

**INVITATION TO BID
CITY OF HOMER
JANITORIAL SERVICES**

JUL 27 2015



The City of Homer is requesting bids to contract for janitorial services for the following buildings:

- Airport Terminal – 7 x Week
- City Hall – 4 x Week
- Harbormaster Office – 4 x Week
- Library – 6 x Week
- Police Department – 5 x Week
- Port Maintenance – 2 x Week
- Public Works Department – 5 x Week
- STP Ops Building – 2 x Week

The bidder may bid to provide services for one or all of the buildings; however, a contract for each building may be awarded separately. Each contract will be for a one (1) year term January 1, 2016 through December 31, 2016, and may be extended for two (2) consecutive one (1) year terms by mutual consent of the City and the Contractor.


Bid packets, including detailed specifications of services to be performed and a list of information that should be submitted, may be picked up at the City Clerk's Office at Homer City Hall, 491 E. Pioneer Avenue, Homer, AK, 99603. A **mandatory** walk through conference for the facilities will be held August 20, 2015, at 1:00 p.m.

Bids must be submitted no later than **2:00 p.m. on September 3, 2015** to the Homer City Clerk's Office at which time they will be publicly opened and read. The time of receipt will be determined by the City Clerk's time stamp. Bids received after the time fixed for the receipt of the bids shall not be considered. **All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.** Plan holder registration forms and Plans and Specifications are available online at <http://www.cityofhomer-ak.gov/rfps>

The City retains the right to reject any and all bids, waive informalities in any bid, request clarification of any bid, consider relevant performance information, and to award the bid in the best interest of the City.

Further information may be obtained by calling Misty Worland, 907 235-3170 ext. 2222.

Dated this 27 day of July, 2015


Katie Koester, City Manager
City of Homer

Publish: Homer Tribune – 8/5/15 and 8/12/15

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Bidding Documents

Invitation to Bid

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INVITATION TO BID
CITY OF HOMER
491 E. PIONEER AVENUE
HOMER, ALASKA 99603
Phone 907-235-8121

Sealed bids will be received for the furnishing of all labor, materials, and equipment for the project listed below. Bids must be submitted to the City Clerk at the above address on or before the local time and date listed below. All bids will be publicly opened and read aloud at Homer City Hall. The project title and bidder's name and address shall be shown on the outside of the envelope containing the bid proposal.

City of Homer
Janitorial Services 2016

Anticipated Scope of Work:

Airport 7 x Week City Hall 4 x Week Harbormaster Office 4 x Week
Library 6 x Week Police Department 5 x Week Port Maintenance 2 x Week
Public Works Department 5 x Week STP Ops Building 2 x Week

Advertisement:	August 5, & 12, 2015
Plans & Specifications Available:	August 5, 2015
<u>Mandatory Pre-Bid Walkthrough:</u>	August 20, 2015 at 1:00 p.m. City Hall
Bid Due to City Clerk's Office:	September 3, 2015 at 2:00 p.m. City Hall
Award Date:	September 28, to October 12, 2015
Notice to Proceed	November 2, 2015
Contract Period	January 1, 2016 through December 31, 2016

Bidders must attend the pre-bid walk through at the time and date noted above. Bids will not be opened if the submitting firm is not on the pre-bid walkthrough sign in sheet.

Bidders may bid to provide services for one or all of the buildings. A contract may be awarded for all buildings as a lump sum, or individual contracts for each building may be awarded to multiple contractors. Each contract will be for a one-year term which may be extended for one or two consecutive one-year terms.

Bids must be submitted no later than **2:00 p.m. on September 3, 2015** to the Homer City Clerk's Office at which time they will be publicly opened and read. The time of receipt will be determined by the City Clerk's time stamp. Bids received after the time fixed for the receipt of the bids shall not be considered. **All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.** Plan holder registration forms and Plans and Specifications are available online at <http://www.cityofhomer-ak.gov/rfps>

Homer Tribune: August 5, and 12, 2015

INSTRUCTIONS TO BIDDER

1. GENERAL

These instructions specify the form and procedures for the submission of a complete and acceptable bid. (See Bid Form.)

2. EVIDENCE OF QUALIFICATIONS

Upon request of the owner, a bidder whose bid is under consideration for the award of the agreement shall submit promptly to the owner satisfactory evidence of the bidder's financial resources, their experience, their performance in completing other projects of a similar nature, and the organization and equipment they have available for the performance of the agreement.

3. BIDDER QUALIFICATIONS

Before the bid is considered for award, the City Manager reserves the right to determine whether or not a bidder is responsible and to require the bidder to complete a Contractor's Questionnaire and/or a current financial statement prepared by a Certified Public Accountant. The City Manager shall determine whether a bidder is responsible on the basis of the following criteria:

- The skill and experience demonstrated by the bidder in performing agreements of a similar nature.
- The bidder's record for honesty and integrity.
- The bidder's capacity to perform in terms of facilities, personnel, and financing.
- The bidder's past performance under City agreements. If the bidder has failed in any material way to perform its obligations under any agreement with the City, the bidder may be determined as a non-responsible bidder.
- A bidder's representations concerning their qualifications will be construed as a covenant under the agreement. Should it appear that the bidder has made a material misrepresentation, the City shall have the right to terminate the agreement for the Contractor's breach, and the City may then pursue such remedies as provided in the agreement documents or as provided by state statute, city code, or as appropriate.

Any determination that a bidder is non-responsible will be made by the City Manager. Such determination will be made in writing to the bidder setting forth the reasons for such determination.

4. MANDATORY PRE-BID WALK THROUGH

A mandatory walk through of all buildings will begin at City Hall on Aug 20th at 1:00 pm. The City will reject bids from bidders who fail to attend the walk through conference.

5. CONDITIONS AFFECTING THE WORK

The bidder shall examine carefully the site of the proposed work and the bidding documents before submitting a bid. The submission of a bid shall be an admission that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements and accuracy of the bidding documents.

The City assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents, or employees prior to the execution of this agreement, unless such understanding or representations are expressly stated in the bidding documents or addenda.

The bidder shall include in their bid sufficient sums to cover all items required by the agreement and the conditions of the site(s), and shall rely entirely upon their own examination in making their bid. The submission of a bid shall be taken as prima facie evidence of compliance with this paragraph.

6. LICENSING

Section 43.70.020 of the Alaska State Statutes requires that all businesses wishing to engage in business in Alaska obtain a license. All bidders are required to furnish, on the Bid Form, a current, valid contractor's license, specialty contractor license (if applicable), and Alaska business license numbers. Failure to submit all required information on the Bid Form may result in rejection of the contractor's bid.

