

REQUEST FOR BIDS – BID FORM

(Contractor's name below)

Clean Freak Custodial _____ agrees to perform janitorial services for the Dahl Memorial Clinic as described in the Request for Bids dated March 16, 2023 and in any bid addenda for the monthly lump sum of:

\$ \$3500
(Numeric Dollar Amount)

\$ three thousand five hundred dollars
(Written Dollar Amount)

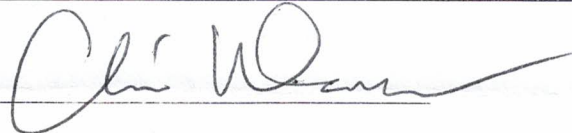
ACKNOWLEDGEMENT OF ADDENDUMS

The bidder acknowledges receipt of addendums to the solicitation (give number and date of each)

ADDENDUM#				
DATE				

Please list all employees that will be utilized for this project: (Additional sheets listing employees may be attached if needed and must be signed by Bidder)

- 1. Rebecca Radey
- 2. _____
- 3. _____

Bid Representative Signature: 

Printed Name: Christian Wallace Phone # 907-612-0912

Contractor Name: Clean Freak Custodial Email christianwallace@yahoo.com

Contractor Address: PO Box 782

Date: 04/06/2023

Contractor's Alaska License Number: 2153325



CW

CHRISTIAN WALLACE

OWNER – CLEAN FREAK CUSTODIAL

OBJECTIVE

To safely clean, disinfect, & sanitize all areas within the scope of the contract. Maintain all rules and regulations regarding privacy and confidentiality.

SKILLS

General knowledge of cleaning and disinfecting procedures

Very detail oriented

Safety conscious

Ability to change and adapt as needed

Problem solving



CHRISTIANWALLACE@YAHOO.COM

EXPERIENCE

JANITORIAL DIRECTOR/FARM MANAGER • SKAGWAY BREWING COMPANY • SEPT 2019 • JUN 2022

Oversaw the general cleanliness and sanitization of all the bathrooms and public areas. Managed 1-3 employees throughout my employment. Developed operations manual for cleaning including checklist. In charge of ordering and inventory. I managed the indoor aeroponic farm from Nov 2019 – March 2023 which included data keeping, problem solving, ordering, inventory, minor plumbing & electrical.

OWNER • CLEAN FREAK CUSTODIAL • MAY 2022 • PRESENT

Obtained two janitorial contracts with The Municipality of Skagway. Clean and disinfect at Skagway Public Safety Building, Public Library, McCabe Building, and AB Hall. Also keep tabs on all products used at each of these locations.

EDUCATION

**HIGH SCHOOL DIPLOMA • GRADUATED 1992 • TEMPLE HIGH SCHOOL
TEMPLE, TX**

TRAINED IN THE CUSTODIAL ARTS BY CHRIS VALENTINE

LEADERSHIP EXPERIENCE

I've managed three small kitchens in my younger years. At SBC I managed 1-4 employees at a time in janitorial and farm positions.



907-612-0912



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
P.O. BOX 415, SKAGWAY, ALASKA 99840
(PHONE) (907) 983-2297
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www.skagway.org

March 16, 2023

REQUEST FOR BIDS DAHL MEMORIAL CLINIC JANITORIAL SERVICES

The Municipality of Skagway is requesting bids to provide janitorial services for the Dahl Memorial Clinic's facility located on 14th and State Street.

A full copy of the Request for Bids can be obtained by calling Skagway Borough Offices by e-mailing a.lawson@skagway.org.

The Municipality of Skagway shall not be responsible for any costs incurred in the preparation of bids. The Municipality reserves the right to reject any or all bids.

Bids must be sealed and clearly labeled with the following information:

1. "Dahl Memorial Clinic Janitorial Services"
2. Date and Time of Bid (Tuesday, April 11, 2023 at 2:00 p.m.)
3. Bidder's name

Bids are due no later than Tuesday, April 11, 2023 at 2:00 p.m., at the address listed above, or delivered directly to borough office on 700 Spring Street. All bidders are expected to consider weather in determining how to deliver their bids timely and there shall be no exceptions for a late received bid on account of weather.

