



**Request for Proposals (RFP):**  
**RFP Assigned # SCF18-1034**  
**Dr. Katherine and Dr. Kevin Gottlieb Building Janitorial Services**  
**RFP Release Date: 09-12-18**

*SCF Contracts Department  
7033 East Tudor Road  
Anchorage, AK 99507*

*Point of Contact, Alana Shuravloff:  
Phone: 907-729-6733  
Fax: 907-729-6639*

*E-Mail: [SCFContracts@southcentralfoundation.com](mailto:SCFContracts@southcentralfoundation.com)*

**Important Notice:** You must register with the *SCF Contact Person* at the below link. Please include the RFP number and title as well as contact information with your registration. Failure to register with the *SCF Contact Person* may result in the rejection of your Proposal.

**[SCFContracts@southcentralfoundation.com](mailto:SCFContracts@southcentralfoundation.com)**

## Revision History

Date	Revision Number	Revision Details	Revised By

**Table 1, Revision History**

## Table of Contents

<b>Section 1, Background and History .....</b>	<b>1</b>
1.1 SCF History .....	1
1.2 Vision and Mission Statement .....	1
<b>Section 2, General Information.....</b>	<b>2</b>
2.1 Purpose of the Request for Proposal (RFP) .....	2
2.2 Contract Period .....	2
2.3 Bidder Registration.....	2
2.4 SCF Contact Person .....	2
<b>Section 3, Request for Proposal Details.....</b>	<b>3</b>
3.1 RFP Schedule .....	3
3.2 Deadline for Receipt of Proposals.....	3
3.3 Other Licenses and Registrations Requirements.....	3
3.4 Conflict of Interest and Restrictions .....	3
3.5 Addendum to the RFP and Right to Award .....	4
3.6 Pre-Bid Meeting and Site Visits.....	4
3.7 Cancellation of the RFP .....	4
3.8 Contract Negotiations.....	4
3.9 Performance Bonds and Surety Deposits .....	4
<b>Section 4, Instructions for Bidders .....</b>	<b>5</b>
4.1 Bidder's Review and Substantive Questions .....	5
4.2 Filing a Protest .....	5
4.3 Proposal Content .....	5
4.4 Other RFP or Proposal Requirements .....	5
4.5 Proposal Withdrawal and Correction.....	6
<b>Section 5, Format for Proposals.....</b>	<b>7</b>
5.1 Proposal Content and Format.....	7
<i>Bid Section 1, Title Page.....</i>	<i>7</i>
<i>Bid Section 2, Table of Contents .....</i>	<i>7</i>
<i>Bid Section 3, Introduction.....</i>	<i>7</i>
<i>Bid Section 4, Qualifications .....</i>	<i>7</i>
<i>Bid Section 5, License / Insurance Requirements .....</i>	<i>8</i>
<i>Bid Section 6, Compensation and Scope of Work .....</i>	<i>8</i>
<b>Section 6, Selection Process.....</b>	<b>9</b>

6.1	RFP Compliance .....	9
6.2	Evaluation Process .....	9
6.3	Evaluation Criteria and Point Value .....	9
6.4	Discussions .....	9
6.5	Presentations .....	10
6.6	Notice of Award.....	10
<b>Section 7, Standard Contract Terms.....</b>		<b>11</b>
7.1	Introduction .....	11
7.2	Compensation.....	11
7.3	Termination .....	11
7.4	Status of Independent Contractor .....	11
7.5	Insurance Requirements .....	11
7.6	Compliance with Legal Obligations and SCF Code of Conduct.....	12
7.7	Monitoring .....	12
7.8	Lobbying.....	12
7.9	Exclusion and Debarment.....	13
7.10	Successors, Assignment or Delegation .....	13
7.11	Nondiscrimination .....	13
7.12	Governing Law, Venue and Jurisdiction .....	14
7.13	Audit and Examination of Records.....	14
7.14	Media Contact.....	14
<b><i>EXHIBIT A: Scope of Work.....</i></b>		<b>15</b>
<b><i>EXHIBIT B: Proposal Offer and Signature Page.....</i></b>		<b>20</b>

## Section 1, Background and History

### 1.1 SCF History

Southcentral Foundation (SCF) is an Alaska Native-owned, nonprofit health care organization serving nearly 65,000 Alaska Native and American Indian people living in Anchorage, Matanuska-Susitna Valley and 60 rural villages in the Anchorage Service Unit. Incorporated in 1982 under the tribal authority of Cook Inlet Region, Inc. (CIRI), SCF is the largest of the CIRI nonprofits, employing more than 2,000 people in more than 80 programs.

### 1.2 Vision and Mission Statement

SCF's vision is a Native Community that enjoys physical, mental, emotional and spiritual wellness; its mission is to work together with the Native Community to achieve wellness through health and related services. The organization has developed and implemented comprehensive health-related services to meet the changing needs of the Native Community enhance culture and empower individuals and families to take charge of their lives.

## Section 2, General Information

### 2.1 Purpose of the Request for Proposal (RFP)

SCF is soliciting detailed proposals from contractors or companies interested in providing professional janitorial cleaning services and general sanitary maintenance at the Dr. Katherine and Dr. Kevin Gottlieb Building, located 4441 Diplomacy Drive, Anchorage, AK 99508.