7. TAX COMPLIANCE CERTIFICATE

No contract will be awarded to any individual or entity that is in violation of the tax laws of the Kenai Peninsula Borough. The *Tax Compliance Certificate* must be signed by the bidder and submitted with the bid. Bids submitted without a signed *Tax Compliance Certificate* may be considered non-responsive.

8. INTERPRETATION OR CORRECTIONS OF BID DOCUMENTS

Bidders shall notify the Misty Worland, Assistant to the City Manager, promptly of any error, omission, or inconsistency that may be discovered during examination of the bid documents and the proposed work site. Requests from bidders for interpretation or clarification of the bid documents shall be made in writing to the Assistant to the City Manager and shall arrive no later than 10:00 a.m. on the 24th of August. Questions may be faxed to 907-235-3145 or emailed to mworland@ci.homer.ak.us. The subject line of the email must read, "Questions: City of Homer Janitorial Services 2016."

Oral questions may be presented at a pre-bid conference if one is provided for in the bid documents. Interpretations, corrections, or changes, if any, to the bid documents shall be made by addendum. Bidders shall not rely upon interpretations, corrections, and changes made in any other manner, including orally, at the pre-bid conference. Interpretations, corrections, and changes shall not be binding unless included in an addendum. All addenda issued during the time of bidding shall become part of the agreement documents. Questions or requests for clarifications shall be directed to the Assistant to the City Manager. Questions or requests for clarification directed to any other member of the City of Homer staff may be grounds for rejection of bid as being irregular. Only written interpretations or corrections by addendum shall be binding, and no other forms of interpretation or correction will be binding on the City of Homer.

It is the bidder's sole responsibility to ascertain that they have received all addenda issued by the City of Homer. Addenda will be issued electronically and/or by facsimile. All addenda must be acknowledged in the space provided on the Bid Form. If no addendum has been issued, leave blank or write or type "N/A" on the Bid Form in the space provided.

9. PREPARATION AND SUBMISSION OF BIDS

- Bids must be received no later than the time and at the place stated in the Invitation to Bid.
- Bids must be submitted on the Bid Form furnished. Bids must be completed in ink or by typewriter, and must be manually signed by an authorized person. If erasures or other changes appear on the forms, the person signing the bid must initial each erasure or change in ink.
- Bids shall specify a unit or lump sum price, typed or written in ink in figures, for each bid item called for. In case of error in the extension of prices, the unit price will govern. Bids may be rejected if they show any omissions, alteration of the forms, additions not called for, conditional or alternate bids not called for, qualified bids, or irregularities of any kind.
- It is expressly agreed that the quantities shown in the Bid Form, whether for a "Unit Price Bid" or in connection with a "Lump Sum Bid" given under the heading "Bid Form" are approximate only for use as a basis for comparison of bids and are not to be taken to be either representations or warranties. The owner does not expressly, nor by implication, agree that the actual amount of work will correspond therewith.
- The Bid Form invites bids on definite plans and specifications. Only the amounts and information asked for on the Bid Form will be considered as the Bid. Each Bidder shall Bid upon the work exactly as specified and as requested on the Bid Form and bidders

shall bid upon all alternates as indicated. When bidding on an alternate, for which there is no charge, bidder shall write the words “no charge” in the space provided.

- One (1) complete set of the bid package (which shall include the Bid Form, Contractor’s questionnaire, completed Tax Compliance Certificate, and bid schedule, if applicable) shall be completely sealed in an envelope clearly marked with the bidder’s company name and the following:

Bid: City of Homer Janitorial Contract 2016

Due Date: September 3, 2015, 2:00 PM

- Bids received without all the required documents may be considered non-responsive. Bids received after the closing time will be considered non-responsive and will not be read.
- No responsibility shall be attached to the owner for the premature opening of, or the failure to open a bid not properly addressed and identified.
- Please note that overnight delivery from the lower forty-eight (48) states is generally not available. Prospective bidders should anticipate a minimum of two to three days delivery time for express, priority or expedited delivery services.

10. MODIFICATION OF BIDS

Bid modifications will be accepted by the City, and binding upon the bidder, where the modification:

- Is received by the owner at the place designated for submission of bids prior to the deadline.
- Is sealed in an envelope clearly stating “Bid Modification,” the name of the project, and the bidder’s company name.
- Is signed by the same individual who signed the original bid.

The modification document shall include a photocopy of each page of the original bid which bidder seeks to modify, with the modification and the bidder’s signature clearly set out in ink on each page. Facsimile modification documents will be accepted within the sealed envelope provided that the bidder’s signature is clearly legible.

Should there be more than one bid modification from a bidder, the last modification received prior to the deadline shall be opened and applied to the bid. All earlier modifications shall be returned to the bidder unopened.

Any modification which fails to meet any requirement of this section shall be rejected, and the bid shall be considered as if no modification had been attempted.

11. WITHDRAWAL OF BID

At any time prior to scheduled closing time for receipt of bids, any bidder may withdraw their bid, either personally or by written request.

After the scheduled closing time for receipt of bids, no bidder will be permitted to withdraw their bid unless Notice of Award is delayed for a period exceeding forty-five (45) days.

A bid may not be withdrawn after opening without the written consent of the City.

12. ACCEPTANCE – REJECTION OF BIDS

The City reserves the right to reject any or all bids, to waive minor irregularities in any bids or in the bidding procedure, and to accept any bid presented which meets or exceeds said specifications and which is deemed to be in the best interest of the City. However, the requirements for timeliness and manual signatures shall not be waived. The City is not obligated to accept the lowest bid and is not responsible for bid preparation costs.

13. EXECUTION OF CONTRACTS

The successful bidder shall be required to execute a contract for the work within ten (10) days after receiving the Notice of Award and contract documents from owner; if contractor does not return executed copies within this time, then, at the option of owner, the bid may be rejected.

14. AWARD OF CONTRACT

It is the intent of the City to award the bid to the lowest, qualified, responsive and responsible bidder. Unless otherwise stated in the bid documents, the agreement, if awarded, shall be awarded to the responsible bidder who submits the lowest responsive bid.

When bid documents contain a base bid and alternates, only the total of the base bid and the alternates to be awarded shall be used to determine the low bidder.

The amount of the agreement shall be the total sum of the amounts computed from the estimated quantities and unit prices and/or the lump sum awarded by the Homer City Council and specified in the agreement.

On all bids, Notice of Award or rejection will be given within forty-five (45) days of bid opening. The notice will be in writing and signed by the City Manager. A Notice of Intent to

Award, and no other act of the City of Homer or its representatives, constitutes an acceptance of a bid. The acceptance of a bid shall bind the successful bidder to execute the agreement.

