 1-18 only) <u>thousand \$ No/100</u>	Yearly	LS	287000,-
	Call-out charge per hour (Do NOT add this amount in the total bid amount)	LS	Hour	45,-

Claudia Lij 10-23-2018



City of Valdez  
Bid Schedule  
Page 4 of 4

Project: 2019 Janitorial Services  
Contract Number: 1407

Total Base Bid Amount:

two hundred eighty seven thousand Dollars 00/100 Cents  
(\$ 287,000.00)

I, Claudia Kipar, hereinafter called Bidder, an individual doing business as Gulf Coast Inc. dba Clean Alaska, (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.

Respectfully submitted this 23 day of October, 201 8

BIDDER:

Gulf Coast Inc. dba Clean Alaska  
Company Name

Po-Box 761  
Address

Valdez Ak. 99686  
City, State, Zip Code

907-831-0620  
Telephone Number

47-0897669  
Federal I.D. or S.S.N.

Claudia Kipar  
Authorizing Name

Owner  
Title

Mori G  
Signature

claudia.k@live.com  
Email Address

CORPORATE SEAL

ATTEST: Mori G  
Signature of Corporate Sec.

Claudia Kipar  
Print Name



**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: 2019 Janitorial Services  
Contract Number: 1407**

**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)



# CNA SURETY

PO Box 5077 Sioux Falls SD 57117-5077

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

## TO THE INSURED:

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

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

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

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

Sincerely,



Paul T. Bruflat  
Senior Vice President

Enclosure





# Western Surety Company

## JANITORIAL SERVICE BOND

Bond No. 61188541

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

of PO Box 761, Valdez, AK 99686

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

DOLLARS ( \$100,000.00 ).

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

#### TERM OF BOND:

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

#### DISCOVERY PERIOD:

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

#### DEFINITION OF EMPLOYEE:

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

#### FRAUDULENT OR DISHONEST ACT:

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

#### MERGER OR CONSOLIDATION:

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

#### NON-ACCUMULATION OF LIABILITY:

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

#### LIMIT OF LIABILITY UNDER THIS BOND AND PRIOR INSURANCE:

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

#### DEDUCTIBLE:

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

Form 1375-10-2002

*Placid U*



**SALVAGE:**

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

**CANCELLATION AS TO ANY EMPLOYEE:**

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

**CANCELLATION AS TO BOND IN ITS ENTIRETY:**

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

**PRIOR FRAUD, DISHONESTY OR CANCELLATION:**

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

**LOSS—NOTICE—PROOF—LEGAL PROCEEDINGS:**

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

**TEMPORARY EMPLOYEES:**

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

**EXCLUSIONS:**

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

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

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

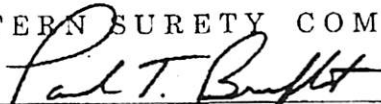
**OTHER INSURANCE:**

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

DATED October 26th, 2011

WESTERN SURETY COMPANY

By



Paul T. Bruffat, Senior Vice President



Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

## Notice of Premium Due 10/26/2018

Premium \$384.00

CLEAN ALASKA  
P. O. BOX 761  
VALDEZ, AK 99686

**Amount Due** \$384.00

### Bond Detail

Bond #	61188541	Bond Penalty	\$100,000.00
Company	Western Surety Company		
Effective Date	10/26/2018		
Anniversary Date	10/26/2019		
Description	AK Janitorial Service		

### Agent Information

D M L Insurance Services, Inc.  
4005 20th Ave., W., Ste. 132  
Seattle, WA 98199  
Phone : (206)838-9077

### Messages

We show 6 rated for premium purposes.  
To ensure proper coverage, verify the  
total number of employees and owners  
covered & contact us with changes. Note:  
After several years, we may have increased  
our rates slightly.