Faxed and e-mailed bids will not be accepted. Bids will be opened in the Assembly Chambers at 2:00 p.m. on the day of the bid opening.

The Municipality of Skagway is an equal opportunity employer.

General Conditions and Notices

Bid Evaluation/Award: The Municipality of Skagway (Municipality) may award a contract based on bids received as a result of this Request for Bids if it is in the best interest of the Municipality. A bid award will be based on the overall bid price, but the Municipality may reject the low bid if such rejection is determined to be in the best interests of the Municipality. The Municipality reserves the right to reject any or all bids received if determined to be in the best interest of the Municipality. The Municipality reserves the right to waive minor informalities and irregularities of bids received if it is in the best interest of the Municipality.

Project Description: The successful Bidder is responsible for providing the following services:

- Meeting the requirements for all specific cleaning directions detailed below and as determined by the Clinic Executive Director.
- Primarily focusing on the protection of patients and employees at the clinic by helping to minimize the outbreak and spread of microbial infections. Cleaning standards shall be reviewed and updated by the Clinic Executive Director on a regular basis and communicated to the Contractor.
- Ensuring all of the Contractor's employees are aware of all conditions and requirements as outlined in the Contract and the Scope of Work documents specific to this Facility.
- Ensuring proper training of all their employees before any services are provided.
- All duties in Appendix A contained in the sample agreement, Attachment A.

Mandatory Site Visit: A mandatory site visit is scheduled with the Clinic Executive Director on Monday, April 3, 2023 at 4:00 p.m. Interested Bidders will meet at the Clinic facility located at 14th Avenue and State St. by 4:00 p.m. All Bidders present at the site visit will be accounted for on a qualified bidders list. Any bidder not in attendance at the mandatory site visit will be prohibited from bidding on these services.

Submittal Deadline and Location: Bidders are responsible to assure delivery prior to deadline. Only bids received prior to the date, time and received at the location specified shall be considered. Faxed or e-mailed bids will not be accepted. Bidders are fully responsible for ensuring their bids physically arrive in Skagway timely, regardless of weather.

Beginning of Work: Physical work may begin upon the successful Bidder signing an Agreement with the Municipality and receiving a Notice to Proceed.

Insurance & Indemnification: No contract for services shall be issued or continued unless there is presented to the Municipality of Skagway a certificate of insurance showing that the business owner/operator has obtained at least two million dollars (\$2,000,000.00) general liability insurance. Proof of such insurance shall be provided to the Municipality as a condition of entering the contract. Failure to maintain such insurance shall constitute a breach of contract. The certificate of insurance must establish that the Municipality is named as an additional insured on such policy, and that the insurer shall notify the Municipality twenty (20) days before the policy is canceled, or

terminated. Additionally, the certificate of insurance holder shall execute an instrument under the terms of which the holder will agree to indemnify, defend and hold harmless the Municipality of Skagway from any and all claims for injury, including death, or damage to persons or property as a result of the holder's activities.

Insurance coverage shall include all contractors, staff persons, and employees that provide services as part of this Agreement. Contractor shall defend and indemnify the Municipality against any claims against the Municipality for any HIPAA violations and/or any actions against the Municipality based upon any alleged HIPAA violations by the Contractor. Contractor shall solely be responsible for all supervision of the Contractor's employees. Contractor agrees and acknowledges that the Municipality shall have no responsibility for any of the actions or omissions of the Contractor or Contractor's employees. Contractor shall provide written certification to the Municipality that the actions or omissions of the Contractor or Contractor's employees are covered by Contractor's general liability policy before providing any services to Clinic.

Bidder shall provide Workers Compensation Insurance in compliance with the laws of the State of Alaska, AS 23.30et seq., and federal jurisdiction where the work is being performed.