15. INSURANCE

- A. The successful contractor shall, at its own expense, secure and keep in force insurance as stated below.
- Comprehensive general liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual coverage with a per occurrence limit of not less than one million dollars (\$1,000,000) combined single limit.
 - Worker's Compensation insurance with coverage for all employees engaged in work under this agreement as required by AS 23.30.045. Contractor is responsible for Worker's Compensation insurance for any subcontractor who directly or indirectly provides services under the agreement
 - Comprehensive automobile liability insurance covering all owned, hired, and non-owned vehicles with coverage limits not less than \$250,000 combined single limit per occurrence.

Where specific limits are stated, the limits are the minimum acceptable limits. If contractor's insurance policy contains higher limits, owner is entitled to coverage to the extent of the higher limits.

- B. All insurance required by this paragraph shall meet the following additional requirements:
- For comprehensive general liability and automobile liability insurance, name the City of Homer as an additional insured; and,
 - For Worker's Compensation insurance, general liability, and automobile liability insurance includes a waiver of subrogation so that the insurer waives all rights of subrogation against the City of Homer for payments made under the policy; and,
 - Provide owner with at least thirty (30) days' notice before any termination, cancellation, or material change in insurance coverage is effective.
- C. Contractor shall submit to owner proof of insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person

authorized by the insurer to bind coverage on its behalf. The effective date of the insurance will be no later than the effective date of this agreement.

- D. The indemnification and insurance coverage requirements stated do not relieve contractor of any other obligation under this agreement.

16. APPEAL PROCESS

Any aggrieved bidder may, within five (5) days after an award of contract, appeal to the City Council for a hearing, with notice to interested parties, for redetermination and final award in accordance with law.

BID FORM

TO:

CITY OF HOMER
CITY CLERK'S OFFICE
491 E. PIONEER AVENUE
HOMER, ALASKA 99603

FROM:

Company Name _____

Company Contact _____

Address _____

Telephone, Fax, Cell _____

Email Address _____

BIDDER'S DECLARATION & UNDERSTANDING

The undersigned, hereinafter called the bidder, declares that he has carefully examined the project bidding documents, and all addenda (hereinafter called "Contract Documents") for the completion of the work, that he has satisfied himself as to the quantities involved, including materials and equipment, and conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the contract documents, and that this bid is made according to the provisions and under the terms of the contract documents, which documents are hereby made a part of this bid.

The bidder further declares that the only person or parties interested in the bid are those named herein, that this bid is, in all respects, fair and without fraud, that it is made without collusion with any official of the City of Homer, and that the bid is made without any connection or collusion with any person submitting another bid on this contract.

The bidder agrees not to withdraw his bid within forty-five (45) days after the actual date of the bid opening.

DOCUMENTS TO SUBMIT WITH THIS BID

1. Bid Form(s) (with addendum acknowledgement, bid schedule and license numbers)
2. Contractor's Questionnaire
3. Completed Tax Compliance Certificate

**DOCUMENTS THE CITY OF HOMER IS TO RECEIVE WITHIN TEN (10) DAYS
AFTER NOTICE OF AWARD**

The bidder agrees that if this bid is accepted he will deliver to the City of Homer, within ten (10) calendar days of Notice of Award, the following:

1. Contract
2. Corporate Acknowledgment (if applicable)
3. Necessary Power-of-Attorney (if applicable)
4. The Contractor's Certificate of Insurance
5. List of Authorized Employees
6. Contractor's Questionnaire

CONTRACT TIME OF COMPLETION

Bidder agrees to commence work on a date to be specified in a written Notice to Proceed. This is a one year contract terminating December 31st 2016. Upon mutual agreement the contract may be renewed for up to two additional years.

ADDENDA

The bidder has acknowledged any addenda on the Bid Form.

BID TABULATION AND SUMMARY

Bidder agrees to perform all of the work as described in the documents, which include the specifications/special provisions, and work shown for the prices stated in the attached bid tabulation.

Prices are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern. Bidder understands that the owner reserves the right to reject any or all bids and to waive irregularities in the bidding.

Bidders may bid to provide services for one or all of the buildings. A contract may be awarded for all buildings as a lump sum, or individual contracts for each building may be awarded to multiple contractors. Each contract will be for a one-year term which may be extended for one or two consecutive one-year terms.

There is a bid form for bidding for all buildings with a lump sum total of each building's bid. There are separate bid forms for each building to allow for bidding on specific buildings (cafeteria style). The city will evaluate all bids and, if awarded, will decide whether to award all buildings in a lump sum contract or individual contracts. Bidders can bid both as a lump

sum proposal and individually for each building. An individual bid for a specific building may be different than the same building's bid in the lump sum bid.

EXECUTION OF BID(S)

Bidder shall execute and submit all pages of the Bid Form including the bid tabulation:

I have received the documents titled: **City of Homer Janitorial Contract 2016**

I have examined both the documents and the site, and submit the following proposal:

1. To hold my bid open forty-five (45) consecutive calendar days.
2. To accept the provisions of the Instructions to Bidders.
3. To enter into and execute a contract, if awarded, on the basis of my proposal.
4. To furnish all labor and materials and to accomplish the work in accordance with the contract documents.
5. Bid tabulation

Before preparing this bid tabulation, read carefully, Section “A”, Bidders Information, in the project manual and

Add the Following Conditions:

“The bidder shall insert, as called for, a unit price or a lump sum price in figures opposite each pay item for which an estimated quantity appears in the bid schedule. A unit price or lump sum price is not to be entered or tendered for any pay item not appearing in the bid schedule. The estimated quantity of work for payment on a lump sum basis will be “All Required” (All Req’d) and as further specified in the contract.”

“Conditioned or qualified bids will be considered non-responsive.”

“Contract Award will be made on the basis of the total bid”

The bidder shall insert a unit bid price for each pay item (attached). Type or print legibly. In the case of a discrepancy between the unit price and the extended total, the unit bid price will govern.

**CITY OF HOMER
JANITORIAL SERVICES 2016
LUMP SUM BID SCHEDULE**

<u>FACILITY</u>	<u>BID AMOUNT</u>
Airport	\$ _____
City Hall	\$ _____
Harbormaster Office	\$ _____
Library	\$ _____
Police Department	\$ _____
Port Maintenance	\$ _____
Public Works	\$ _____
STP Operations Building	\$ _____
Lump Sum Bid:	\$ _____

BID AMOUNT (IN FIGURES)

\$ _____

BID AMOUNT (IN WORDS)

\$ _____

A Contract shall not be formed and no rights shall exist under the contract until the final contract is fully executed by all parties. Bidder agrees to commence work immediately upon full execution and filing of the contract or such later time where work is to commence upon a Notice to Proceed, adhere to the proposed schedule, and to assist the City in securing the expeditious execution of work.