### Payment Instructions



- **Pay Online at [ONLINEPAY.CNASURETY.COM](http://ONLINEPAY.CNASURETY.COM)**
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

*Handwritten signature*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/27/2017

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

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

<b>PRODUCER</b> DML Insurance Services 4005 20th Ave W Ste 122 Seattle WA 98199-	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): (206)838-9077 FAX (A/C, No): (206)838-9076 E-MAIL: ADDRESS:																					
<b>INSURED</b> Gulf Coast, Inc. Clean Alaska Po Box 761 Valdez AK 99686-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>American Fire &amp; Casualty</td> <td>24066</td> </tr> <tr> <td>INSURER B:</td> <td>American Fire &amp; Casualty Company</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td>Western Surety Company</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	American Fire & Casualty	24066	INSURER B:	American Fire & Casualty Company		INSURER C:	Western Surety Company		INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	American Fire & Casualty	24066																				
INSURER B:	American Fire & Casualty Company																					
INSURER C:	Western Surety Company																					
INSURER D:																						
INSURER E:																						
INSURER F:																						

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

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

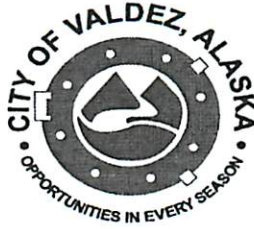
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<b>COMMERCIAL GENERAL LIABILITY</b>			BLA54630440	11/01/2017	11/01/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						PRODUCTS - COM/OP AGG \$ 2,000,000	
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>						AGGREGATE \$
	<b>DED</b>						\$
<b>B</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			17AWW95964	01/22/2017	01/22/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
<b>C</b>	<b>Janitorial Services Bond</b>			61188541	10/26/2017	10/26/2018	Bond Penalty Deductible: \$100
							100,000

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

**CERTIFICATE HOLDER**      **CANCELLATION**      AI 667

City of Valdez PO Box 307 Valdez AK 99686-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Ben Mish</i>
--	---

*David G*



**CITY OF VALDEZ, ALASKA  
BUSINESS REGISTRATION #372**

This is to certify that

**Gulf Coast Inc**

NAME OF BUSINESS

**Gulf Coast Inc**

OWNER

PO Box 761  
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

**12/31/2018**

Expiration Date

\*\*\*\*\*

NOTE: BUSINESS REGISTRATIONS are required to be renewed yearly.

**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

**GULF COAST, INC**

PO BOX 761 VALDEZ AK 99686

owned by

GULF COAST, INC.

is licensed by the department to conduct business for the period

October 13, 2016 through December 31, 2018

for the following line of business:

81 - Services

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

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

Chris Hladick



*Handwritten signature*



From: no.mail.dcced@alaska.gov  
Subject: State of Alaska Order Confirmation  
Date: Oct 3, 2018 at 2:09:22 PM  
To: claudia.k@live.com

Alaska Department of Commerce, Community, and Economic Development  
333 Wiloughby Ave  
Juneau, AK 99811

### Order Results

---

Profile Name: AK Dept of Commerce WEB  
Transaction ID: 031018E3D-72C4974E-8802-42F5-9FE5-7E2066DBEA3F  
Date/Time: 10/03/2018 02:09:19 PM  
Transaction Type: SALE  
Approval Message: APPROVAL  
Approval Code: 056375  
ECI:

### Order Section

---

Card Number : \*\*\*\*\*4883  
Amount : \$100.00USD

### Billing Address

---

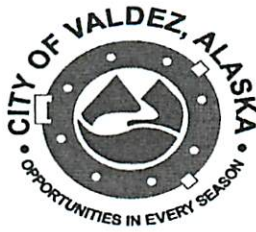
First Name : Claudia  
Last name : Kipar  
Postal Code : 99686  
Phone : 9078310620  
Email Address : [claudia.k@live.com](mailto:claudia.k@live.com)

---

If you have questions concerning your Business or Professional license, contact the Division at (907)465-2550.  
For questions concerning your credit card transaction, contact Financial Services at (907)465-2593.

The information contained in this e-mail and in any attachments is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. This message has been scanned for known computer viruses.





