AMENDMENT TO REQUEST FOR PROPOSALS
Janitorial Services – UAF Chukchi Campus

REQUEST FOR PROPOSALS #15P0006MG
Procurement Officer: Michael Grahek
Issue Date: October 9, 2014

ISSUED TO:
All Prospective Offerors

Dear Vendor:

The following clarifications, revisions, and changes have been made to Request for Proposals No. 15P0006MG for Janitorial Services – UAF Chukchi Campus:

REPLACE: Pages 36-38 (Section V, Specifications & Scope of Work, Provision D, Specific Services) with the attached pages. The revised pages reflect corrections to the room numbers and spaces to be cleaned. (Attachment 1)

ADD: Attachment 2 (Floor Plan) showing current layout of areas to be cleaned

ADD: The estimated total square footage to be cleaned under the contract is approximately 10,237 SF.

ATTACHMENTS: The following Attachment is provided and incorporated into the RFP:
- Attachment 1 – Revised Specific Services (3 pages - pp.36-38 of RFP)
- Attachment 2 – Floor Plan (1 page)

All other terms and conditions remain the same.

Sincerely,

UNIVERSITY OF ALASKA FAIRBANKS

Michael Grahek, C.P.M.
Sr. Contracting Officer
C. Supplies and Equipment

1. The Contractor shall provide all cleaning materials, equipment and supplies necessary to perform the janitorial services prescribed in this solicitation, including, but not limited to, the following:
   a. Soaps, detergents and hand sanitizers, including those used in restroom dispensers for occupant use, and deodorizers for toilets and urinals.
   b. Cleaning solutions used on floors, walls, restrooms, glass, tile, brick, concrete, and other building surfaces.
   c. Rags, cloths, sponges, brushes, bags, etc.
   d. Germicides and fungicides.
   e. Paper products used in the cleaning process, as well as those used in dispensers for occupant use, including paper towels, toilet tissue, sanitary napkins, sanitary toilet seat covers and dispensers, etc.

   Note: It will be the Contractor’s responsibility to ensure there is always an adequate stock of supplies. Should the Contractor fail to maintain an adequate stock of these supplies, UAF reserves the right to obtain quantities sufficient to meet immediate requirements, retain receipts from such purchases, and deduct the corresponding amount from the monthly payment to the Contractor.

2. These supplies are to be of a standard quality or better.

3. The Contractor shall also provide all equipment necessary to fulfill the requirements of the contract including, but not limited to, mops, brooms, vacuums, floor polishing machines, etc.

4. All cleaning supplies shall be approved by the Contract Administrator, and be of appropriate quality to provide results satisfactory to the needs of the facility.

5. All cleaning supplies shall be stored, used, and disposed of in compliance with the Manufacturers’ recommendations.

6. The Contractor shall be furnished one storage closet, whenever possible, in each building for custodial equipment and material storage. The Contractor shall have the option to utilize this assigned storage space or to remove any or all cleaning materials from the building after each entry for service. The Contractor shall utilize the assigned storage space at the Contractor’s risk. Any loss of material belonging to the Contractor shall not be the responsibility of UAF. The Contractor shall not use mechanical rooms, telephone rooms, elevator mechanical rooms, or shafts as storage areas or equipment rooms. The Contractor shall keep assigned closets in a neat and orderly condition.

D. Specific Services

1. Daily Services: The Contractor shall perform the following services daily (3 times per week, unless noted otherwise):
   a. Furnace Room (Rm 121)
      - Sweep and mop floor once per week
      - Empty waste basket as needed
   b. Classrooms, Storage and Student Lounge (Rooms 101, 112, 113, and 130 thru 135, 114b, and 114e)
• Empty waste baskets three times per week
• Clean chalk-white boards, unless otherwise posted
• Vacuum all heat register tops once per week
• Dust all flat surfaces three times per week
• Arrange desks or chairs as needed
• With soft attachment, vacuum all flat surfaces on computers
• Wash all tabletops as needed
• Clean all interior glass and blinds as necessary