A Scope of Work including specifications for services to be provided to the Dr. Katherine and Dr. Kevin Gottlieb Building is located in Exhibit A.

### 2.2 Contract Period

SCF intends to establish a contract for janitorial services at this location for a period of (1) one year, with (3) three- (1) one-year optional renewals, for a total of (4) four possible years. SCF intends to issue contract for services to include review periods at the 3-month and 6-month milestones after services begin to assess contractor performance.

### 2.3 Bidder Registration

- You must register with the SCF Contact Person by clicking on the link posted at the bottom of the Title Page (1<sup>st</sup> page). Include the RFP Number and title in your email when you register. Failure to register with the SCF Contact Person may result in the rejection of your Proposal.
- Please visit the website frequently during the RFP process for up-to-date information, including revised RFPs, changes to the schedule, notices, and comment responses, etc. SCF will not be providing updated information via email.
- Please include all of your contact information when registering.

### 2.4 SCF Contact Person

Any information required or questions regarding this RFP should be addressed and/or delivered to:

**SCF Contracts Department**

7033 East Tudor Road

Anchorage, AK 99507

Attention: Alana Shuravloff

Email: [SCFContracts@southcentralfoundation.com](mailto:SCFContracts@southcentralfoundation.com)

Phone: 907-729-6733 and Fax: 907-729-6639

## Section 3, Request for Proposal Details

### 3.1 RFP Schedule

This RFP will follow the schedule in the Table 2, RFP Schedule below; SCF reserves the right to modify this schedule.

RFP Release Date	Wednesday, September 12, 2018
Bidder Response Date	Monday, September 17, 2018 by 5:00 PM
Site Visit and Walk-Through	Friday, September 14, 2018 at 1:30 PM or others TBD and communicated to registered bidders
Deadline to Submit Additional Questions	Wednesday, September 19, 2018 by 5:00 PM
Issue Responses to Additional Questions	Friday, September 21, 2018 by 5:00 PM
Proposal Due Date	Monday, September 24, 2018 by 3:00 PM
Notice of Award	Wednesday, September 26, 2018 by 5:00 PM
Service Start Date	Wednesday, September 26, 2018 by 5:00 PM or other date/time communicated to awarded bidder

**Table 2, RFP Schedule**

### 3.2 Deadline for Receipt of Proposals

Proposals must be delivered in sealed envelopes and received no later than the proposal due date and time. Envelopes must be clearly marked as indicated below. Bidders are fully responsible for timely delivery of proposals. Any proposal received after the stated closing time will be returned unopened. If proposals are sent by mail, the Bidder is responsible for assuring actual delivery of the proposal to the address referenced in the General Information, Section 2.3 before the advertised date and hour located in Section 3.1.

Proposals are to be delivered to the address referenced in the General Information, Section 2. 3. In an effort to not mistakenly open these proposals early, either the outer or inner envelope should also contain the following:

Confidential: Do Not Open Until Posted Due Date  
 Proposal For: SCF18-1034, Dr. Katherine and Dr. Kevin Gottlieb Building Janitorial Services  
 Attn: SCF Contracts Department

### 3.3 Other Licenses and Registrations Requirements

All Bidders must have a valid Alaska Business License prior to award of contract.

All Bidders are required to hold all necessary applicable professional licenses and registrations required by Federal, State, Municipality or Borough law and proof of such will be submitted with each proposal. Obtaining and ensuring compliance to all licensing and registering requirements is the responsibility of the Bidder.

### 3.4 Conflict of Interest and Restrictions

If Bidder, Bidder's employee, subcontractor, or any individual providing services under contract to SCF has a possible conflict of interest affecting the objectivity, analysis, and/or performance under contract, the Bidder is required to submit details in writing to SCF within (10) ten days of issuance of this RFP: SCF will determine if the conflict is significant and material and if so, may notify the Bidder in writing of elimination from the RFP process.

### **3.5 Addendum to the RFP and Right to Award**

SCF reserves the right to issue a written addendums to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of the proposals.

SCF reserves the right to not award or cancel the award of the contract to a Bidder who will not agree to all of the provisions and terms and conditions as contained within this RFP.

### **3.6 Pre-Bid Meeting and Site Visits**

A site visit and walk-through is scheduled for Friday, September 14, 2018 at 1:30 PM at the Dr. Katherine and Dr. Kevin Gottlieb Building, 4441 Diplomacy Drive in the lobby area. Any additional site visits scheduled will be communicated to registered bidders.

### **3.7 Cancellation of the RFP**

SCF retains the right to cancel the RFP process if it is in SCF's best interest. SCF will not be responsible for costs incurred by Bidders for proposal preparation.

### **3.8 Contract Negotiations**

This RFP does not obligate SCF or the selected Bidder until a contract is signed and approved by both parties. Upon completion of the evaluation process, contract negotiations may commence. If the selected Bidder fails to provide necessary information for negotiations in a timely manner and/or, negotiate in good faith, SCF may terminate the award of the contract. SCF will not be responsible for costs incurred by the Bidder resulting from contract negotiations.