**CITY OF VALDEZ, ALASKA  
BUSINESS REGISTRATION #508**

This is to certify that

**Clean Alaska**

NAME OF BUSINESS

Gulf Coast inc

OWNER

PO Box 761  
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

**12/31/2018**

Expiration Date

\*\*\*\*\*

NOTE: BUSINESS REGISTRATIONS are required to be renewed yearly.

**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

**CLEAN ALASKA**

PO BOX 761 VALDEZ AK 99686

owned by

GULF COAST INC

is licensed by the department to conduct business for the period

October 13, 2016 through December 31, 2018

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



From: no.mail.dcced@alaska.gov  
Subject: State of Alaska Order Confirmation  
Date: Oct 3, 2018 at 2:00:45 PM  
To: claudia.k@live.com

Alaska Department of Commerce, Community, and Economic Development  
333 Wiloughby Ave  
Juneau, AK 99811

## Order Results

---

Profile Name: AK Dept of Commerce WEB  
Transaction ID: 031018A44-CFE7515F-A2D9-4638-B964-BC3AC4D7C7C5  
Date/Time: 10/03/2018 02:00:43 PM  
Transaction Type: SALE  
Approval Message: APPROVAL  
Approval Code: 027551  
ECI:

## Order Section

---

Card Number : \*\*\*\*\*4883  
Amount : \$100.00USD

## Billing Address

---

First Name : Claudia  
Last name : Kipar  
Postal Code : 99686  
Phone : 9078310620  
Email Address : [claudia.k@live.com](mailto:claudia.k@live.com)

---

If you have questions concerning your Business or Professional license, contact the Division at [\(907\)465-2550](tel:9074652550).  
For questions concerning your credit card transaction, contact Financial Services at [\(907\)465-2593](tel:9074652593).

The information contained in this e-mail and in any attachments is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. This message has been scanned for known computer viruses.



# GULF COAST, INC

Corporate Minute Book

## 2018

ALASKA



COUNCIL FOR  
CORPORATIONS



2417 TONGASS AVE # 111-294  
KETCHIKAN, AK 99901-5900

[services@councilforcorps.com](mailto:services@councilforcorps.com)

*Handwritten signature in blue ink*

**State of Alaska**  
**Department of Community and Economic Development**  
**Division of Banking, Securities and Corporations**

**CERTIFICATE**  
**OF**  
**INCORPORATION**  
**Business Corporation**

The undersigned, as Commissioner of Community and Economic Development of the State of Alaska, hereby certifies that Articles of Incorporation of

**GULF COAST, INC**

have been received in this office and have been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Community and Economic Development, and by virtue of the authority vested in me by law, hereby issues this Certificate of Incorporation and attaches hereto the original copy of the Articles of Incorporation.

IN TESTIMONY WHEREOF, I execute this certificate and  
affix the Great Seal of the State of Alaska on  
**SEPTEMBER 23, 2002**

*Deborah B. Sedwick*

Deborah B. Sedwick  
Commissioner of Community  
and Economic Development

*Acro CJ*



# Johnson Wax Professional

Presents this certificate to

*Claudia Lopez*

In recognition for completion of

Bloodborne Pathogens Procedures Training Program

**POWER  
TOOLS** <sup>TM</sup>  
*training series*

*Hand Up*

**Johnson wax  
PROFESSIONAL**

Gulf Coast Inc. dba. Clean Alaska

Po-Box: 761 Valdez AK. 99686

Claudia.k@live.com

Cell: (907)831-0620 Fax: (907)835-5030

Gulf Coast Inc. dba. Clean Alaska has been in Business from 2004.

Our current Contracts are with:

Copper Valley Telephone Corp.