c. Hallways, Lobbies and Entry Ways (Rooms 100A, 100B, 100L1, 100C, 100C4, and
100V2 110 and 127, including Entry Ways)
• Clean countertops in front desk area three times per week
• Empty wastebaskets three times per week
• Vacuum three times per week
• Mop entry way three times per week
• Dust all flat surfaces and wash, if necessary
• Wash and clean coffee pot, as well as coffee pot area, three times per week
• Wash and clean all smudges off walls and trim, dust picture frames, clean all interior
glass as necessary

d. Restrooms (Rooms 100M and 100W 117, 118, 122, and 123)
• Clean and sanitize all mirrors, sinks, urinals, and toilets, stalls and walls three times per
week
• Mop floors three times per week
• Empty waste receptacles, including napkin receptacles, three times per week
• Fill and maintain all paper towel, toilet tissue, and handsoap dispensers as needed

e. Kitchen Area (Rm 115)
• Sweep floors three times per week
• Mop floors three times per week
• Wipe all counter, table, and stovetops three times per week
• Empty waste receptacles three times per week
• Wash any dishes in sink three times per week, or as needed
• Clean and defrost refrigerator once per month

f. Office (Rooms 101 thru 108 thru 109, 111a and b thru d, 114, 114a, 119, 118
thru 120, 124, 124a, and 126, and 130a and b)
• Empty waste baskets three times per week
• Dispose of any boxes marked “Trash” three times per week, or as needed
• Vacuum three times per week
• Vacuum all heat register tops three times per week
• With soft attachment, vacuum all flat surfaces on computers
• Dust all flat surfaces three times per week

 g. Library (Room 125)
• Vacuum three times per week
• Empty wastebaskets three times per week
• With soft attachment, vacuum all flat surfaces
• Dust all flat surfaces each week, or as needed

h. General Building Maintenance
• Replace light bulbs as needed
• Maintain inventory of janitorial supplies
• Shovel steps and porch area to keep free of snow and ice after each snowfall, and as otherwise necessary
• Clean windows of building a minimum of twice per year

i. Janitors Room (116)
• Keep orderly (including putting materials on shelves).
• Sweep and mop floor once per week

E. Contract Performance Criteria

1. Evaluation of the performance and quality of the Contractor's services shall be based upon the following criteria:

   a. Trash Removal: All trash receptacles shall be emptied and returned to their initial locations. Boxes and papers placed near a trash receptacle and clearly marked "TRASH" shall be removed. All worn or soiled can liners are to be replaced. Trash shall be disposed of in secured plastic bags. To control accidental leaks, trash is to be transported through buildings and to the dumpster in secondary leak proof containers, not just trash bags. The Contractor shall pick up any trash that may fall onto the facility or grounds during removal from the building. Weekly refuse shall be deposited in the refuse container located nearest the building being cleaned. The Contractor is responsible for picking up loose debris around the immediate refuse container.

   In the event that a recycling program is in operation on the Chukchi Campus, the Contractor will be required to empty recycling containers in specified areas at no additional cost to UA.

   b. Carpet Maintenance: After being vacuumed, the carpeted floor shall be free of all visible litter and soil. Any spots shall be removed as soon as possible. All staples and paper clips shall be removed from floors.

   The Contractor shall be required to furnish carpet maintenance in accordance with the manufacturer's specifications.

   c. Floor Maintenance: All floors accessible to floor machines shall receive floor maintenance. After receiving maintenance, the entire floor shall have a uniform appearance and be free of scuff marks, heel marks, and stains or discoloration. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles, and other easily moved items shall be tilted or moved to maintain floor underneath. All moved items shall be returned to their proper position when all operations have been completed.

   Of the floor maintenance techniques listed below, the techniques used will depend upon the materials, equipment, and personnel required to restore the floor to the standards outlined herein. The Contractor need not apply all techniques to the entire floor, but should apply all techniques necessary to any portion of the floor requiring work.