Compensation: The Municipality agrees to pay Contractor an amount not to exceed that as specified and accepted in the bid upon completion of the project.

Responder's Responsibility: Responding Bidders have the responsibility of understanding what is required by this solicitation. The Municipality shall not be held responsible for any firm's lack of understanding. Should a firm not understand any aspect of this solicitation, or require further explanation or clarification regarding the intent or requirements of this solicitation, it shall be the responsibility of the Bidder to submit any question or questions to the Municipality. Further, by submitting a bid in response to this solicitation, a firm certifies that it has thoroughly read and understands this solicitation in its entirety.

Addenda: The Municipality will make reasonable efforts to provide Bidders with all addenda when issued. Addenda may be issued by any reasonable method such as posting on the municipal website, hand delivery, mail, facsimile, and courier and in special circumstances, by phone. It is the Bidder's responsibility to ensure receipt of all addenda. No claim or protest will be allowed based on the Bidder's allegation that the Bidder did not receive all of the addenda or did not timely receive all of the addenda.

Technical Questions: All technical questions shall be directed in writing to the Borough Manager no later than Friday, April 7th, 2023, at 4:00 p.m. by email at manager@skagway.org and contracts@skagway.org.

Cost Incurred in Bid Preparation: No contract shall be in effect until the Municipality executes a written agreement. The Municipality shall not be liable for any cost incurred by any Bidder in the response to this Request for Bids, including any work done, even in good faith, prior to the execution of a contract.

Proprietary Information: Bidders shall not include proprietary information in bids if such information should not be disclosed to the public. Any language with a submittal purporting to render all or portions of a bid confidential will be disregarded. Proprietary information, which may be provided will be confidential, if expressly agreed by the Municipality, and if allowable by state law.

Minor Informalities: The Municipality reserves the right to waive any minor informality, negotiate changes, or reject any and all bids and to not award the proposed contract, if it is in the Municipality's best interest. "Any minor informality" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Bidders.

Receipt and Bid Opening: The Municipality must receive all bids including any amendment or withdrawal prior to the scheduled time for submitting bids. Any bid, amendment, or withdrawal, which has not been actually physically received by the Municipality prior to the scheduled time for submitting bids shall not be considered. No responsibility shall be attached to any officer, employee, or agent of the Municipality for the premature opening of, or failure to open, a bid improperly delivered, addressed, or identified.

Until the award of a contract, the Municipality reserves the right to reject any or all bids, to waive technicalities, or to advertise for new bids without liability against the Municipality. Receipt of bids will be publicly acknowledged at the submittal deadline and location by reading the bids to any attendees at the municipal building.

Disqualification of Bidders: A Bidder may be disqualified for the following reasons:

- More than one bid for the same work from an individual, firm, or corporation under the same or different name. (A party that has quoted prices to a Bidder is not thereby disqualified from quoting prices to other Bidders or from submitting a bid directly for the project).
- Evidence of collusion among Bidders as set out in the Non-Collusion Declaration attached to the Official Bid documents.

Rejection of Bids: The Municipality reserves the right to reject any and all bids when such rejection is determined to be in the best interests of the Municipality; to reject the bid of a Bidder who has previously failed to perform properly, or complete on time, any contracts or projects; to reject the bid of an Bidder who is not, in the opinion of the Municipality and sole discretion of the Municipality, in a position to perform the contract; and to reject a bid as non-responsive where the Bidder fails to furnish the required documents, fails to complete the required documents in the manner directed, or makes unauthorized alterations to bid documents. The Borough manager may reject any and all bids and waive any informalities or minor irregularities in the bids. Where all bids are rejected, and new bids are called for on substantially the same purchase or contract, each of the bidders whose bids were rejected shall be timely notified of the new call for bids and of changes, if any, in the specifications and requirements.

Non-Responsive Bids: Bids shall be considered non-responsive and shall be rejected if there are unauthorized additions, conditional or alternative bids, or irregularities of any kind which may tend to make the bid incomplete, indefinite, or ambiguous as to its meaning.