City of Valdez

Facility Manager: Chris Mishmash

Attn: Stanley Porritt

Phone: (907)835-7700

Phone: (907)835-5411

North Pacific Fuel

Attn: Jonathan Anderson

Phone: (907)835-8850

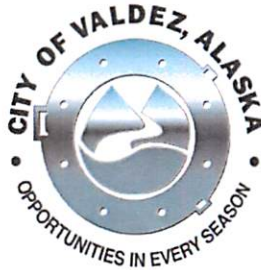
If you have any questions, feel free to contact us at any time. Our mission is to be in compliance at all times with our contracts to establish an excellent relationship with our contract holders. We understand the importance of good communication and plan to be in Valdez for the years to come. We want to continue to build our business to provide work for the people in Valdez and be an asset for the local economy. All our employees are trained in Blood borne Pathogens Procedures & HIPA trained \$ Background checks \$ Fingerprints. We are well versed in OSHA rules and regulations. Our employees have all gone through the appropriate training.

I, Claudia Kipar am certified to provide the training to employees as well. we are currently certified to enter the City of Valdez Police Station and City of Valdez Medical Clinic.

Thank you for your consideration.

Owner of Gulf Coast Inc. dba. Clean Alaska: Claudia Kipar





To Whom It May Concern,

This is a letter of reference for Claudia Kipar and her janitorial services business named Gulf Coast, Inc.

I am currently employed by the City and work in City Hall. My job responsibilities require me to work late and I, almost daily, come into contact with Ms. Kipar and her team as they clean the facility.

I have always found them to be professional, considerate, and hardworking. I have been pleased with the quality of their work in the Clerks Office spaces and City Council Chambers, with no significant complaints. In the rare instance I need to bring something to Ms. Kipar's attention, she handles the concern quickly and follows up with me afterwards regarding the resolution. She is also wonderful about asking questions and communicating with City staff regarding things her team finds, such as leaks or facility damage, while performing their duties.

Please take this letter as my recommendation to renew Ms. Kipar's janitorial contract with the City for the City Hall facility.

Please contact me at 834-3468 or [aferko@valdezak.gov](mailto:aferko@valdezak.gov) if you need additional information.

Sincerely,

Allie Ferko, CMC  
Deputy City Clerk





P.O. Box 907  
Valdez, AK 99686  
(907) 835-8850 tel • (907) 835-4983 fax

## Letter of Recommendation for Gulf Coast Inc.

I am writing to highly recommend Gulf Coast Inc. dba. Clean Alaska as a janitorial contractor. Gulf Coast has successfully provided Janitorial service for our department North Pacific Fuel. All our cleaning needs that have been contracted to do are done on scheduled days. Our Office is cleaned after hours, and I have felt comfortable with them being on the premises.

Ms. Kipar and her team are dedicated and professional. When asked to do extra cleaning in certain areas of the building, you can rest assured it will be done, even if it takes extra time.

Without reservation, I recommend Gulf Coast Inc. Service.

V.I.P Nail Studio, LLC

P.O. Box 3064  
valdez, Alaska 99686  
907.831.0660

---

October 5, 2018

I highly recommend Gulf Coast Inc. for janitorial services. Over the years Gulf Coast has provided an exceptional service to my business, I am very pleased with the work performed at my salon

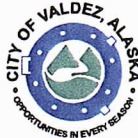
Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melinda Smith', with a large, stylized flourish at the end.

Melinda Smith  
Owner





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

**Project: 2019 Janitorial Services  
Contract Number: 1407**

---

This agreement is made on the 19th day of November, 2018, by and between the City of Valdez, Alaska, hereinafter called the Owner and, acting through its Mayor, and Gulf Coast, 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:

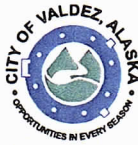
**Project: 2019 Janitorial Services  
Contract Number: 1407**

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-five thousand, four hundred dollars and zero cents (\$125,400.00)**, for janitorial services at the City Hall Building (\$40,900.00), Police Department (\$9,100.00), Council Chambers (\$7,100.00), Vehicle Maintenance Facility (\$6,200.00), Building Maintenance Facility (\$6,900.00), Baler Break Room (\$5,700.00), and the Mary Kevin Gilson Medical Clinic (\$49,500.00).