If awarded a contract, contractor agrees to execute and perform the contract in accordance with the request for bids and consultant's bid. By executing this bid I certify that I have authority to bind the contractor or contracting firm or other business entity submitting this bid.

Contractor

Date

Name Print & Sign

Title

E-mail Address

Fax

Current information required for bid:

Alaska Business License #: _____

Alaska Contractor's License #: _____

Specialty License# (If Applicable): _____

**CITY OF HOMER
JANITORIAL SERVICES 2016**

Individual Bid – Airport Terminal

FACILITY - AIRPORT TERMINAL

BID AMOUNT (IN FIGURES)

\$ _____

BID AMOUNT (IN WORDS)

\$ _____

A Contract shall not be formed and no rights shall exist under the contract until the final contract is fully executed by all parties. Bidder agrees to commence work immediately upon full execution and filing of the contract or such later time where work is to commence upon a Notice to Proceed, adhere to the proposed schedule, and to assist the City in securing the expeditious execution of work.

If awarded a contract, contractor agrees to execute and perform the contract in accordance with the request for bids and consultant’s bid. By executing this bid I certify that I have authority to bind the contractor or contracting firm or other business entity submitting this bid.

Contractor

Date

Name Print & Sign

Title

E-mail Address

Fax

Current information required for bid:

Alaska Business License #: _____

Alaska Contractor’s License #: _____

Specialty License # (If Applicable): _____

**CITY OF HOMER
JANITORIAL SERVICES 2016**

Individual Bid – City Hall

FACILITY - CITY HALL

BID AMOUNT (IN FIGURES)

\$ _____

BID AMOUNT (IN WORDS)

\$ _____

A Contract shall not be formed and no rights shall exist under the contract until the final contract is fully executed by all parties. Bidder agrees to commence work immediately upon full execution and filing of the contract or such later time where work is to commence upon a Notice to Proceed, adhere to the proposed schedule, and to assist the City in securing the expeditious execution of work.

If awarded a contract, contractor agrees to execute and perform the contract in accordance with the request for bids and consultant’s bid. By executing this bid I certify that I have authority to bind the contractor or contracting firm or other business entity submitting this bid.

Contractor

Date

Name Print & Sign

Title

E-mail Address

Fax

Current information required for bid:

Alaska Business License #: _____

Alaska Contractor’s License #: _____

Specialty License # (If Applicable): _____

**CITY OF HOMER
JANITORIAL SERVICES 2016**

Individual Bid – Harbormaster Office

FACILITY - HARBORMASTER OFFICE

BID AMOUNT (IN FIGURES)

\$ _____

BID AMOUNT (IN WORDS)

\$ _____

A Contract shall not be formed and no rights shall exist under the contract until the final contract is fully executed by all parties. Bidder agrees to commence work immediately upon full execution and filing of the contract or such later time where work is to commence upon a Notice to Proceed, adhere to the proposed schedule, and to assist the City in securing the expeditious execution of work.

If awarded a contract, contractor agrees to execute and perform the contract in accordance with the request for bids and consultant’s bid. By executing this bid I certify that I have authority to bind the contractor or contracting firm or other business entity submitting this bid.

Contractor

Date

Name Print & Sign

Title

E-mail Address

Fax

Current information required for bid:

Alaska Business License #: _____

Alaska Contractor’s License #: _____

Specialty License # (If Applicable): _____

**CITY OF HOMER
JANITORIAL SERVICES 2016**

Individual Bid – Library

FACILITY - LIBRARY

BID AMOUNT (IN FIGURES)

\$ _____

BID AMOUNT (IN WORDS)

\$ _____

A Contract shall not be formed and no rights shall exist under the contract until the final contract is fully executed by all parties. Bidder agrees to commence work immediately upon full execution and filing of the contract or such later time where work is to commence upon a Notice to Proceed, adhere to the proposed schedule, and to assist the City in securing the expeditious execution of work.

If awarded a contract, contractor agrees to execute and perform the contract in accordance with the request for bids and consultant’s bid. By executing this bid I certify that I have authority to bind the contractor or contracting firm or other business entity submitting this bid.

Contractor

Date

Name Print & Sign

Title

E-mail Address

Fax

Current information required for bid:

Alaska Business License #: _____

Alaska Contractor’s License #: _____

Specialty License # (If Applicable): _____

**CITY OF HOMER
JANITORIAL SERVICES 2016**

Individual Bid – Police Department

FACILITY - POLICE DEPARTMENT

BID AMOUNT (IN FIGURES)

\$ _____

BID AMOUNT (IN WORDS)

\$ _____

A Contract shall not be formed and no rights shall exist under the contract until the final contract is fully executed by all parties. Bidder agrees to commence work immediately upon full execution and filing of the contract or such later time where work is to commence upon a Notice to Proceed, adhere to the proposed schedule, and to assist the City in securing the expeditious execution of work.

If awarded a contract, contractor agrees to execute and perform the contract in accordance with the request for bids and consultant’s bid. By executing this bid I certify that I have authority to bind the contractor or contracting firm or other business entity submitting this bid.

Contractor

Date

Name Print & Sign

Title

E-mail Address

Fax

Current information required for bid:

Alaska Business License #: _____

Alaska Contractor’s License #: _____

Specialty License # (If Applicable): _____

**CITY OF HOMER
JANITORIAL SERVICES 2016**

Individual Bid – Port Maintenance

FACILITY - PORT MAINTENANCE

BID AMOUNT (IN FIGURES)

\$ _____

BID AMOUNT (IN WORDS)

\$ _____

A Contract shall not be formed and no rights shall exist under the contract until the final contract is fully executed by all parties. Bidder agrees to commence work immediately upon full execution and filing of the contract or such later time where work is to commence upon a Notice to Proceed, adhere to the proposed schedule, and to assist the City in securing the expeditious execution of work.

If awarded a contract, contractor agrees to execute and perform the contract in accordance with the request for bids and consultant’s bid. By executing this bid I certify that I have authority to bind the contractor or contracting firm or other business entity submitting this bid.