Documents for Successful Bidder: Prior to contract execution and Notice to Proceed, the successful Bidder shall complete and submit the following documents within seven (7) days following Notice of Intent to Award, as well as any other documents that may be requested by the Municipality.

- Proof of Insurance
- Copy of State and Municipal Business Licenses
- Successful Background Check
- W-9

Award and Execution of Contract: All Bidders will be notified of Municipality's intent to award the contract and the successful Bidder will be requested to execute certain documents that shall include a contract agreement. No contract shall be considered as effective until it has been fully executed by both parties (Bidder and Municipality).

Failure to Execute Contract: Failure of the successful Bidder to execute and return the contract agreement and other documents within seven (7) days after receipt of the Municipality's Notice of Intent to Award, will be just cause for the rejection of the award. Award may then be made to the next lowest responsive, responsible and qualified Bidder, or the work may be re-advertised, in the sole discretion of the Municipality.

If the Municipality does not execute the contract agreement within fifteen (15) days following receipt from the Bidder of all required documents appropriately executed for the award of the contract, the Bidder shall have the right to withdraw its bid without penalty.

Skagway Bidder Preference: A bid shall be awarded to a Skagway bidder if Bidder's bid is not more than five percent higher than the lowest responsive nonresident bidder's.

Ownership of Bid Submittals: Once bids are opened, they become the property of the Municipality, and shall not be returned. Bids may be withdrawn by submitting a written withdrawal request to the same address to which the bid was submitted if said request is received by the Municipality one (1) hour prior to the bid opening time and date. The bid shall be returned to the Bidder unopened.

Bid Form: Bids will be considered non-responsive if the following documents are not completely filled out and submitted at the time of bidding:

- Completed Official Bid Form
- Non-Collusion Declaration
- Resume of experience for bidder and bidder's employees

Appendix A
Duties and Instructions
Municipality of Skagway
Dahl Memorial Janitorial Services

I. **Intent:**

The Edward A. and Jenny Rasmussen Community Health Center Facility, a division of the Municipality of Skagway, hereinafter Clinic, is soliciting proposals for janitorial services for the clinic facility located on 14th & State. The successful bidder for the Dahl Memorial Janitorial Service will be responsible for meeting the requirements for all specific cleaning directions detailed below and as agreed upon with the Clinic Executive Director.

The primary focus is for the protection of patients and employees at the clinic. Contractor's main responsibility is to help minimize the outbreak and spread of microbial infections. Cleaning standards shall be reviewed and updated by the Clinic Executive Director on a regular basis and communicated to Contractor.

It is Contractor's responsibility to ensure all of Contractor's employees are aware of all conditions and requirements as outlined in the Contract and the Scope of Work documents specific to this Facility. It is Contractor's responsibility to ensure proper training of all of Contractor's employees before any services are provided.

II. **Location**

Services for this contract will be explicit to the clinic facility located on 14th & State.

III. **Background Check**

1. The successful Bidder and all their employees must pass a basic background check. If for any reason it is deemed in the best interest of the Municipality to deny a contract to a specific bidder, the Municipality may award the contract to another prospective bidder or re-post the Request for Bids to the public.

IV. **Contract**

1. The successful Contractor may not proceed with any services until a contract is executed and signed by both parties. If Contractor proceeds with services prior to receiving a fully executed contract, they do so at their own risk.
2. The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement without the prior written consent of the Municipality of Skagway and Clinic Executive Director.
3. The Contractor shall not delegate duties or otherwise subcontract work or services under this Agreement without prior written approval by the Municipality and Clinic Executive Director.
4. No claim for additional supplies or services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor provide any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Clinic Executive Director.

5. The Contractor shall perform their obligations in this Agreement as an independent contractor of the Municipality. The Contractor is not an employee of the Municipality. None of Contractor's employees are employees of the Municipality. The Contractor has no actual or apparent authority to act on behalf of the Municipality or to represent to Third Parties that they have any authority to act on behalf of the Municipality. The Municipality may administer this Agreement and monitor the Contractor's compliance with the Agreement, which administration and monitoring by the Municipality does not change the relationship of Independent Contractor as between the Contractor and the Municipality.
6. Contractor is advised that funds are available for the initial term of the contract. Payment and performance obligations for additional terms of the contract are subject to the availability and appropriation of funding.