The Contractor hereby agrees to commence work on this project January 1, 2019 and to complete all work in accordance with the contract documents and addendums by December 31, 2019. The City of Valdez reserves the right to extend this contract by one(1) year increments for two(2) 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 City of Valdez Standard Specifications Section 10 Standard General Provisions of this of this Contract, and to make payments on account thereof as provided in the City of Valdez Standard Specifications Section 10 Standard General Provisions and City of Valdez City Code.

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



City of Valdez  
Agreement Page 2 of 2

Project: 2019 Janitorial Services  
Contract Number: 1407

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

GULF COAST, INC.

*Claudia Kipar*  
Signature

*Claudia Kipar*  
Name

*Owner*  
Title

*11-9-2018*  
Date

*Po-Box: 761*  
Mailing Address

*Valdez AK 99686*  
City, State, Zip Code

*574-39-1363*  
Federal I.D. or S.S.N.

Corporate Secretary

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

CITY OF VALDEZ, ALASKA,  
AUTHORIZED

*Jeremy O'Neil*  
Jeremy O'Neil, Mayor

*11/19/2018*  
Date

Attested:

*Sheri L. Pierce*  
Sheri L. Pierce, MMC, City Clerk

*11/19/18*  
Date

Recommended:

*Elke Doom*  
Elke Doom, City Manager

*11/19/18*  
Date

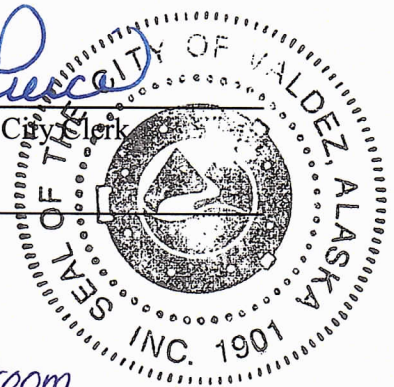
*Nathan Duval*  
Nathan Duval, Capital Facilities Director

*11-9-18*  
Date

Approved as to Form:

*Brena, Bell & Clarkson, P.C.*  
Jon S. Wakeland

*11/19/18*  
Date



**City of Valdez**  
**Corporate Acknowledgement**

**Project: 2019 Janitorial Services**  
**Contract Number: 1407**

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

[illegible]

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

(Name of Officer)

(Title of Officer)

(Name of Corporation)

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

Notary Public

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

# City of Valdez Non-Collusion Affidavit

**Project: 2019 Janitorial Services**  
**Contract Number: 1407**

(to be executed prior to award)

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

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

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

**Project: 2019 Janitorial Services**  
**Contract Number: 1407**

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

Signature

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

Notary Public

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



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

**Project: 2019 Janitorial Services  
Contract Number: 1407**

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

**Project: 2019 Janitorial Services  
Contract Number: 1407**

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: 2019 Janitorial Services**  
**Contract Number: 1407**

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

COMPANY

SIGNATURE

# TITLE

STATE OF ALASKA )  
 )ss.  
THIRD JUDICIAL DISTRICT )

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

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

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





**City of Valdez  
Special Provisions**

**Project: 2019 Janitorial Services  
Contract Number: 1407**

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**City of Valdez  
Special Provisions**

**Project: 2019 Janitorial Services  
Contract Number: 1407**

**SP 01 General Statement**

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

**SP 02 Scope of Work**

**Base Bid**

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

All Janitorial Services listed within the **Frequencies, Standards & Specifications** and **Bid Schedule** found in this contract.

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

*Please reference City code 2.80.060 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.*

**SP 03 Time of Completion**

The term of the contract shall be for twelve (12) months. The contract will commence on January 1, 2019 and end December 31, 2019. The contract is renewable at the option of the City of Valdez for two (2) additional one (1) year terms.

All work shall be in accordance with the Contract Documents according to the schedule set forth in the bid form. All work items listed in the bid for shall be completed according to the scheduled frequency unless written notification to change the schedule is received from the City.

Liquidated damages will be assessed in a sum equal to wasted staff hours and lost revenue for each calendar day that a scheduled work item is not performed, not to exceed two hundred dollars (\$200)





per calendar day. Special work items will be scheduled with the contractor at least two weeks in advance.

