



	Approved	Denied
Date Action Taken:	1/14/08	
Other:		
Verified by:	<i>W.A. Miller</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 08-02

**TITLE: AWARD OF CONTRACT IN THE AMOUNT OF \$31,736 TO
PRIDGEN CLEANING SERVICE FOR JANITORIAL SERVICES.**

Agenda of: January 14, 2008

Date: December 21, 2007

Originator: William A. Miller, Purchasing Officer

Route to:	Department	Signature/Date
	Police Chief Youth Court, Dispatch, Code Compliance	
	Culture and Recreation Services Director Library, Museum, Sports Complex	
X	Public Works & Recreation Facility Maintenance Director	<i>[Signature]</i> 1/2/08
X	Finance, Risk Management & MIS Director Purchasing	<i>[Signature]</i> 12/21/07
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>[Signature]</i> 01-02-08
X	City Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller 1/2/08*

FISCAL IMPACT: yes \$31,736 or no Funds Available yes no
 Account name/number: 001-4330-433.40-20 – Properties Janitorial - \$30,086
 001-4510-451.40-20 – Museum Janitorial - \$1,650
 Attachments: Invitation to Bid 0682-0-2008/MM
 Bid Abstract for 0682-0-2008/MM

SUMMARY STATEMENT: In accordance with WMC 5.08.120, on June 1, 2006, the City of Wasilla issued Request for Proposal 0624-0-2006/MM for Janitorial Services. The janitorial services scope of work was for City Hall, the Library, the Museum, the Police Department and the City Shop. CJ Cleaning Service was the highest scoring proposer and was awarded a contract by Council. In October 2007, CJ Cleaning requested their contract be terminated due to personal reasons whereupon the City solicited bids for janitorial services in accordance with WMC 5.08.110.

Bids were received from four firms: Aurora Cleaning of Willow, H&S Janitorial of Anchorage, Pridgen's Cleaning Service of Wasilla and Universal Building Maintenance of Anchorage. All of the bids were reviewed to ensure each was responsive and responsible. As Pridgen's Cleaning Service is a Wasilla based business and qualified

for the local bidder preference in accordance with WMC 5.08.190, their bid price of \$6347.20 per month was reduced by 2½% which made their bid the lowest, most responsive and responsible (see attached bid abstract).

SCOPE OF SERVICES for JANITORIAL SERVICES

The City of Wasilla is seeking a qualified vendor to provide janitorial services for the Wasilla City Hall, Wasilla Public Library, Dorothy Page Museum, City Maintenance Shop and Wasilla Police Department. The successful contractor must be able to perform janitorial services that include, but are not limited to sweeping, vacuuming, mopping, emptying of trash receptacles, restroom cleaning, etc. The City's preference is to have a primary contractor that has the ability to perform all required services. The contractor must have the ability to provide required janitorial service for the city facilities listed in Section 2. Any exception including subcontracting must be noted in the response. The term of this contract shall be for 3 years with an option to renew for two (2) additional one (1) year terms. This solicitation is subject to local contractor preference in accordance with WMC 5.08.190.

Bidders and their subcontractors must have prior successful experience performing janitorial services for commercial or government entities, and upon contract award must be licensed to conduct business in the State of Alaska, Matanuska Susitna Borough and City of Wasilla.

Prior to the award of a contract, successful bidder MUST submit criminal history reports from the Alaska State Troopers for all custodial workers. During the term of the contract, if any custodial workers are added, criminal history reports MUST be provided prior to beginning work at any city facility. All criminal history reports must be approved by the Chief of Police prior to any custodial worker being allowed access to City of Wasilla buildings.

1. MINIMUM QUALIFICATIONS

1.1. The contractor awarded this contract shall:

- 1.1.1. Furnish all necessary labor and other tools, appliances, equipment and any other necessary accessories, services, personnel and facilities not specified in Section 4.9 to perform the custodial duties specified in the contract. All work shall be performed in strict accordance with the cleaning equipment and product specifications and standards of performance specifications stipulated by the contract.
- 1.1.2. Provide proof to the city of being properly and currently licensed and insured, and of possession of any other applicable licenses, as necessary including state and local, in order to provide the type of janitorial/custodial services being requested by the City.
- 1.1.3. Maintain all required insurance and licenses, keeping them properly valid, current and in full force throughout the duration of this contract and any

revision durations, as well as to provide updated documentation for same as necessary to the city.