SCF reserves the right to include additional terms and conditions during contract negotiations. However, these terms and conditions must be within the scope of the original RFP and will be limited to price, clarification, definition, administrative, and legal requirements.

### **3.9 Performance Bonds and Surety Deposits**

SCF reserves the right to require a performance bond or surety deposit to ensure the Bidder's performance of all contract terms and conditions.



## Section 4, Instructions for Bidders

### 4.1 Bidder's Review and Substantive Questions

Bidders should carefully review this RFP for errors, questionable or objectionable materials, and items requiring clarification. Bidders may submit these comments and/or questions in writing to SCF's contact person as directed in Section 3.1 of this RFP. This will allow time for written response, clarification, or an addendum to the RFP to be issued, if required, to all bidders.

Bidders may not rely upon verbal responses made by any SCF employees or any representatives of SCF except for the SCF Contract Specialist or their designee.

Bidders making contact with any other SCF employee regarding this RFP may be disqualified. Bidders have no claim against SCF for failure to obtain information made available by SCF and are solely responsible for conducting their own research, due diligence, or other work necessary for the preparation of proposals, negotiation of agreements, or delivery of services pursuant to any agreement.

### 4.2 Filing a Protest

A Bidder may protest the award of a contract or the proposed award of a contract. The protest must be filed in writing, addressed to the SCF Purchasing Agent, and include the following information:

- The name, address, and telephone number of the protester;
- Signature of the protester or the protester's representative;
- Identification of the RFP;
- Detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
- Form of relief requested.

Protests must be submitted to SCF Purchasing Agent within (5) five business days of Notice of Award date, as provided in Section 3.1 of this RFP. Only bidders that submitted a valid proposal may file a protest.

### 4.3 Proposal Content

- A. SCF requests Bidders submit (1) one proposal consisting of Bidder's detailed plan for professional services.
- B. The proposal must be addressed with a scope of work and compensation provided, as required by Section 5.1 (see details for requirements of Bid Section 6).
- C. Bidders may not bid on more than (1) one request.

### 4.4 Other RFP or Proposal Requirements

- A. A proposal's content will not be disclosed to other Bidders.
- B. All proposals and other material submitted become the property of SCF.
- C. SCF assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.
- D. SCF discourages excessive or costly proposals. All costs incurred by Bidders in preparing and submitting a proposal are the Bidder's responsibility and shall not be charged to SCF or reflected as an expense of the resulting contract.
- E. It is the responsibility of the Bidder to indicate within their proposal the applicability and compliance of any other federal, state, municipal, or other governmental statutes, regulations, ordinances, acts, and/or requirements.
- F. If all bids are over SCF's allotted budget for the project; SCF reserves the right to reduce the scope of the project as needed to fit the budget.
- G. In the event that only one bid is received, SCF reserves the right to restructure the bid and/or extend the due date of proposals.

#### 4.5 Proposal Withdrawal and Correction

A proposal may be corrected or withdrawn by a written request received prior to the date and time of proposals being due.

## Section 5, Format for Proposals

### 5.1 Proposal Content and Format

The proposals should be compiled in a professional manner, such as in a binder with tabs separating sections, printed on both sides of the paper when possible, and organized in accordance with this section.

*Bidders are required to submit (2) two hardcopies and (1) one electronic copy of their proposal.*

#### Bid Section 1, Title Page

The title page should be on Bidder letterhead. It should contain the name and identification number of this RFP and identify the name, title, company, mailing address, phone numbers and email address of the person(s) authorized to commit the Bidder to contractual arrangement with SCF. This person(s) will be the Bidder's authorized contact for all communication. Bidder may also identify an alternate contact person in case the authorized contact is unavailable.

#### Bid Section 2, Table of Contents

The proposal will have a table of contents with page numbers and pages numbered throughout the proposal.

#### Bid Section 3, Introduction

Brief introductions include the following:

- A. The Bidder's name and address.
- B. A statement indicating that all information in the proposal is accurate, truthful, and factual; certifying that personnel and resources proposed will be made available to fulfill duties and obligations of the contract, if awarded.
- C. State the proposal and submitted prices shall be valid for at least (45) forty-five days from proposal submission deadline until any awarded contract is established and signed.

#### Bid Section 4, Qualifications

Qualifications may include the following but are not limited to:

- A. State qualifications and ability to provide janitorial services at SCF's healthcare facilities. Qualifications may include, but are not limited to:
  - a. Previous experience,
  - b. Current cleaning contracts,
  - c. Specific experience providing janitorial services at healthcare facilities
  - d. Quality of work,
  - e. Compliance with performance schedules,
  - f. Average or typical employee tenure,
  - g. Any special qualifications employees may have,
  - h. Alaska Native/American Indian (AN/AI) owned company or AN/AI hiring preference,
  - i. Length of time the Bidder has provided professional services at:
    - SCF Departments, or
    - Other government or private healthcare facilities with a square footage of 5000 feet or more or,
    - Large commercial buildings with a square footage of 10,000 feet or more.
- B. Provide (3) three references to include work completed, contact information (name, email and phone number), and period of contract.
- C. Provide a detailed list of personnel and their training and skill in the safe practices of janitorial services, specifically in a healthcare facility.
- D. Include a brief statement outlining the Bidder's personnel recruitment practice, training program, and method of verifying employee competency. Emphasis should be placed on

- training in the proper methods of handling hazardous materials, biohazards, and medical waste. Training should include: Occupational Safety and Health Administration (OSHA), Hazard Communication Standards, specifically training on Safety Data Sheets (SDS), labeling of hazardous materials, caution signs, blood pathogen, and other related requirements.
- E. Provide inventory of the number and type of personnel, equipment, and supplies that Bidder intends to utilize.
  - F. Include estimate of man hours needed to complete cleaning of location, and if applicable, identify different day and night crews.