#### **SP 04 Special Site Conditions**

##### General

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

##### Smoking

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

#### **SP 05 Security Requirements**

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

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

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

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

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



## **SP 06 Qualifications of Workers**

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

The contractor agrees to provide at all times a competent foreman or supervisor for the life of this contract. The contractor's personnel shall, at all times, present a neat and clean appearance. All work listed within this contract shall be performed and all complaints shall be handled with due regard to the City of Valdez Public Relations. The contractor shall utilize competent employees in performing the work specified in this agreement. At the request of the City Contract Administrator, the contractor shall replace any incompetent, abusive, or disorderly person employed by the contractor. The City Contract Administrator may require removal from work site those contract employees who are deemed objectionable and whose continued employment on City premises is deemed contrary to the interest of the public or inconsistent with the best interest of the City.

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

This bid form identifies the City Contract Administrator.

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

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

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

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

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



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

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

### **SP 09 Hazardous Waste Generation**

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

### **SP 10 Coordination and Schedule**

All work times shall be coordinated and approved by the Contract Administrator prior to commencing work. The specifications and standards listed in Section 90.02 Scope of Work shall be used to complete the rest of this contract. The contractor shall provide to the Contract Administrator with a scheduled time or services within ten (10) working days of the Notice of Intent to Award.

The City of Valdez follows the same holiday schedule as the State of Alaska. In 2019, 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.

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

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

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

### **SP 12 Permits**

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



### **SP 13 Award of Contract**

The award of the Basic Bid Contract for each item number will be made independently. The City of Valdez reserves the right to combine item numbers for award as deemed in the best interest of the City.

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

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

### **SP 15 Payment**

Payments shall be in accordance with Section 10.07, Measurement and Payment of the CVSS. All invoices for payment must be submitted on a City of Valdez *Periodic Payment Request Form*. An electronic copy of this form (Excel Spreadsheet) will be made available for the contractor's use. All invoices must include the contract number. If these are not included, payment may be delayed. All invoices must reflect the information listed in the table below. Timely payment to the contractor is contingent upon the receipt of invoices by the Contract Administrator. Invoices are due to the City of Valdez, PO Box 307, Valdez, AK 99686 no less than thirty (30) days prior to due date. Billing for outside entities should be mailed directly to that specific entity. Payments may be withheld on account of defective work; damage to City property caused by contractor or their employees or subcontractors; unsatisfactory prosecution of work; failure to pay suppliers, subcontractors or wages promptly; or any other breach of conditions set forth in these documents. Monthly and final payments will be withheld until work is completed or conditions are corrected. This final payment schedule applies only if the contract has not been terminated by the City or breached by the contractor.

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

1. Proof of unemployment tax clearance from the Department of labor and Workforce Development.
2. Proof of federal tax filings for business to show current
3. Proof of current insurance (must have proper coverage requirements set forth by the City, including worker's compensation coverage.)

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

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



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

## **SP 16 Penalty Terms of Contract**

### Damages or Losses

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

### Joint Inspections

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

### Facility Cleaning

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

## **SP 17 City’s Right to Terminate Contract**

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



### **SP 18 Frequencies, Standards and Specifications**

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

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

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

If Work is performed by a Subcontractor, the Subcontractor actually performing the Work shall be entitled to those allowances for overhead and profit listed above plus an additional five percent (5%) for management and supervision of the additional work. Each subsequent higher tiered Subcontractor or Contractor shall be allowed no more than an additional five percent (5%) of the Subcontractor's direct costs. In no case shall total cumulative markup on direct costs exceed thirty percent (30%).

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

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

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

### **SP 20 No State Liability**

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

### **SP 21 Equal Employment Opportunity**

The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical handicap,





sex, marital status, changes in marital status, pregnancy, or parenthood. The City shall post in a conspicuous place, available to employees and applicants for employment, a notice setting out this provision. Contractor and any Subcontractors are also bound these provisions.