- 1.1.4. Have been actively involved in providing commercial janitorial & custodial services for a minimum of three (3) continuous years.
- 1.1.5. Have provided services for a minimum of five (5) years for municipal and/or state government office facilities similar in size and type of services being requested for the city's facilities.
- 1.1.6. Provide a minimum of two government and two non-government customer references, current names and phone numbers shall be submitted.
- 1.2. The contractor shall provide to the city for review and approval, a current Alaska State Trooper background check on each existing and/or proposed employee that it wishes to assign to this contract.
- 1.3. All staff assigned to this site shall be capable of and able to safely and properly perform the duties as described in Section 3 and 4 as appropriate to the job description and assigned duties.
- 1.4. Proposed Janitorial Project Manager(s) shall have a minimum of five years experience in supervising and managing janitorial work performed in office facilities while performing duties as described within Section 3 and 4.
- 1.5. Proposed Janitorial Site Supervisor(s) shall have a minimum of two years experience as a janitorial supervisor in office facilities while performing supervisory duties.
- 1.6. Proposed janitors shall have a minimum of one year of experience providing cleaning and janitorial services in office facilities.
- 1.7. Approval from the city shall be required prior to each proposed employee being assigned to this site.
- 1.8. The city may, after reviewing the contractor request(s), adjust the work experience requirements, provided that such adjustments do not cause a decrease in performance standards. If performance standards are not met, the city may, at no additional cost, demand that that the employee(s) be substituted with another employee(s) whose experience meets the requirements.
- 1.9. The city reserves the right to reject (without incurring any cost(s)) any proposed employee(s) being recommended / provided by the Janitorial contractor. If the proposed employee(s) is/are rejected, the contractor shall continue to provide (at no additional cost to the city) replacement, proposed

employee(s) capable of meeting the position requirements in accordance with this agreement.

- 1.10. Janitorial sub-contractors are not permitted. All work shall be performed by direct employees of the contractor.
- 1.11. Contractor shall be responsible for the supervision and direction of the work performed by their employees, and shall provide a supervisor on the premises to carry out this responsibility.

2. FACILITIES TO BE CLEANED

	Address	Number of Days per Week	Days
Wasilla City Hall	290 E. Herning Avenue	5	M, T, W, Th, F
Wasilla Library	391 N. Main Street	6	M, T, W, Th, F, Sat
Dorothy Page Museum	323 N. Main Street	2	M, W
City Maintenance Shop	835 E. Blind Nick Ave.	2	T, Th
Wasilla Police Department	1800 E. Parks Highway	7	M, T, W, Th, F, Sat, S
M=Monday, T=Tuesday, W=Wednesday, Th=Thursday, F=Friday, Sat=Saturday, S=Sunday			

3. FREQUENCY OF CLEANING SERVICES

- 3.1. Nightly cleaning services at each of the facilities must begin by 7:00 p.m. and be completed by no later than 6:00 a.m.
- 3.2. Nightly Cleaning Services – These services MUST be conducted nightly.
 - 3.2.1. Clean and disinfect drinking fountains
 - 3.2.2. Clean and disinfect all fixtures
 - 3.2.3. Clean/sanitize telephones
 - 3.2.4. Clean window sills and door jambs
 - 3.2.5. Clean glass, doors and frames at entrance and exits
 - 3.2.6. Clean and polish stainless steel surfaces
 - 3.2.7. Clean and polish mirrors
 - 3.2.8. Clean partitions and walls
 - 3.2.9. Clean and disinfect all surfaces and sinks
 - 3.2.10. Clean and sanitize dispensers
 - 3.2.11. Clean all tables and chairs
 - 3.2.12. Clean break rooms, kitchens, coffee areas
 - 3.2.13. De-scale toilets and urinals
 - 3.2.14. Dust mop/sweep all non carpeted areas
 - 3.2.15. Dust furniture surfaces
 - 3.2.16. Dust building surfaces
 - 3.2.17. Dust all horizontal surfaces
 - 3.2.18. Dust window ledges
 - 3.2.19. Dust and clean vending machines and appliances
 - 3.2.20. Empty trash and recycling containers