V. **Personnel**

1. Contractor must provide written proof prior to work start that they completed MOS-approved training in HIPAA compliance, blood-born pathogen precautions, and handling bio-hazardous materials. Contractor is fully responsible for training all of Contractor's employees. Other Contractor employees used to fill in for employee vacations or due to sickness must also be trained in HIPAA compliance, blood-born pathogen precautions, and handling bio-hazardous materials prior to work start. Contractor may find it necessary to bring in additional staff for carpet cleaning and floor maintenance, but person must be pre-approved by Clinic Executive Director. Any extra persons brought in for assistance to Contractor will not be an additional charge to the Municipality. Contractor may not assign or subcontract any part of this Contract.
2. Contractor is responsible for training all of Contractor's employees on HIPAA and is responsible for its employees to ensure patients privacy and records are protected at all times.
3. Contractor shall establish a mutually agreeable regular line of communication with the Clinic Executive Director or Designee.
4. Contractor shall notify the Clinic Executive Director of any additional Contractor employees at least one day prior to their start date. Any new or additional Contractor employees must pass a background check before they can provide services at the facility. Contractor is responsible for providing a copy of the background check to the Clinic Executive Director along with a photo ID of the Contractor employee. Contractor is responsible for its employee's honesty. Any Contractor employee who, in the opinion of the Clinic Executive Director, does not appear to be fully trained shall not be allowed to commence work. Any Contractor employee objectionable to the Clinic Executive Director shall be immediately removed from the Clinic.
5. Contractor and any of its employees working in the Clinic will wear non-sterile gloves while performing work under this contract. The Clinic will provide Contractor and any of its employees working in the Clinic annual training to comply with OSHA standards regarding occupational exposure to blood-borne pathogens.

6. Contractor and its employees are required, at Contractor's expense, to receive the Hepatitis B Virus vaccine. Proof of vaccination must be given to the Clinic Executive Director within 30 days of contract commencement. If Contractor or its employees decline the vaccination, that individual must document such objection and it must be filed with the Clinic Executive Director within 30 days of contract commencement. New employees shall provide documentation within 30 days of their starting date.
7. Smoking/Vaping is not permitted in the Clinic building. Contractor and its employees may not make use of any Clinic space for personal use.

VI. **Inspection and Reports:**

The Clinic Executive Director may inspect the facility premises in a reasonable manner to review Contractor's work in accordance with the contract terms. Clinic Executive Director shall provide a written report of the inspection to the Contractor. If the results of the inspection are negative or a deficiency is discovered, Clinic Executive Director shall notify Contractor in writing of the deficiency and the remedy for correcting the deficiency as outlined below.

- If Contractor fails to comply with the contract specifications or cleaning is considered sub-standard per contract specifications, the Clinic reserves the right to deduct 10% of the monthly rate from Contractor's payment that is applicable. Before any deduction of Contractor's payment, the Clinic Executive Director must provide written verification to the Contractor, with a copy provided to the Executive Assistant of said deficiency. Contractor will have no more than 24-hours to rectify the issue. Written notification to the Contractor and the Executive Assistant is required from the Clinic Executive Director stating that the deficiency has been properly resolved. If it is not resolved by Contractor, the 10% deficiency deduction will be instituted. Contractor must be notified of any deductions from their pay in writing, and must provide a written statement that they have seen the written complaints regarding the deficiency from the Clinic Executive Director.
- If the Clinic Executive Director does not put complaints in writing, no action will be taken and the 10% will not be deducted from the Contractor's payments.
- If Contractor will be unavailable to provide their services, advance notice must be given to the Clinic Executive Director. It is the Contractor's responsibility to provide a substitute person/persons to perform their job duties in their absence, and pre-approval by Clinic Executive Director is required. It is the Contractor's responsibility to pay substitute person/persons any wages due, not the Municipality's. Absence of Contractor is limited to emergency situations, planned vacations, or health reasons. This Contract may not be transferred or subcontracted to any other party not listed in the original contract.