Contractor

Date

Name Print & Sign

Title

E-mail Address

Fax

Current information required for bid:

Alaska Business License #: _____

Alaska Contractor’s License #: _____

Specialty License # (If Applicable): _____

**CITY OF HOMER
JANITORIAL SERVICES 2016**

Individual Bid – Public Works Department

FACILITY - PUBLIC WORKS DEPARTMENT

BID AMOUNT (IN FIGURES)

\$ _____

BID AMOUNT (IN WORDS)

\$ _____

A Contract shall not be formed and no rights shall exist under the contract until the final contract is fully executed by all parties. Bidder agrees to commence work immediately upon full execution and filing of the contract or such later time where work is to commence upon a Notice to Proceed, adhere to the proposed schedule, and to assist the City in securing the expeditious execution of work.

If awarded a contract, contractor agrees to execute and perform the contract in accordance with the request for bids and consultant’s bid. By executing this bid I certify that I have authority to bind the contractor or contracting firm or other business entity submitting this bid.

Contractor

Date

Name Print & Sign

Title

E-mail Address

Fax

Current information required for bid:

Alaska Business License #: _____

Alaska Contractor’s License #: _____

Specialty License # (If Applicable): _____

**CITY OF HOMER
JANITORIAL SERVICES 2016**

Individual Bid – STP Ops Building

FACILITY - STP OPERATIONS BUILDING

BID AMOUNT (IN FIGURES)

\$ _____

BID AMOUNT (IN WORDS)

\$ _____

A Contract shall not be formed and no rights shall exist under the contract until the final contract is fully executed by all parties. Bidder agrees to commence work immediately upon full execution and filing of the contract or such later time where work is to commence upon a Notice to Proceed, adhere to the proposed schedule, and to assist the City in securing the expeditious execution of work.

If awarded a contract, contractor agrees to execute and perform the contract in accordance with the request for bids and consultant’s bid. By executing this bid I certify that I have authority to bind the contractor or contracting firm or other business entity submitting this bid.

Contractor

Date

Name Print & Sign

Title

E-mail Address

Fax

Current information required for bid:

Alaska Business License #: _____

Alaska Contractor’s License #: _____

Specialty License # (If Applicable):

CONTRACTOR'S QUESTIONNAIRE
Notice to Contractors

This questionnaire shall be completely filled out for the project upon which a bid is submitted and shall be submitted with the Bid Proposal.

A. EXPERIENCE

Have you performed contracts or subcontracts for the City of Homer? Yes No

If yes, please list below:

Have you performed janitorial contracts or subcontracts for other governments or local businesses? Yes No If so, please list below (continue on reverse if needed):

B. QUALIFICATIONS

Please list any related professional qualifications, certifications or additional competencies that you have in this field.

C. AVAILABLE RESOURCES

Identify the equipment/resources available to your firm to accomplish the work set forth in the specifications:

Do you propose to purchase any equipment for use on this project should contract be awarded to you? Yes No If so please list below:

Do you propose to rent any equipment for this work? Yes No

If so, state type, quantity and reason for renting :

Type	Quantity	Reason for renting
_____	_____	_____
_____	_____	_____

D. LOCAL AVAILIBILITY

Please list your office location(s):

Name of Contractor/Firm Date

Signature

Title of Person Signing

Kenai Peninsula Borough

144 N. Binkley
Soldotna, Alaska 99669-7599

BUSINESS: (907) 714-2197 or (907) 714-2175
FAX: (907) 714-2376



TAX COMPLIANCE CERTIFICATION

FILL IN ALL INFORMATION REQUESTED, SIGN AND DATE, AND SUBMIT WITH BID OR PROPOSAL

Reason for Certificate: _____ For (Dept.): _____
 Date Rec'd by Finance: _____ Business Name: _____
 Owner Name(s): _____ a. Individual _____
 Business Mailing Address: _____ b. Corporation _____
 Telephone: _____ Fax: _____ c. Partnership _____
 E-mail: _____ d. Other _____

As a business or individual, have you ever conducted business or owned real or personal property within the Kenai Peninsula Borough? Yes ___ No ___ (If yes, please supply the following account numbers and sign below. If no, please sign below.)
 Kenai Peninsula Borough Code of Ordinances, Chapter 5.28.140, requires that businesses/individuals contracting to do business with the Kenai Peninsula Borough be in compliance with Borough tax provisions. No contract will be awarded to any individual or business who is found to be in violation of the Borough Code of Ordinances in the several areas of taxation.

REAL/PERSONAL/BUSINESS PROPERTY ACCOUNTS

Number	Account Name
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TAX ACCOUNTS/STATUS	
(TO BE COMPLETED BY BOROUGH PERSONNEL)	
YEAR LAST PAID	BALANCE DUE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Kenai Peninsula Borough Finance Dept (Signature Required)

Date IN COMPLIANCE
YES NO

SALES TAX ACCOUNTS

Number	Account Name
_____	_____
_____	_____
_____	_____
_____	_____

TAX ACCOUNTS/STATUS		
(TO BE COMPLETED BY BOROUGH PERSONNEL)		
FILED THRL	M/F's	BALANCE DUE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Kenai Peninsula Borough Sales Tax (Signature Required)

Date IN COMPLIANCE
YES NO

I, _____, the _____, hereby certify that, to the best of my knowledge, the above
(Name of Applicant) (Title)
 information is correct as of _____.
(Date) (Signature of Applicant - Required)

***** IF ANY BUSINESS IS CONDUCTED OR IS AWARDED A BID WITHIN THE KENAI PENINSULA BOROUGH YOU MUST BE REGISTERED TO COLLECT SALES TAX. THE SALES TAX DEPARTMENT CAN BE REACHED AT (907) 714-2175.**

Revised 1/4/11

SECTION B

Contract Documents

Sample Agreement

**CITY OF HOMER
AGREEMENT BETWEEN OWNER AND CONTRACTOR**

MADE AS OF THE _____ DAY OF _____ 2015.

BETWEEN the OWNER: CITY OF HOMER
 491 E. Pioneer Ave.
 Homer, AK 99603

AND the CONTRACTOR:

FOR the PROJECT: City of Homer 2015 Janitorial Contract

The Owner and Contractor agree as set forth below.

**ARTICLE 1
THE WORK**

The contractor shall perform all the work required by the contract documents enumerated below, which are specifically incorporated into this agreement by reference and which form the contract documents:

SECTION A. Bidding documents

SECTION B. Agreement, bonding, licenses, and insurance

SECTION C. Specifications

SECTION D. Special Provisions

SECTION E. Addenda

SECTION F. Any and all later modifications, change orders and written interpretations of the contract documents issued by the owner and agreed to by contractor.

Any other attachments to this agreement do not form a part of the agreement but are for reference or proof of compliance with the requirements of the agreement.

**ARTICLE 2
TIME OF COMMENCEMENT AND COMPLETION**

Work shall commence on January 1, 2016 after a written Notice to Proceed and shall extend through December 31, 2016. This contract may be extended for up to two additional years upon the written agreement of both parties.