- 3.2.21. Fill all dispensers (toilet tissue, soap, hand towels, etc.)
 - 3.2.22. Mop all floors with disinfectant
 - 3.2.23. Over dusting/remove cobwebs
 - 3.2.24. Polish tables and counters
 - 3.2.25. Replace trash can liners
 - 3.2.26. Spot clean building surfaces and walls
 - 3.2.27. Spot clean furniture
 - 3.2.28. Spot clean/remove all carpet stains
 - 3.2.29. Sweep stairwells
 - 3.2.30. Vacuum all carpeted surfaces completely
 - 3.2.31. Vacuum all walk off mats
 - 3.2.32. All elevators shall be cleaned and vacuumed daily.
 - 3.2.33. Clean and polish elevator surfaces, both inside and outside of elevator cabs, leaving a uniform and clean finish.
- 3.3. Weekly Cleaning Services – These services MUST be conducted weekly.
- 3.3.1. Clean baseboards
 - 3.3.2. Dust all air duct grills and vents
 - 3.3.3. Dust blinds, verticals and draperies
 - 3.3.4. Dust picture frames/art work
 - 3.3.5. Mop all non-carpeted stairwells and floors
 - 3.3.6. All stairwells and stairs shall have scuff marks removed from the stair treads and risers, the railings cleaned, and the walls spot cleaned weekly.
- 3.4. Monthly Cleaning Services – These services MUST be conducted monthly.
- 3.4.1. Dust light fixtures
 - 3.4.2. Polish wood work
 - 3.4.3. Wash all air duct grills and returns
- 3.5. Quarterly Cleaning Services (4 times per year) – MUST be conducted quarterly.
- 3.5.1. Clean all scuff marks on stairs treads and risers
 - 3.5.2. Clean all interior windows
- 3.6. Semi-Annual Cleaning Services (2 times per year)
- 3.6.1. Clean all interior windows
 - 3.6.2. Clean elevator equipment room at Police Department
 - 3.6.3. Extraction clean all carpeted areas
 - 3.6.4. Strip, seal and wax all resilient floors
- 3.7. As Needed In All Areas
- 3.7.1. Respond to all special job assignments.
 - 3.7.2. Maintain janitor's closets in orderly and safe condition.
- 3.8. Request supplies from responsible party at each location on an as needed basis by noting in the black log book. Responsible party is as follows:
- 3.8.1.1. City Hall: Sandi Connelly

- 3.8.1.2. Library: K.J. Martin
- 3.8.1.3. Museum: Scott Neal
- 3.8.1.4. City Maintenance Shop: Sandi Connelly
- 3.8.1.5. Wasilla Police Department: Chief Angella Long

4. CLEANING SERVICES TASKS – ADDITIONAL CLARIFICATION

4.1. TRASH RECEPTACLE CLEANING

- 4.1.1. All trash from trash cans and other designated areas shall be emptied each evening and placed into a portable leak proof container with a plastic liner and soft non-marking wheels or rollers.
- 4.1.2. Replace used trashcan liners with new ones each evening.
- 4.1.3. Place all trash in the appropriate dumpsters.
- 4.1.4. Remove only those “trash” items that are inside their respective containers.
- 4.1.5. Leave undisturbed - except if it presents a safety issue - any items which are questionable as to handling until such time as the contractor’s personnel can contact the Purchasing Officer, or other city personnel for determination of the items in question.
- 4.1.6. Provide cleaning and sanitizing of all trashcans and recyclable containers when needed, and/or as directed by the city.
- 4.1.7. Return all containers, including all portable containers to their appropriate office locations.
- 4.1.8. Keep the dumpster areas free of litter.
- 4.1.9. It is the responsibility of the city to ensure that the main trash dumpsters are emptied.

4.2. DUSTING

- 4.2.1. All dusting services shall be included in the monthly lump sum amount.
- 4.2.2. Contractor shall ensure dusting and spot cleaning of all exposed horizontal surfaces, removing any liquid “rings” from cups, spills of liquids on all surfaces such as but not limited to, all furniture, edges, corners, shelves, cabinets, baseboards, walls, window sills, air vents, door & picture frames, display cases, chairs, desks, benches, tables, credenzas, bookcases, file cabinets, modular furniture unit walls & components, etc.

- 4.2.3. Contractor shall not move any papers or equipment that may be located on desks or shelves unless otherwise instructed by the Purchasing Officer.
- 4.2.4. Contractor shall exercise extreme caution when dusting artwork or wall hangings.
- 4.2.5. Chemicals shall not be permitted to be applied or used on any artwork or wall hangings.
- 4.2.6. High and low dusting from floor to ceiling shall be completed on a regularly scheduled, and as needed basis.

4.3. GENERAL CLEANING

- 4.3.1. Unless otherwise noted or directed by the city, the areas to be cleaned include all building interior spaces as listed in Section 2 and the items identified Section 3 and 4.
- 4.3.2. Restricted access areas such as the electrical/mechanical rooms, computer/data equipment rooms, and other areas sensitive to security or safety will be cleaned during normal business hours in the presence of city personnel.