*Bid Section 5, License / Insurance Requirements*

Insurance requirements include the following:

- A. Business license or any other licenses and/or registrations as required by this RFP.
- B. Insurance certificate, include proof of insurance to cover workmen's compensation.
- C. Proof of professional licenses and certifications, as applicable or required by law.

*Bid Section 6, Compensation and Scope of Work*

- A. Compensation or rate information for each location will be populated on the Cost Proposal Schedule provided as Exhibit B.
- B. Bidders will include a scope of work and detailed proposal.
- C. Bidder's scope of work should address the following requirements as applicable to the nature of the location, as described in the Scope of Work.

## Section 6, Selection Process

### 6.1 RFP Compliance

Prior to evaluation, each proposal will be reviewed to determine whether or not it is compliant with RFP requirements. Noncompliant proposals will not be evaluated. Factors that may result in a proposal being declared noncompliant are:

- a. Not providing evidence of meeting minimum requirements.
- b. Substantial and material conflicts of interest that were not declared.
- c. Substantial and material noncompliance to requirements of RFP section on format for proposals.
- d. Insufficient information regarding scope of work or compensation.

### 6.2 Evaluation Process

An evaluation committee consisting of (3) three or more qualified individuals will independently evaluate proposal compliance and content.

Bid evaluation will be based on Table 3 criteria and point values and will be documented by recording a final score calculated as the average score of the three committee members' individual point value totals.

### 6.3 Evaluation Criteria and Point Value

	<b>Evaluation Criteria</b>	<b>Point Value</b>	<b>Details</b>
<b>1</b>	Format and Presentation	5	Evaluation of proposal compliance and format.
<b>2</b>	Qualifications	25	Evaluation of qualifications and provided references.
<b>3</b>	Training	10	Evaluation of Bidder's training programs and methods.
<b>4</b>	Equipment and Staffing	15	Evaluation of Bidder's equipment and proposed staffing levels.
<b>5</b>	Past Performance	15	Past experience, specifically quality of work, compliance with performance schedules, length employee tenure, and any special employee qualifications.
<b>6</b>	Price Proposal	25	Evaluation of pricing provided for in Bidder's proposal, as provided in Exhibit B, Cost Proposal Schedule. <ul style="list-style-type: none"> <li>▪ Bidders with the lowest price will receive a maximum of 25 points available.</li> <li>▪ Other Bidders will receive a calculated number of points less than the maximum of 25 points, based on their bids comparison to Bidder with lowest price.</li> <li>▪ For example: Bidder A, 25 points for bid of \$50,000 and Bidder B, 20 points for bid of \$60,000.</li> </ul>
<b>7</b>	AN / AI Preference	5	Evaluation of Bidder's AN / AI Qualifications.
	<b>Total Point Value - 100</b>		

**Table 3, Evaluation Criteria and Point Value**

### 6.4 Discussions

As determined by the evaluation process, Bidders may be offered the opportunity to discuss their proposal with appropriate SCF personnel or evaluation committee and the proposal may be adjusted as a result of that discussion. Bidders may also be allowed to submit a best and final proposal as a result of any discussion.

## **6.5 Presentations**

SCF reserves the right to require a verbal presentation of their proposal. If presentation is requested, Bidders will be notified in writing of the request, date, time, location, and amount of time allowed for the presentation and/or questions and answer period. Time frames will be strictly enforced.

The entire evaluation committee will be present for oral presentations. All costs associated with a verbal presentation will be the Bidder's responsibility.

## **6.6 Notice of Award**

A notice of contract award or non-award will be provided to all Bidders.

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## Section 7, Standard Contract Terms

### 7.1 Introduction

SCF is providing the following provisions as a consideration for Bidders to review in advance of a submitted proposal. These and other standard provisions will be presented to a successful Bidder at the time of contract award.

### 7.2 Compensation

- A. Change orders and work orders may be approved by SCF at specified hourly rates.
- B. Additional services performed by the Contractor that are not specifically provided for in an Agreement will be not compensated; nor may the Contractor perform any services not covered by the Agreement unless the services are specifically approved in writing by the SCF Program Manager or another authorized SCF agent.
- C. All invoices should include a brief description of the work completed (e.g. dates, number of hours, location services performed, applicable SCF program, SCF account line item number). Invoices shall be submitted with the SCF Contract Number.
- D. Contractor must submit monthly invoices to SCF via email to scfappillar@scf.cc or mail Southcentral Foundation, ATTN: Accounts Payable, 7033 E. Tudor Rd., Anchorage, AK 99507.
- E. Payment is due (30) thirty days after receipt of an invoice by SCF.