**City of Valdez**  
**Building Frequencies, Standards and Specifications**  
**2019 Janitorial Services**  
**Contract Number: 1407**

**Frequencies**

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

**Daily Services**

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

**Weekly Services**

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



## **Community Development and Fire Department**

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

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

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

### Weekly Services

1. Clean all glass windows/partitions in hallways, or more often as needed.
2. Dust all picture frames, window ledges, heat registers, etc.
3. 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 5 times per week: Sunday-Thursday*

### Daily Services

1. Bathrooms- Empty wastebaskets, clean inside and out, reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals; scrub showers (basement). Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe doorknobs and light switches with sanitizing agent.
2. Scrub down drinking fountains.
3. Vacuum high traffic areas (main hallway, stairs, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.
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. This would be a sixth 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

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



## City Council Chambers

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

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

### Daily Services

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

### Weekly Services

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

### Monthly Services

1. Vacuum chairs.



## **Animal Shelter**

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

1. Hallway- Sweep and mop. Remove any rugs or mats prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE-WAIT UNTIL DRY. Vacuum rugs prior to replacing.
2. Cat Room- clean and disinfect countertop, including sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.  
**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. Wipe down door knobs and light switches with sanitizing agent.
4. Break Room- wipe down all hard surfaces and sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.
5. 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. Remove trash, wipe cans inside and out; reline. Replace any soap and paper products as needed. Replace batteries in paper towel dispenser if necessary. Sweep and mop bathroom floor.
7. Windows- clean lobby, cat room, office and glass door windows as needed.





### **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 7:00 a.m. or after 10:00 p.m.

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

#### **Daily Services**

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

#### **Weekly Services**

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

### **Harbormaster Building – Downstairs Restrooms**

**January 1<sup>st</sup>-April 30<sup>th</sup>**: Cleanings are to take place once daily in the mornings from 5:00 a.m.- 6:00 a.m.

**May 1<sup>st</sup> – May 31<sup>st</sup>**: Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. – 5:00 p.m.

**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 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. - 5:00 p.m.

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

#### **Daily Services**

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



### **B-Float Comfort Station and New Harbor Comfort Station**

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

**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 5:00 a.m. – 6:00 a.m. and the second cleaning is to take place between the hours of 8:00 p.m. - 10:00 p.m.

#### **Daily Services**

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

### **New Harbor– Warehouse Office and Staff Restroom**

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

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

#### **Daily Services**

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

#### **Weekly Services**

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

### **Warehouse- Public Laundry Area**

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

#### **Daily Services**

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



**New Harbor– Warehouse- Public Restroom/Showers**

**January 1<sup>st</sup>-April 30<sup>th</sup>:** *Cleanings are to take place once daily in the mornings from 5:00 a.m.- 6:00 a.m.*

**May 1<sup>st</sup> – May 31<sup>st</sup>:** *Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. – 5:00 p.m.*

**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 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. - 5:00 p.m.*

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

**Daily Services**

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



## Library

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

### Daily Services

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

### Weekly Services

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

### Yearly Services

1. Vacuum, clean and Scotch-Guard furniture.



## **Recreation Center**

Services to be performed **once daily, after 8:30 p.m.**

1. Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and undersides of sinks, toilets, and urinals. Restock all soap and paper products. Sweep and mop floors. Wipe down door knobs 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 carpeted floors, paying attention to edges, corners, under registers, behind doors, and under gaming tables.
4. Wipe down baseboard heaters and window ledges throughout the facility.
5. Vacuum under desks after moving chairs and trash cans.
6. Spot clean carpet as needed and trim runners.
7. Wipe down all doorknobs, light switches and hand rails with sanitizing agent.
8. Sweep and mop dance floor, tiled entry and foyer, removing rugs prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE-LET DRY.** Vacuum rugs prior to replacing.
9. Police circumference of building collecting debris, trash, etc. Remove trash from outside receptacle, clean cans and reline.
10. 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 interior windows and window partitions, or **more often as needed.**
3. Sweep back entry.
4. Wipe and sanitize restroom stall partitions.