4.4. CARPETS & CARPET CLEANING

- 4.4.1. All carpeting shall be maintained free from spots, discoloration, stains, etc. between scheduled extraction cleanings. This may entail frequent cleaning in high traffic areas and problem areas in order to maintain the highest possible quality standard of appearance at all times. Deep cleaning of carpet will be in the form of a wet extraction method.
- 4.4.2. Deep cleaning services are to be performed two (2) times per year as directed by the city.
 - 4.4.2.1. Such services will be performed during non-business hours on an extended weekend.
 - 4.4.2.2. Specific "spot-cleaning" of stained carpet shall be done on an "as-needed" basis.
 - 4.4.2.3. Carpet protection products shall be applied after each deep carpet cleaning.
 - 4.4.2.4. All proposed equipment and chemicals must be pre-approved by the city prior to use.

- 4.4.2.5. All carpet edges and baseboards shall be maintained free of loose fibers, debris, spots, stains or spills after cleaning.
- 4.4.2.6. Upon completion of cleaning all carpet areas shall have an even uniform appearance (no swirl marks).
- 4.4.3. Floor coverings shall be maintained in accordance with the flooring manufacturer's instructions or as otherwise approved by the city.
- 4.4.4. All carpets shall be spot cleaned as necessary.
- 4.4.5. Only the most effective and current industry standards shall be used whenever cleaning of carpets is performed. This shall include an extraction and drying method.
- 4.4.6. Any method that the contractor elects to use to clean and protect the carpeting must be pre-approved by the Purchasing Officer prior to performing services.
- 4.4.7. The contractor shall provide commercial carpet dryers where and when needed to assist the carpet drying process.
- 4.4.8. A traffic area-cleaning chemical shall be applied prior to extraction using steam to provide maximum dirt removal.

4.5. VACUUM CLEANING

- 4.5.1. All carpeted areas are to be vacuumed each evening.
- 4.5.2. Bag type vacuum cleaners shall have the bags replaced prior to their becoming completely full.
- 4.5.3. Bag-less type of vacuum cleaners shall be emptied according to the manufacturer's instructions.
- 4.5.4. Any vacuum cleaners that are releasing dust or dirt while being operated shall be replaced immediately.
- 4.5.5. All walk off mats shall be vacuumed each evening.
- 4.5.6. All carpet edges and baseboards shall be maintained free of loose fibers, debris, spots, stains or spills after cleaning.
- 4.5.7. Unless otherwise specifically authorized by the city, all vacuuming services shall be performed during non-business hours. Exceptions would include areas that are operated on a 24-hour basis such as the WPD

Dispatch room in which case it should be vacuumed between the hours of 11:00 p.m. and 5:00 a.m.

4.6. HARD FLOORS & HARD FLOOR CLEANING

- 4.6.1. All vinyl tiled floors shall be maintained, as necessary to maintain a uniform, high gloss finish.
- 4.6.2. Vinyl tiled floors will be chemically stripped and refinished (waxed) two times a year as directed by the city.
- 4.6.3. Such services will be performed during non-business hours.
- 4.6.4. Hard floor surfaces shall be maintained with a clean and uniformly high-gloss, non-slip finish and shall be kept free of any discoloration, streaks, marks, soil, build up in corners, discolored edges, and dull or dirty surfaces.
- 4.6.5. The method that the contractor elects to use to clean and protect all hard floor surfaces must be pre-approved by the Maintenance Supervisor or Purchasing Officer prior to performing services.
- 4.6.6. All hard floor edges and baseboards shall be maintained free of, debris, spots, stains or spills after cleaning.
- 4.6.7. The contractor shall ensure all work is done in a safe manner.
- 4.6.8. Waxed or polished surfaces shall be maintained so as to provide safe anti-slip walking conditions.

4.7. RESTROOMS

- 4.7.1. All restrooms shall be cleaned, disinfected, and stocked each evening.
- 4.7.2. The level of appearance and cleanliness of all restrooms shall be maintained at the highest quality standards. All surfaces shall be clean and streak free.
- 4.7.3. All metal and porcelain tiled surfaces shall have a uniform polished and clean appearance after each cleaning.
- 4.7.4. All tiled floors, walls and grouted areas shall be maintained in a clean and uniform appearance including machine scrubbing as necessary.
- 4.7.5. All odors, stains, mold or mildew shall be removed daily.

- 4.7.6. All counter tops, walls, stalls, and doors shall be cleaned each evening with a germicidal cleaner.

4.8. INTERIOR WINDOWS

- 4.8.1. All interior windows and window frames shall be cleaned quarterly and completed within the months of February, May, August, and November.
- 4.8.2. All interior window cleaning shall be performed after normal working hours.