### 7.3 Termination

Either Party may terminate an Agreement, in whole or in part, for cause, at any time by written notice of the terminating Party to the other Party. Either Party may terminate an Agreement, in whole or in part, without cause, by a (30) thirty day written notice of the terminating Party to the other Party. Notice of termination will be sent by certified mail. If hand delivered, then the delivery of the notice of the termination will be evidenced by a signed and dated receipt. The obligation to pay monies due under an Agreement for services provided prior to the termination if any, will survive termination.

### 7.4 Status of Independent Contractor

The Parties intend that Contractor must provide the work described in an Agreement as an independent contractor. As an independent Contractor, Contractor is not an employee of SCF. Therefore, payments made to Contractor by SCF will not be eligible for unemployment compensation or other similar benefits. Contractor is responsible for paying all employment, income and any other taxes with respect to such payments. Neither Contractor nor any Party employed by the Contractor will be deemed for any purpose to be an employee, agent, servant or representative of SCF. Furthermore, Contractor shall not assert in any legal proceedings arising out of this Agreement that Contractor or any Party employed by Contractor is an employee or loaned servant of SCF.

### 7.5 Insurance Requirements

Contractor shall purchase and maintain in force at all times during the performance of services under an Agreement the following policies of insurance, unless expressly waived below by SCF in writing. Where specific limits are shown, it is understood they will be the minimum acceptable limits. If the Contractor's policy contains higher limits, SCF will be entitled coverage to the extent of such higher limits. Certificates of Insurance and the attachments of Additional Insured Endorsements and Transfer of the Waiver of Rights Endorsements must be furnished to the SCF Contract Administrator prior to beginning work. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach and grounds for termination of the Contractor's services.

1. *Commercial General Liability Insurance:* Contractor shall provide Commercial General Liability Insurance with coverage limits not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per occurrence and \$2,000,000 Combined Single Limit of Bodily Injury and Property Damage Aggregate. Coverage is to be on a standard ISO version commercial general

liability policy form, or its equivalent, providing coverage for premises-operations liability, products-completed operations liability, personal and advertising injury liability, and contractual liability including independent contractors.

2. *Workers' Compensation Insurance:* The Contractor must maintain Workers Compensation and Employers Liability Insurance for his own employees in the amount required under Statutory Limits for those states in which employees are working and Employers Liability Insurance as required by state and federal statutes. The employer's Liability Insurance shall not be less than \$1,000,000 per bodily Injury per accident, \$1,000,000 bodily injury by disease per employee and \$1,000,000 bodily injury by disease policy limit. The Contractor will also be responsible for insuring that any subcontractors who directly or indirectly provide services under this contract maintain Workers' Compensation Insurance in the amount required under Statutory Limits.
3. *Professional Liability Insurance:* The Contractor will carry Professional Liability coverage at a limit of \$1,000,000 Per Claim and \$2,000,000 Aggregate. The policy will be endorsed to include sexual abuse coverage with a minimum separate limit of \$1,000,000 per claim. If the professional liability policy is written on a claims form, the Contractor will provide insurance for a period of (2) two years after final payment of this agreement.
4. *Commercial Auto Liability Insurance:* Contractor shall maintain a commercial automobile liability insurance policy covering all owned, hired, and non-owned vehicles to be used or in connection with the Contractor, with coverage limits not less than \$1,000,000 per person/\$1,000,000 per occurrence combined single limit bodily injury and property damage.
5. *Subcontracting Requirements:* The Contractor is required to have prior approval by SCF before using any subcontractor. SCF may, in its sole discretion, withhold its approval for any reason or for no reason. Additionally, Contractor will be responsible for ensuring that its subcontractors comply with the same insurance provision as required herein as required by Alaska law during the course of its subcontractors' operations. Contractor shall provide copies of all subcontractors' certificates of insurance and endorsements to SCF prior to any subcontractor commencing work.

## 7.6 Compliance with Legal Obligations and SCF Code of Conduct

Contractor agrees to comply with all federal, state and local laws; ethical, environmental or safety business standards; and any underlying agreement or grant provisions to which SCF is subject. Contractor shall ensure that the provision of services and/or expenditure of funds under this Agreement do not violate any laws, business standards, or underlying agreement or grants. Contractor shall be responsible for any damage or injury not caused by SCF as a result of Contractor's, or any subcontractor's or their employees', servants,' or agents' failure to comply with any law, applicable business standard or underlying agreement or grant. Furthermore, Contractor has been supplied with a copy of SCF's Code of Conduct and agrees to comply with its provisions and to complete SCF compliance training if necessary.

## 7.7 Monitoring

SCF may establish a schedule for periodic review of Contractor's performance. Review may be at least once a year, or as frequently as SCF determines necessary.

## 7.8 Lobbying

The undersigned representative of Contractor certifies, to the best of his/her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract; the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the



extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, or cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

## 7.9 Exclusion and Debarment

Each Party represents and warrants that no adverse action by the federal government that will or may result in mandatory or permissive exclusion from a federal healthcare program pursuant to 42 U.S.C. §1320a-7 has occurred or is pending or threatened against it, its principals, its affiliates, or to the best of its knowledge, against any of its employees, agents or subcontractors providing services under this Agreement. Each Party additionally represents and warrants that neither it, its principals, its affiliates, and to the best of its knowledge, its employees, its agents, nor its subcontractors providing services under this Agreement are suspended, debarred, or otherwise determined to be ineligible for award of contract, grant or cooperative agreement by any federal, state, or other governmental body.