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



## **Building Maintenance Shop**

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

### **Daily Services**

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

### **Weekly Services**

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





### **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**

*Services to be performed **daily**- Upon close of businesses located at facility*

### **Daily Services**

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

### **Weekly Services**

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



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

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

1. Empty wastebaskets in all areas, clean cans inside and out, reline.
2. Vacuum offices, paying attention to corners, behind doors, and under tables and desks.
3. Wipe down kitchen area and break room, coffee station countertop, and sink. Toilet is not used in the main office.
4. Windows- clean all glass doors and partition windows
5. Wipe down and sanitize hard surfaces such as countertops, baseboard heaters, file cabinets, window ledges, or desks, *if free of paperwork or personal effects.*
6. **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-September 15 with the exception of the John Kelsey Municipal Dock, Ruth Pond and Dock Point locations, which will need to be cleaned twice daily from April 15<sup>th</sup> to September 30<sup>th</sup>.*

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.



## **Outhouses**

### **Alpine Woods Playgrounds (2 outhouses), Robe River Playground, Airport Park and Solomon Gulch Outhouse at Hatchery (5 facilities total)**

*Services to be performed **twice weekly** from May 1 to October 15 with the exception of pre-scheduled park rentals to which 72 hour advanced notice will be given upon any cleaning schedule change to accommodate those reserved rental events. Solomon Gulch Outhouse to be cleaned **once daily** from June 1-September 15.*

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

## **Goldfields**

*Services to be performed **once daily** from May 1- September 15 with the exception of pre-scheduled park rentals and/or game tournaments to which 72 hour advanced notice will be given upon any cleaning schedule change. Schedule will be Monday through Thursday once a day providing there are no tournaments. During tournaments, services will need to be provided **twice daily**. We will utilize a schedule of games if one is provided.*

1. Sanitize and scrub down walls, floors, partitions, etc. with brush and appropriate cleansing agent.
2. Mop floors
3. Scrub bowls and sanitize undersides of sinks, toilets, and urinals
4. Remove trash from receptacle, clean inside and outside of can, reline
5. Wipe down mirrors
6. Restock all paper products and soap dispensers
7. 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.



**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 7:00 pm.*

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

### **Daily Services**

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

### **Weekly Services**

1. Vacuum and clean all office chairs

### **Bi-Annual Services**



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

As Required

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

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



## **Custodial Specifications and Standards**

### **Waste and Trash Receptacles**

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

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

### **Ash Urns**

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

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

### **Drinking Fountains**

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

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

### **Carpet**

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

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

### **Carpet Shampooing**

Specifications- Carpet shampooing shall be provided to all carpeted surfaces throughout City Facilities. All carpets shall be shampooed using a warm water extraction method, and when applicable, a scrubbing method. Carpet must be allowed to **thoroughly** dry before completely



vacuuming surfaces. Methods used to clean or dry surfaces that may lead to shrinkage are not allowable. Contractor will take care during extraction not to damage any surrounding furniture, cove base, wall fixtures or additional surfaces. All furniture will be replaced to its original location after drying is complete.

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

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

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

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

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

### **Vinyl/Linoleum Surfaces**

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

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

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

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

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

### **Stairs and Landings**

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

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



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

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

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

### **Restrooms**

Specifications- Clean, sanitize and wipe dry the inside, outside, and underneath of all urinals, commodes, wash basins, bright work, toilet seats on both sides, under & around hinges, partitions, partition leg supports, plumbing fixtures, dispensers, doors, mirrors, and walls. Sanitize with Virex or similar approved product. Use stainless steel cleanser if applicable. Restock all soap and paper towel dispensers ensuring all products are of the proper size for the dispenser. Remove trash from receptacles, reline. Sweep floor surfaces to remove dirt, sand, grit, dust or other unsightly matter. Mop floors with cleansing agent that leaves no residue on floor surfaces. Flush floor drains (if applicable) with hot water.

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

### **Showers**

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

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

### **Glass Surfaces & Mirrors**

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

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

### **Exterior Entrances**

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

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



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

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

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