VII. Supplies and Equipment

1. Contractor is responsible for ordering and picking up supplies, but all supplies will be a direct bill from supplier to the Municipality of Skagway. Supplies include, but are not limited to waste bags, biohazard (RED) bags, liquid hand soap, toilet paper, paper hand towels, trash bags, disinfectant cleaners, vacuum bags, and all other similar materials and substances.
2. Clinic shall provide all non-sterile gloves, mops, vacuum cleaners, brooms, floor scrubbers, cleaners, bleaches, disinfectants, waxes, strippers, cleaning rags, carpet runners/mats, and any other supplies and equipment necessary to perform the services required under this Contract. All supplies not carrying manufacturer's original label shall be labeled by the Contractor as to the container's contents. Any faulty equipment provided by the Clinic shall be reported by the Contractor to the Clinic Executive Director and shall be removed immediately and replaced as expeditiously as possible.
3. The Clinic Executive Director shall ensure that a storage room is made available to the Contractor to store all equipment, materials, and supplies used in the performance of the Contract. Contractor is responsible for keeping the storage area in a neat, orderly, and odor free condition at all times.
4. A logbook, provided by the Clinic, for recording communications between the Clinic Executive Director or designee and the Contractor, shall be kept in a mutually agreed location. The logbook is the property of the Clinic and shall remain intact and shall not be removed by the Contractor. Contractor shall check logbook for daily cleaning updates. Logbook shall be used by Clinic Executive Director to give specific directions for services and adequate notice of low inventory level to Contractor to help keep Clinic well-stocked with janitorial items. Contractor must store all supplies and materials in the storage room provided.
5. The Clinic Executive Director will provide to the Contractor documentation on proper care and cleaning methods for all Facility surfaces. The information shall include appropriate cleaning tools, material and cleaning agents, and solutions. No corrosive, caustic, or acidic cleaning agents that may cause damage to facility surfaces if improperly used are acceptable unless approved by the Clinic Executive Director. Contractor may not use any abrasive cleaning materials, such as steel wool and scouring powders, which tend to streak or abrade porcelain fixtures.
6. Contractor is required to provide to the Clinic Executive Director and all of Contractor's employees copies of Material Safety Data Sheets relating to all chemicals and cleaning agents that are to be used in the performance of this contract, as required by law. Contractor may request assistance from Clinic Executive Director in the process for obtaining this information.

VIII. Payment

1. The Municipality shall pay Contractor twice monthly for authorized work per this contract according to the payment schedule contained herein. Payments shall be paid semi-monthly (24 total payments for one year of service). The rate paid will be the monthly rate as specified in Bidder's proposal, divided by 2, less any applicable 10% work deficiency

deduction as described in the contract, Section Three - Contractor's Responsibilities, Item (B). Contractor: **Monthly Rate divided by two (2), less, if applicable, 10% deficiency deduction=Payment Amount.**

2. It is Contractor's responsibility to pay for Contractor's employees. At no time and under no circumstances will the Municipality be responsible for paying for Contractor's employees' services to Facility.
3. No claim for additional supplies or services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the Contractor provide any work or furnish any material not covered by the contract unless the work or material is order in writing by the Clinic Executive Director.