Each Party shall immediately provide written notice to the other Party of (1) its receipt of a notice of an adverse action by the federal government against any of the individuals or entities specified above that will or may result in mandatory or permissive exclusion from a federal healthcare program pursuant to 42 U.S.C. §1320a-7, (2) the date of any adjudication or determination that any of the individuals or entities specified above has committed any action that would subject it/them to mandatory or permissive exclusion under 42 U.S.C. §1320a-7, or (3) a notice of an adverse action by a governmental body against any of the individuals or entities specified above that will or may result in a determination of ineligibility for award of contract, grant or cooperative agreement. In the event either Party fails to provide the other Party with such written notice, or it is discovered that either Party's representations contained herein are false, the other Party has the right to immediately terminate this Agreement.

## 7.10 Successors, Assignment or Delegation

This Agreement may not be assigned or subcontracted or otherwise transferred by Contractor without the prior written consent of SCF, which SCF may withhold for any reason or for no reason, in its sole and absolute discretion, and any assignment or other transfer in violation hereof shall be null and void and of no force or effect. If SCF consents to an assignment or subcontract of all or any portion of this Agreement, Contractor warrants to SCF that the assignee or subcontractor shall execute a written instrument agreeing to be bound by all of the terms and conditions of this Agreement, that Contractor shall provide SCF with a copy of the written agreement, and that any such assignment or subcontract shall not relieve the Contractor from any obligations hereunder. Contractor further agrees that Contractor shall guarantee the performance of any assignee or subcontractor hereunder. Without limiting the foregoing, this Agreement shall be binding upon, and inure to the benefit of, the parties hereto, and their successors and permitted assigns, if any.

## 7.11 Nondiscrimination

Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, marital status, or "qualified individual with a disability status."

### **7.12 Governing Law, Venue and Jurisdiction**

Any Agreement will be governed, construed and enforced in accordance with the laws of the State of Alaska and the United States of America. All parties expressly agree that should litigation or any legal proceeding be necessary under this Agreement, the same will be commenced exclusively in Alaska Superior Court, Third Judicial District at Anchorage or in the United States District Court for the District of Alaska.

### **7.13 Audit and Examination of Records**

Contractor agrees to maintain and make available for review by SCF all books, records, documents and other evidence pertaining to costs and expenses of an Agreement for examination and audit by SCF for a period of (6) six years from and after the termination of this Contract. SCF shall have the right to make copies of documents audited and such copies will become the confidential property of SCF.

### **7.14 Media Contact**

Contractor, its employees, agents, and subcontractors shall not contact any member of the print or electronic media as a representative of SCF without the prior written approval of the President/CEO of SCF. If any member of the print or electronic media contacts the Contractor asking for information, the Contractor will refuse to comment and will refer the inquiry to SCF's Office of Public Relations. Further, Contractor will not use SCF's name in any advertising, publications, promotional materials or publicity release concerning any Agreement or the services performed under it.

## EXHIBIT A: Scope of Work

### **Part 1, General Requirements:**

#### ***Personnel, Equipment, and Supplies.***

Contractor is required to supply all personnel, equipment, machinery, all paper products (toilet paper, paper hand towels, etc.), germicidal hand soaps, liquid shower soaps, floor finish products, cleaning agents, plastic trash liners and similar products. This includes, but is not limited to, scrubbing machines, buffers, vacuum cleaners, carpet cleaners, dust mops, brooms, rags, brushes and all other implements necessary to execute and fulfill the duties of this contract.

#### ***Slip Resistance Floor Care Products.***

Contractor is required to verify all floor finishes, seals, spray-buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. Any observed instances of slippery or slick floors shall be corrected immediately upon discovery.

#### ***Germicidal Cleaning Products Properties.***

Contractor is required to use only germicidal disinfectants and germicidal hand soaps that are designed and approved for hospital and healthcare facility use.

#### ***Labeling of Supplies/Chemicals.***

Contractor is required to purchase and issue all chemicals in their original containers. Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed by law, regulatory agencies or this Contract. Markings or labeling of materials containing hazardous or toxic substances or wastes shall be in accordance with all federal, state and municipal laws, ordinances, rules and regulations.

#### ***Safety Data Sheets (SDS).***

Contractor is required to furnish the SCF representative a binder with copies of the SDSs for all products used prior to beginning service in any SCF Facility and must update copies of the SDS on an annual basis. In addition, each time a new chemical or cleaning product is introduced into the facilities, a copy of the product's SDS must be provided to the SCF representative prior to the product being used in any facility. The SDS binder must be located inside the janitorial supply closet of the contract location and kept in a wall mounted rack or shelf at each location.

#### ***Daily Checklist/Report Sheets.***

A daily checklist/report is required to be completed, signed by Contractor's personnel and put in a designated binder and placed in the janitorial closet.