Extension, if offered by the City, must be accepted in writing and delivered to the City within 10 days of the date of the offer. Prior to and as a condition precedent to extension, contractor must provide a current Certificate of Insurance, current business license, and current Tax Compliance Certificate showing full compliance with the Borough tax code.

ARTICLE 3
CONTRACT SUM

The owner shall pay the contractor as provided in this contract the total sum price of \$_____00 for the successful completion of the specified work.

ARTICLE 4
MONTHLY PAYMENTS

All work under this contract shall be compensated on a monthly basis. Payment for work accomplished in any particular month will be made during the following month within thirty (30) days of receipt of an owner-approved invoice itemizing the work accomplished. A monthly log sheet with services performed and other information as requested by the owner must be submitted with the invoice.

ARTICLE 5
FINAL PAYMENT

The owner shall make final payment within thirty (30) days after the contractor has submitted written documentation that all work has been completed under the terms and conditions of the contract.

ARTICLE 6
NOTICES

All legal notices relating to this contract, including changes of address, shall be mailed to the owner and the contractor at the following addresses:

OWNER
CITY OF HOMER
PUBLIC WORKS DEPARTMENT
3575 Heath Street
Homer, Alaska 99603

CONTRACTOR

ARTICLE 7
INDEMNIFICATION

To the fullest extent allowed by law, contractor shall defend, indemnify and save harmless the City, City employees or officials, insurer or other representative thereof from and against all losses, damages, liabilities, expenses, claims and demands of whatsoever character, direct or indirect, arising out of, or in any way connected with, any negligent act or negligent omission of contractor while performing under the terms of this contract.

ARTICLE 8
JURISDICTION: CHOICE OF LAW

This contract shall be governed by the laws of the State of Alaska, and any lawsuit brought thereon shall be filed in the Third Judicial District at Homer, Alaska.

ARTICLE 9
ATTACHMENTS

In the event there is any difference between an attachment to the original of this agreement on file with the City of Homer Public Works Department and any attachment to a copy of the agreement, the attachments to the original filed with the Public Works Department shall control.

ARTICLE 10
NO THIRD-PARTY BENEFICIARY

This agreement is intended solely for the benefit of each party hereto. Nothing contained herein shall be construed or deemed to confer any benefit or right upon any third party.

Owner and contractor each binds themselves, their partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the contract documents.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed in their respective names or by their duly authorized representatives as of the date and year above written.

ARTICLE 11
INSURANCE

- A. Throughout the life of this agreement contractor shall, at its own expense, secure and keep in force insurance as stated below.
- Comprehensive general liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual coverage with a per occurrence limit of not less than one million dollars (\$1,000,000) combined single limit.
 - Worker's Compensation insurance with coverage for all employees engaged in work under this agreement as required by AS 23.30.045. Contractor is responsible for Worker's Compensation insurance for any subcontractor who directly or indirectly provides services under the agreement
 - Comprehensive automobile liability insurance covering all owned, hired, and non-owned vehicles with coverage limits not less than \$250,000 combined single limit per occurrence.

Where specific limits are stated, the limits are the minimum acceptable limits. If contractor's insurance policy contains higher limits, owner is entitled to coverage to the extent of the higher limits.

- B. All insurance required by this Article shall meet the following additional requirements:
- For comprehensive general liability and automobile liability insurance, name the City of Homer as an additional insured; and,

- For Worker’s Compensation insurance, general liability, and automobile liability insurance includes a waiver of subrogation so that the insurer waives all rights of subrogation against the City of Homer for payments made under the policy; and,
- Provide owner with at least 30 days’ notice before any termination, cancellation, or material change in insurance coverage is effective

C. Contractor shall submit to owner proof of insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf. The effective date of the insurance will be no later than the effective date of this agreement.

D. The indemnification and insurance coverage requirements stated do not relieve contractor of any other obligation under this agreement.

OWNER:
 CITY OF HOMER
 By: _____
 Name: _____
 Title: _____

CONTRACTOR:
 By: _____
 Name: _____
 Title: _____

STATE OF ALASKA)
)ss.
 THIRD JUDICIAL DISTRICT)

STATE OF ALASKA)
)ss.
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on
 this ____ day of _____, 2015
 Katie Koester, City Manager, City of Homer, Alaska,
 being personally known to me or having produced
 satisfactory evidence of identification, appeared
 before me and acknowledged the voluntary and
 authorized execution of the foregoing instrument on
 behalf of said City.

THIS IS TO CERTIFY that on this ____ day of
 _____,2015
 _____(title),
 _____of
 _____ being personally
 known to me or having produced satisfactory
 evidence of identification, appeared before me and
 acknowledged the voluntary and authorized
 execution of the foregoing instrument on behalf of
 said corporation.

 NOTARY PUBLIC FOR ALASKA
 My Commission Expires: _____

 NOTARY PUBLIC FOR ALASKA
 My Commission Expires: _____

SECTION C

Specifications / Special Provisions

Specifications for City of Homer 2016 Janitorial Services

General Information

The intent of this maintenance agreement is to provide janitorial services for buildings within the City of Homer.

Contractor shall comply with the following specifications for providing janitorial services at the City of Homer facilities.

1. Owner shall designate a contract administrator who shall be the contact person for the contractor to address any matters arising under the term of this contract.
2. Owner shall supply key access to contractor for the facilities. When leaving the facility, if there are no functions in progress, Contractor shall be responsible for securing the premises. If the facility is not secure when Contractor arrives, Contractor shall immediately notify the Contract Administrator.
3. Contractor shall perform routine janitorial services during the days and between the hours noted on each building's scope of work spreadsheet.
4. Contractor shall provide professional grade cleaning material and equipment, including commercial-type vacuum cleaner.
5. Contractor may not store janitorial cleaning supplies in the facility. Equipment such as vacuums and mop buckets may be stored in building facilities as space permits.
6. City will provide all toilet paper, paper towels, hand soaps, deodorizers, and trash bags. Contractor will be responsible for refilling dispensers from city-provided stock. Contractor shall notify the contract administrator as stock becomes depleted. City facilities will provide dumpsters for trash removal from the facilities only.
7. Contractor shall not disturb papers on desk, shall not open drawers or cabinets, and shall not use telephone, computers, or any other equipment in the facilities.
8. Contractor's employees shall be thoroughly familiar with these specifications.
9. All Contractor employees that will work in any city building must pass a criminal history background check.
10. All Contractor employees that will work at the Homer Police Department must pass a comprehensive background investigation, which includes a criminal history check.