IX. **Service Duties**

1. ***It is the Contractor's responsibility to ensure the Clinic is maintained at a high standard of cleanliness. All doors and windows on doors will be wiped down with each cleaning.***
 - The following facility areas are part of this contract:
 - 9 exam rooms
 - 3 urgent care rooms
 - 1 physical therapy room
 - 1 break room
 - 8 bathrooms in total
 - Dental suite
 - 10 office/consultation rooms
 - 1 conference room
 - 1 radiology procedures
 - Sally Port
 - 2 Waiting rooms and play areas
 - Lab, medical supply, MA area and morgue
 - Health IT office
 - Behavioral Health Suite
 - 1 Medical Records Room
 - 1 Dispensary Room (Trash removal, sweep and mop only– monthly only)
 - In addition to providing the daily cleaning service, Monday through Friday between the hours of 7:00 p.m. and 5:00 a.m., the Contractor should also provide for major clean-up of the Clinic due to emergency or unplanned circumstances. Contractor will not receive any additional payments for completing tasks not specifically covered in this contract such as major disinfecting of a clinic. Contractor shall, upon request, provide personnel at any time to clean up after emergencies to minimize damage to the Clinic and disruption for the occupants.
 - At no time shall the work performed interfere or cause a distraction to occupants and facility users. Contractor shall not touch or disturb any patient files, any other belongings and papers of the occupants, use telephones for personal use, or touch or disturb any

office equipment such as copy machines, shredders, television sets, and computers. Contractor's employees shall not open any desk drawers or cabinets or tamper with any Clinic employee's personal property.

2. Security:

- The Clinic will provide Contractor with keys required for access to service areas. NO BUILDING KEYS MAY BE COPIED. Outside entrance door keys shall be the only keys to be issued to the Contractor and are permitted to leave the Clinic. All other keys shall remain in Clinic at all times. If keys are lost, Contractor shall be responsible for the total cost of re-keying and replacement of all Clinic locks and keys. Contractor shall not admit anyone to areas controlled by a key in their possession. The Clinic Executive Director must be notified immediately in the event of a lost entrance key.
- Contractor must keep all areas locked except to provide janitorial service. Areas only in Contractor's direct view shall be unlocked in order to maintain security. Contractor is responsible for security of their equipment, tools, and supplies, but all equipment, tools, and supplies shall be accessible to the Clinic Executive Director or designee for emergency cleanup.
- Contractor shall be accountable for keys and any access devices provided by the Clinic. In the event that Contractor or Contractor's employees lose any keys or access devices, Contractor shall be financially responsible for replacement of applicable locks and replacement keys that have been compromised by Contractor's negligence.
- Minors, including family members of the Contractor or Contractor's employees, are prohibited from performing work on this contract and are not permitted on the premises.

3. Emergency Procedures:

- All accidents, hazardous material spills, or other dangerous incidents should be reported to Clinic Executive Director. The Clinic shall keep a list of telephone numbers for reporting incidents posted on the door of the janitor's storage room, or in a mutually agreeable location. Contractor shall provide the Clinic Executive Director a complete written report of the emergency and the circumstances leading to the incident.
- Should a biological spill occur, Contractor shall cover the spill with a paper towel or other absorbent material, only if it can be done safely, and immediately call the Clinic Executive Director to explain the circumstances. Clinic Executive Director shall convey instructions on how the Contractor is to proceed.
- Biological spills include, but are not limited to blood, urine, and any other similar biological substances.

4. Damages:

- Contractor shall be responsible to repair, replace, and indemnify the Clinic for property damaged by Contractor or Contractor's employees.

5. Lights:

- Clinic occupants are responsible for turning lights on and off as necessary in performing their duties. Contractor shall turn on only lights necessary to illuminate their immediate work area and shall turn them off upon completion of work. Contractor shall turn off lights in areas where it is obvious the area is unoccupied.

6. Handling Biohazards:

- Empty biohazard bags nightly and replace with new biohazard bags. Wipe out containers and put in new red bag. Place bagged contents in the appropriate biohazard container and seal the container when full. Contractor shall not transfer biohazard materials from one container to another, or reuse biohazard bags. The biohazard storage area shall be kept orderly and clean. The Clinic Executive Director shall specify a designated location for used bio-hazard bags to be stored by Contractor. Contractor is prohibited of storing used biohazard bags in any undesignated area.