#### ***Review Meetings.***

Contractor is welcome to include in their proposal details for performance criteria to be reviewed at meetings to be held at 3-month and 6-month milestones after services begin. The purpose of these meetings is to review Contractor performance, resources, personnel, supplies, or other topics appropriate for optimizing performance and SCF satisfaction. Results and outcomes from these meetings may result in contract amendment or adjustment to the Scope of Work.

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## **Part 2, Dr. Katherine and Dr. Kevin Gottlieb Building:**

1. The approximate square footage of each floor is as follows: basement – 16,088 square feet, 1<sup>st</sup> floor – 19,307 square feet, 2<sup>nd</sup> Floor – 17,141 square feet, 3<sup>rd</sup> Floor – 18,498 square feet, 4<sup>th</sup> Floor – 17,611 square feet, 5<sup>th</sup> Floor – 17,076 square feet. This square footage excludes approximately 1,333 of outdoor deck space on two floors.
2. The building has a combination of carpeting and hard surface flooring.
3. This facility is typically open Monday-Friday from 7am until 6pm.
4. Day Porters: In order to provide the services that are required during normal business hours, contractor will be required to provide a minimum of 1 full time equivalent day porter. Hours of coverage are as follows. Monday through Friday 8 am – 5 pm. Schedule must be approved by facilities manager to ensure adequate coverage.
5. SCF requires that the facility be cleaned and maintained at a level of quality commensurate with the highest standards of professional healthcare janitorial services. Following the schedule guidelines set forth in the Scope of Work, to also include the minimum services described below.
6. Janitorial services, including the day porter services will begin for the basement, 1<sup>st</sup> and 2<sup>nd</sup> floors on September 26, 2018. Services will begin on remaining floors on October 1, 2018.

## **Part 3, Building Parking Garage:**

1. Only the 3 levels of the sky bridge, two stairwells, elevator, and elevator area at each floor of the garage are to be cleaned daily to include: interior windows and doors cleaned of dirt, dust, and smudges sweep, vacuum, mop floor surfaces, and all trash cans emptied. The actual garage structure, floor, and parking areas are not under contract obligation.
2. Services for this location are 7 days a week; services are to be performed between hours 6:00 p.m. and 5:00 a.m.

## **General Specifications**

### **Nightly Lobby/Public Areas/Employee Entrances/Conference Rooms:**

1. Vacuum clean all carpet entry mats, carpeted floor areas, stairs, landings and stairwells throughout building, including under tables, along corners, edges, and behind doors.
2. Sweep and/ or dust mop, followed by wet mopping of all non-carpeted floor areas, stairs, landings and stairwells throughout building, including under tables, along corners, edges, and behind doors.
3. Spot clean stains, spills, and tracking from carpets as needed.
4. Spot clean smudges and fingerprints on walls, doors, door hardware, light switches, interior windows as needed. Only washable surfaces are to be spot cleaned.
5. Empty all trash and recycle receptacles into designated containers, garbage cans, dumpster, or compactor, cardboard is to be broken down and put in designated area. Leave extra trash bags in bottom of trash cans.
6. Trash cans are to be cleaned and sanitized inside and out as needed.
7. Items not in the receptacle are not to be thrown out unless specifically marked for disposal.
8. Clean all hanging mirrors, large wall mirrors, partition glass throughout building for a clean streak-free appearance.
9. Clean and sanitize breakroom area counters, sinks, and kitchen tables.
10. Disinfect all drinking fountains, including all water coolers overflow catch.
11. Wipe down and sanitize all chairs, tables, cabinets and counter surfaces throughout building.

12. Replace chairs, tables, etc. to proper position.
13. Vacuum, dust, and wipe down walls, windows, ledges in all conferences rooms.
14. Lobby Cleaning: Clean lobby and all entryways throughout the business day. Main lobby area shall be mopped, swept, and vacuumed twice per day and as needed.

**Nightly Exam Rooms:**

1. Sweep and wet mop all exam room floors.
2. Spot clean smudges and fingerprints on walls, doors, door hardware, light switches, interior windows as needed. Only washable surfaces are to be spot cleaned.
3. Empty all trash and recycle receptacles into designated containers, garbage cans, dumpster, or compactor, cardboard is to be broken down and put in designated area. Leave extra trash bags in bottom of trash cans, and ensure the new trash bag is fully opened to prevent it from falling into the trash bin when trash is placed inside.
4. Trash cans are to be cleaned and sanitized inside and out as needed.
5. Items not in the receptacle are not to be thrown out unless specifically marked for disposal.
6. Remove red bags daily and replace with new ones. They are not to be emptied and left due to the content and the contact to hazardous waste.
7. Remove sharps containers and hold in designated area when they are full. These containers and all red bags are to be boxed, labeled and held for disposal in designated location.
8. Clean and sanitize all sinks, counters, exam tables, chairs and refill soap dispensers and paper dispensers in all exam rooms.
9. Wipe down and sanitize all chairs, tables, cabinets and counter surfaces throughout building.
10. Replace chairs, tables, etc. to proper position.
11. Soiled and clean linens and gowns picked up and delivered to various departments as requested by department staff, and put in designated holding area.
12. Clean and sanitize exam rooms, disinfect sink and shine faucets.
13. Remove full sharps container cartridges and replace as needed. (SCF will supply replacement cartridges) full containers to be put in designated area for proper disposal.