This is a one year contract, with the option to renew for an additional two years upon mutual agreement as set forth in the contract documents.

Following are spreadsheets for each building that show the areas of each building to be cleaned, the days each building needs to be cleaned, the hours that cleaning can take place, and the specific items to be cleaned, etc., and the item's frequency.

**City of Homer - Airport
2015/2016 Janitorial Contract
BASE BID SCOPE**

Airport Facility To Be Cleaned 7 Days Per Week Between The Hours Of 10:30 PM and 5:00 AM

Area	Task Description	Daily	Weekly	Monthly	Quarterly	Annually	As-Needed
1 Restrooms	Sweep or Dust Mop and Wet Mop Floor	X					
	Clean Sinks	X					
	Clean Countertop	X					
	Clean Mirrors	X					
	Clean and Service Towel, Toilet Tissue, Seat Cover, Soap, Other Dispensers	X					
	Clean Walls						X
	Clean Toilets and Urinals	X					
	Trash/Waste Removal	X					
	Spot Clean Trash/Waste Receivers						X
	Replace Trash/Waste Liners						X
	Clean and Sanitize Fixtures	X					
	Clean and Sanitize Electric/Air Hand Dryers	X					
	Clean Partition Stalls and Doors & Sanitize Handles	X					
	Power Scrub Floors					X	
Clean Entry Door & Sanitize Knobs	X						
2 Lobbies/Public Areas Baggage Shute	Sweep or Dust Mop and Wet Mop Floor	X					
	Spot Clean Lobby/Waiting Room Chairs	X					
	Spot Clean Window Glass	X					
	Clean and Sanitize Water Fountain	X					
	Trash/ Waste Removal	X					
	Replace Trash/Waster Liners						X
	Spot Clean Trash/Waste Receivers						X
	Spot Clean Lobby Side of All Counters	X					
	Power Scrub Floors					X	
3 Main Entrance	Spot Clean Windows	X					
	Vacuum Carpet	X					
	Spot Clean Walls	X					
	Spot Clean Doors	X					
	Trash/Waste Removal of All Cans/Receivers	X					
	Spot Clean Trash Cans and Receivers						X
	Sweep Sidewalks Under Front Awning						X

**City of Homer - Airport
2015/2016 Janitorial Contract
BASE BID SCOPE**

Area	Task Description	Daily	Weekly	Monthly	Quarterly	Annually	As-Needed
4 Freight Entrance	Spot Clean Windows & Doors	X					
	Vacuum Carpet	X					
7 Flight Ticket Counters	No Janitorial Services						
8 Car Rental Counters	No Janitorial Services						
9 Freight Counters	No Janitorial Services						

**City of Homer - City Hall
2015/2016 Janitorial Contract
BASE BID SCOPE**

City Hall To Be Cleaned 4 Days Per Week; Tue, Wed, & Fri Between The Hours Of 6:00 PM & 5:00 AM, And Mondays Between The Hours Of 11:30 PM and 5:00 AM

Area	Task Description	Each Cleaning Day	Monthly	Quarterly	Annually	As-Needed
Restrooms All Levels	Sweep or Dust Mop and Wet Mop Floor	X				
	Clean Sinks	X				
	Clean Countertop	X				
	Clean Mirrors	X				
	Clean and Service Towel, Toilet Tissue, Seat Cover, Soap, Other Dispensers	X				
	Clean Walls					
	Clean Toilets and Urinals	X				X
	Trash/Waste Removal	X				
	Spot Clean Trash/Waste Receivers					X
	Replace Trash/Waste Liners					X
	Clean and Sanitize Fixtures	X				
	Clean and Sanitize Electric/Air Hand Dryers	X				
	Clean Partition Stalls and Doors & Sanitize Handles	X				
	Power Scrub Floors			X		
Clean Entry Door & Sanitize Knobs	X					
All Office Spaces Including Lobbies Coffee/Break Rooms Copy Rooms & Entryways	Vacuum Carpet	X				
	Spot Clean Carpet					X
	Clean All Entrance Glass Doors and Door Window Panes					X
	Dust and/or Damp Wipe Hard Surfaces (Except Work Desks)	X				
	Clean Blinds					X
	Trash/Waste Removal	X				
	Clean Trash Receptacles					X
	Sweep or Dust Mop and Wet Mop Hard Floors (Break Room, Coffee Rooms, Entries)	X				
	Sanitize Water Fountain	X				
	Spot Clean Walls					X
Empty Cigarette Butt Waste Receptacle outside Council Chambers					X	
Secure Premises	X					
Council Chambers And Conference Rooms	Vacuum Carpet	X				
	Spot Clean Carpet & Chairs	X				
	Spot Clean Walls					X
	Dust and/or Damp Wipe Tables & Council Desk	X				
	Trash/Waste Removal	X				
Clean Trash Receptacles					X	

**City of Homer - Harbormaster Office
2015/2016 Janitorial Contract
BASE BID SCOPE**

Harbor Office To Be Cleaned 4 Days Per Week; Mon, Wed, Fri, & Sun Between The Hours Of 6:00 PM And 5:00 AM

Area	Task Description	Each Cleaning Day	Monthly	Quarterly	Annually	As-Needed
Restrooms	Sweep/Dust Mop, & Wet Mop Floor	X				
	Clean Sinks	X				
	Clean Countertop	X				
	Clean Mirrors	X				
	Clean and Service Towel, Toilet Tissue, Seat Cover, Soap & Other Dispensers	X				
	Clean Walls					X
	Clean Shower Stalls	X				
	Clean Toilets & Urinals	X				
	Trash/Waste Removal	X				X
	Replace Trash/Waste Liners					X
Locker Room	Clean & Sanitize Fixtures	X				
	Clean Doors	X				
	Spot Clean Washer & Dryer					X
	Power Scrub Floors & Wax				X	
	Vacuum Carpet Runner	X				
Main Entryway	Sweep/Dust Mop & Wet Mop Floor	X				
	Dust and/or Damp Wipe Hard Surfaces	X				
	Spot Clean Lockers					X
Lobby Administration Offices Safe Room Halls Operations/Break Room Conference Room Meeting Room Storage Room	Vacuum Carpet Runner	X				
	Vacuum Carpet	X				
	Spot Clean Walls & Glass					X
	Vacuum Carpeted Areas and Runners	X				
	Sweep/Dust Mop & Damp Mop Hard Floors	X				
	Trash/Waste Removal	X				
	Clean Trash Receptacles & Replace Liner					X
	Dust and/or Damp Wipe Cleared Hard Surfaces (Except Work Desks)	X				
	Spot Clean Carpet					X
	Clean Blinds					X
Secure Premises	X					