7. Trash Removal:

- Trash removal shall be to dumpster containers located outside of the Clinic. Trash must be placed in trash bags, each bag secured and tied, placed in the dumpsters. Dumpster lids should close completely. All trash remains the property of the Clinic and salvage of materials by the Contractor and or Contractor's employees is prohibited.

8. Repair/Replacement:

- Contractor shall report daily to the Clinic Executive Director and note in the Logbook all conditions in the Clinic requiring repair such as broken fixtures, leaking utility pipes, and faulty electric switches. All repairs will be done by the Clinic or Municipality of Skagway staff or contractors.

9. General Cleaning Needs for All Areas of Clinic:

- Clinic Executive Director shall provide to the Contractor a list of rooms that are excluded or off limits to Contractor. Clinic Executive Director shall identify the excluded rooms during the Mandatory Pre-Bid meeting and again upon award of Contract.
- **Daily Cleaning**: Sweep, vacuum, or mop all floors; clean all bathroom sinks, faucets, mirrors, toilets, door handles, counter tops; remove all garbage to appropriate bin; check common surfaces for cleanliness.
- **Weekly Cleaning**: Clean mirrors, all glass items, and windowsills; remove cobwebs on ceilings, dust furniture, baseboards and radiator; inventory supplies and purchase more if necessary.
- **Baseboards**: Clean with disinfectant once a week, removing all dust and grime.
- **Cabinetry**: Clean and wax, when necessary, all cabinetry in rooms.

- **Carpet, Floors, and Entrance Mats:** Carpets and mats shall be vacuumed daily and have no surface dirt buildup along wall edges or around furniture. Spots and stains shall be removed when necessary. Normal wear and tear is expected. All linoleum floors shall be mopped on a daily basis and any black marks removed. Normal wear and tear is expected. Scrub all ceramic tile floors and clean grouting.
- **Ceilings:** Cobwebs and dust build-up shall be cleaned as necessary.
- **Office Furniture:** Office furniture shall be dusted on a weekly basis and all debris removed.
- **Window Sills:** Window sills shall be wiped clean on a weekly basis.
- **Mirrors & Glass Cabinets:** Mirrors and glass cabinets shall be cleaned on a weekly basis or more if needed.
- **Showers, Sinks, & Toilets:** Entire surface, including taps, handles, stoppers, etc., on sinks, showers, and toilets should be cleaned daily. There should be no build-up of mineral deposits, soap scum, mold or mildew, or drain soil deposits. A bleach solution shall be poured down shower and sink drains periodically to keep odor free. Soap dispensers shall be kept clean and full. Damp wipe toilet room walls and partitions leaving no streaks.
- **Waste Containers:** All waste containers shall be kept clean, with plastic liners in place. Waste containers should be washed and disinfected on a periodic basis.
- **Radiators & Heating Units:** Units will be dusted on a regular basis.
- **Building Exterior:** Inspect all sidewalks and parking areas around dumpster, collecting and removing all trash and other discarded material.
- **Paper Products:** Toilet paper and paper towel dispensers shall be kept full.

Monthly Services: The contractor agrees that on a monthly basis they will arrive prior to closing on an agreed upon date with the Clinic Executive Director to conduct cleaning in the dispensary room. This room is secure and the Contractor acknowledges they have no access or permission to be in such room without employee supervision. Contractor further agrees that they are the only employee that is authorized to clean the dispensary under supervision.

- **Bi-Annual Services:** Bi-annual services should be completed during the months of May and October. Completion of duties must be done by the 15th of each respective month.
 - **Window Coverings:** Dust or vacuum window coverings such as drapes, curtains, blinds, etc.
 - **Stairwell:** Sweep and mop the upper mechanical room stairwell.
 - **Windows:** Wash both interior and exterior of all windows, leaving no streaks or unwashed areas. Wipe any water spots from sills and frames. Drop cloths must be used to protect adjacent surfaces, fixtures, and furniture.
 - **Carpet:** Carpeting shall be shampooed in all appropriate areas annually.
 - **Tile/linoleum:** Tile and linoleum will be deep cleaned annually.