**Nightly Restroom/ Showers/ Locker Room Service:**

1. Clean and sanitize showers, shower handles, and locker room areas.
2. Clean all restrooms, wash basins, dispensers and chrome fittings.
3. Clean mirrors and frames in all restrooms, locker rooms, and shower areas throughout building.
4. Sanitize toilets, toilet seats and urinals.
5. Disinfect hardware on bathroom doors and stalls.
6. Remove any soap scum or residue left from dispenser soap.
7. Fill floor drains with germicidal solution, filling p-trap to alleviate sewer gas smell.
8. Refill all tissue, paper products and soap dispensing containers and check all are in good working order.
9. Remove full sharps container cartridges and replace as needed. (SCF will supply replacement cartridges) full containers to be put in designated area for proper disposal.

**Daily Closing Instructions:**

1. Clean, restock, and organize janitor's closet.
2. Complete nightly checklist and leave in designated binder.
3. Turn off all designated lights.
4. Lock all designated doors. Pay particular attention to any clinic doors. All should be locked at end of the day.

**Weekly Service:**

1. Wipe down baseboards throughout building.

2. Wipe down bathroom walls.
3. Clean edges of all tiled floors.
4. Wipe down all window sills and blinds.
5. Clean chair legs and armrests.
6. Clean base of chairs and tables.
7. Vacuum all upholstered furniture.
8. Dust all surfaces; including televisions, white boards, books, book shelves, art work, furniture, desks, chairs, filing cabinets in offices, cubicles, common areas, and conference rooms.
9. Polish or clean door kick plates and thresholds.

**Monthly Service:**

1. Dust exit signs, lights, ceilings, wall corners, ceiling and wall intakes and vents, high dust ledges and partitions, lights, ceilings, wall corners, etc.
2. Spray-buff all floor tile.
3. Clean floor chair pads.

**Quarterly Service or as Determined (4 times per contract year):**

1. Grouted tile and stone floors to be machine scrubbed as needed up to 4 times per year, and detailed to present a clean appearance.
2. Strip and wax all resilient floors, and linoleum floors in all areas with a minimum of 5 coats of approved floor finishes for an even gloss shine.

**Semi-Annual Service or as Determined (2 times per contract year in May and in October):**

1. Shampoo all carpets including offices, hallways and waiting rooms.

**Day Porter Routine Daily Service Duties:**

1. Carpeted Floors: as necessary, vacuum those limited areas that contain visible debris.
2. Secure Areas: clean all secure areas not accessible during night shift, providing specified services for nightly, weekly, monthly, quarterly, semi-annual services.
3. Restrooms: Monitor, clean and sanitize public area restrooms at least 3 times a day. Services to include, refilling bathroom supplies, sanitizing fixtures, cleanup of walls, counter tops, and floor. Record time of service and signed off on activity sheet.
4. Common Areas: Main staircase, ledges, handrails, and high visibility areas shall be cleaned continually throughout the day to present a consistently clean appearance.
5. Windows, window sills, and glass doors, cleaned of fingerprints and smudges as needed to present a streak free appearance.
6. Lobby Cleaning: Clean lobby and all entryways throughout the business day. Main lobby area shall be mopped, swept, and vacuumed twice per day and as needed.
7. Remove red bags daily and replace with new ones. They are not to be emptied and left due to the content and the contact to hazardous waste.
8. Pick-up sharps containers and Bio-Hazard bags and hold in designated area (usually left outside of exam room in red bag). These containers and all red bags are to be boxed, labeled and held for disposal in designated location.
9. Bridges: Bridge connecting the PCC1 and PCC2 buildings shall be mopped each business day. Bridge connecting PCC3 to parking garage shall be mopped and/or vacuumed each business day.
10. Assignments and Dispatch: Respond to any trouble calls and spills within 10 minutes, as dispatched through the building liaison at extension 3250 for housekeeping related duties in the building.
11. Terminal Cleans Hazardous Materials: Respond immediately to trouble/hazmat calls throughout the day as dispatched through the building liaison for housekeeping related duties in the building. Clean and dispose of accordingly. Ensure curtains are also replaced during terminal

cleans. Trouble/hazmat calls are unforeseen events that require immediate attention such as vomit, broken glass, contamination cleanup, or other accidents that may occur.

12. Janitorial Closet: Clean organize and re-order or re-stock materials as needed in accordance with the scope of work.

**Off Contract Services:**

At times throughout the contract period, this facility may require additional services or hold a special function or event that may require additional janitorial services and staff. These requests for additional services would be in addition to the required services above. In this case, SCF may ask the contractor to submit their hourly rate per employee which would be billed as separate special service.

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EXHIBIT B: Proposal Offer and Signature Page

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**BIDDERS MUST COMPLETE THE SECTION BELOW AND INCLUDE WITH PROPOSAL**

Monthly Cost Amount \$ \_\_\_\_\_

Off Contract Services Billed at per Employee Hourly rate(s) of: \$ \_\_\_\_\_

Is an Alaska Native / American Indian Business Owner Preference being claimed? YES  or NO

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

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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Phone: \_\_\_\_\_

By signing below the contractor agrees to all terms and conditions as listed within this Request for Proposal issued by SCF.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**END OF RFP**