**City of Homer - Police Department
2015/2016 Janitorial Contract
BASE BID SCOPE**

Police Dept to Be Cleaned 5 Days Per Week; Mon, Tue, Wed, Thur, Sat, Between The Hours Of 6:00 PM & 5:00 AM

Area	Task Description	Each Cleaning Day	Monthly	Quarterly	Annually	As-Needed
Restrooms And Locker Room	Sweep/Dust Mop, & Wet Mop Floor	X				
	Clean Sinks	X				
	Clean Countertop	X				
	Clean Mirrors	X				
	Clean and Service Towel, Toilet Tissue, Seat Cover, Soap & Other Dispensers	X				
	Clean Walls					X
	Clean Shower Stalls	X				
	Clean Toilets and Urinals	X				
	Trash/Waste Removal	X				
	Clean Trash Receptacles					X
Lower Level Dispatch & Officer Work Areas East Stairwell Entry/Lobby	Replace Trash/Waste liners					X
	Clean & Sanitize Fixtures	X				
	Clean Partition Stalls and Doors	X				
	Power Scrub Floors	X			X	
	Vacuum carpets, Sweep & Mop Hard Floors	X				
	Trash/Waste Removal	X				
West Stairwell	Dust and/or Damp Wipe Hard Surfaces	X				
	Spot Clean Carpet					X
	Clean Blinds					X
	Clean Trash Receptacles					X
	Spot Clean Walls					X
Upper Level Weight Room, Offices Squad Room, Halls Sink Area	Sweep & Damp Mop Floor					X
	Dust and/or Damp Wipe Hard Surfaces					X
Upper Level Weight Room, Offices Squad Room, Halls Sink Area	Vacuum Carpets, Sweep & Mop Hard Floors	X				
	Trash/Waste Removal	X				
	Dust and/or Damp Wipe Hard Surfaces (Except Desks)	X				
	Clean Blinds	X				
	Clean Trash Receptacles					X
	Spot Clean Carpet					X
Spot Clean Walls					X	

**City of Homer - Port Maintenance
2015/2016 Contract
BASE BID SCOPE**

Port Maintenance Shop To Be Cleaned 2 Days Per Week; Mon and Wed Between The Hours Of 6:00 PM & 5:00 AM

Area	Task Description	Each Cleaning Day					Monthly	Quarterly	Annually	As-Needed
Restroom	Sweep/Dust Mop, & Wet Mop Floor		X							
	Clean Sink		X							
	Clean Countertop		X							
	Clean Mirror		X							
	Clean and Service Towel, Toilet Tissue, Seat Cover, Soap & Other Dispensers		X							
	Clean Walls								X	
	Clean Shower Stall		X							
	Clean Toilet and Urinal		X							
	Trash/Waste Removal		X							
	Clean Trash Receptacles								X	
	Replace Trash/Waste Liners								X	
	Clean & Sanitize Fixtures		X							
	Clean Partition Stalls and Doors		X							
Power Scrub Floors							X			
Break Room	Sweep & Mop Floor		X							
	Empty Trash		X							
	Clean Trash Receptacle & Replace Liner								X	
	Clean Table & Counter		X							
	Dust Window Sills		X							
Spot Clean Windows									X	
Two Offices	Sweep & Mop Floor		X							
	Empty Trash		X							
	Clean Trash Receptacle & Replace Liner								X	
	Dust Bare Horizontal Surfaces (Except Desks)		X							

**City of Homer - Public Works Dept
2015/2016 Janitorial Contract
BASE BID SCOPE**

Public Works To Be Cleaned 5 Days Per Week; Mon thru Thur and Sun Between The Hours Of 6:00 PM and 5:00 AM

Area	Task Description	Each Cleaning Day	Monthly	Quarterly	Annually	As-Needed
Restrooms	Sweep/Dust Mop, & Wet Mop Floor	X				
	Clean Sinks	X				
	Clean Countertop	X				
	Clean Mirrors	X				
	Clean and Service Towel, Toilet Tissue, Seat Cover, Soap & Other Dispensers	X				
	Clean Walls					X
	Clean Shower Stalls	X				
	Clean Toilets	X				
	Trash/Waste Removal	X				
	Clean Trash Receptacles					X
Front Offices Lobby Copy Room & Hall Entryway	Replace Trash/Waste Liners					X
	Clean & Sanitize Fixtures	X				
	Clean Doors	X				
	Power Scrub Floors & Wax	X				
					X	
	Vacuum carpet & Entryway Flooring	X				
	Trash/Waste Removal	X				
	Dust and/or Damp Wipe Hard Surfaces (Except Desks)	X				
	Spot Clean Carpet					X
	Clean Blinds					X
Break Room Map Room Parks Office	Clean Trash Receptacles & Replace Liner					X
	Spot Clean Walls & Entryway Glass					X
						X
	Sweep & Damp Mop Floor					X
	Dust and/or Damp Wipe Hard Surfaces					X
	Power Scrub Floors & Wax				X	
Operations & Mechanic's Offices X3	Sweep & Mop Hard Floors	X				
	Trash/Waste Removal	X				
	Dust and/or Damp Wipe Hard Surfaces	X				
	Clean Blinds	X				
	Clean Trash Receptacles & Replace Liner					X
	Spot Clean Walls					X
						X

**City of Homer - STP Ops Building
2015/2016 Janitorial Contract
BASE BID SCOPE**

STP Ops Building To Be Cleaned 2 Days Per Week; Tue & Sat Between The Hours Of 6:00 PM and 5:00 AM

Area	Task Description	Each Cleaning Day	Monthly	Quarterly	Annually	As-Needed
Restrooms & Shower Room	Sweep/Dust Mop, & Wet Mop Floor	X				
	Clean Sinks	X				
	Clean Countertop	X				
	Clean Mirrors	X				
	Clean and Service Towel, Toilet Tissue, Seat Cover, Soap & Other Dispensers	X				
	Clean Walls & Partitions					X
	Clean Shower Stalls					X
	Clean Toilets	X				
	Trash/Waste Removal	X				
	Clean Trash Receptacles & Replace Liners					X
	Clean & Sanitize Fixtures	X				
	Clean Doors	X				
Power Scrub Floors & Wax				X		
Lab Hallways Break Room Offices x2	Sweep & Mop Hard Floors, and Mats	X				
	Trash/Waste Removal	X				
	Dust and/or Damp Wipe Hard Surfaces	X				
	Clean Blinds	X				
	Clean Trash Receptacles & Replace Liner					X
	Spot Clean Walls					X
Clean Doors					X	