4.9. SUPPLIES, INVENTORY & EQUIPMENT

- 4.9.1. The city shall be responsible for providing all equipment, such as, but not limited to, trash containers, hand trucks, carts, vacuums, floor scrubbers, waxing machines, mops and mop buckets, sprayers, dusters, brooms, dust pans and any other routine equipment or tools that may be needed during the course of this contract.
- 4.9.2. A black desk diary will be centrally located at each facility which shall be used for requests for out-of-stock supplies as well as communicating between City of Wasilla staff and janitorial personnel.
- 4.9.3. The contractor shall inspect all equipment on a regular basis as required to ensure proper and safe operation. Any damaged equipment shall be properly reported in the black desk diary before further use. Damaged equipment shall not be utilized on this project. All electrical cords must be properly maintained without cuts, splices or exposed wires, etc.
- 4.9.4. It is the contractor's responsibility to ensure that specialized spare tools, equipment, supplies and labor are readily available as required to properly fulfill the terms of this Contract and Scope of Services at no additional cost to the city.
- 4.9.5. The contractor shall dispose of all aerosol containers, and any other chemical containers utilized in the course of this project in conformance with any state and/or federal requirements.
- 4.9.6. All containers and dispensers of any type used at the facilities shall clearly indicate the contents in English.
- 4.9.7. All chemicals, supplies and equipment shall be safely and properly stored.

4.10. DELAYS, ADDED WORK, EMERGENCIES, CHANGES, ETC.

- 4.10.1. The contractor shall perform all services within the established scheduled time frames as required in the Scope of Services.

- 4.10.2. In the event that the contractor is unable to perform the services as scheduled in the established cleaning schedule, the contractor shall notify the Purchasing Officer, in writing, forty-eight hours in advance.
- 4.10.3. Service, scheduling or performance delays incurred by the contractor shall be brought to the attention of the Purchasing Officer for review upon such delays being identified by the contractor.
- 4.10.4. Upon the contractor's failure to provide notification to the city of such scheduling delays in a timely manner, the city may, at its option, proceed with initiating a remedy for services to be performed.
- 4.10.5. Contractor shall provide a written plan and document its' ability to provide additional staffing personnel in a timely manner, when required for emergencies, as well as to cover for contractor personnel vacations, illness, absences, and staff terminations at no additional cost to the city in order to perform all services in this agreement.
- 4.10.6. It is anticipated that during the course of this contract and any possible contract extension, it may become necessary to make changes and/or to address such needs that may arise.
- 4.10.7. Labor costs for additional work (that is not otherwise addressed herein) and requested by the city will be billed as a separate line item from the normal services, and shall not commence until the contractor has received written authorization in the form of a City of Wasilla Purchase Order.

4.11. DAMAGE & NOTIFICATION OF DAMAGE

- 4.11.1. It shall be the ultimate and sole responsibility of the contractor to repair and/or pay for the repair of any damage caused to the facilities, its contents, equipment, systems or grounds by any direct or indirect action of the contractor, employees or sub-contractors in a manner acceptable to the city.
- 4.11.2. The contractor shall bear the burden of all cost including legal and court fees, for any repairs necessary to correct any damage caused by the contractor's operations, employees, equipment, with said costs being deducted from the contractors monthly invoice and/or addressed via legal means.
- 4.11.3. Unless otherwise agreed to in writing by the city, repair of any such damage to the facilities, its contents, equipment, systems or grounds shall be completed within fifteen days of the appropriate notification to the city.

- 4.11.4. The city reserves the right to complete or contract out for the completion of any repairs that are not completed expeditiously by the contractor, and to complete any repairs in which the quality of repairs provided by the contractor is deemed to be of an unacceptable quality by the Purchasing Officer.
- 4.11.5. The costs of all repairs performed by the city as a result of the contractor's performance of duties or employees, shall be deducted from the contractor's monthly payment and/or billed to the contractor, until paid in full. This includes all legal costs, fees, and court costs incurred by the city.
- 4.11.6. The contractor shall provide and deliver written notification to the City Maintenance Supervisor narrating any and all damages to the facilities during its operations. All notifications shall be completed immediately after an occurrence or, if damages are incurred during nightly operations, during the next business day.
- 4.11.7. Notification shall be complete in detail including, at a minimum, identification regarding the type of damage, location, date, time and nature of the occurrence, and any injuries to any personnel due to this occurrence.
- 4.11.8. City review and approval of proposed repairs shall be made within five days of the city's receipt of said estimates, unless damages have a potential to cause a safety hazard or a breach in security at which time the contractor shall make all necessary repairs immediately after first seeking the Purchasing Officer's approval.
- 4.11.9. All repairs completed by the contractor are subject to the City Maintenance Supervisor's review for approval.

4.12. SECURITY, UNIFORMS & CONFIDENTIALITY

- 4.12.1. Strict security shall be maintained at all times.
 - 4.12.1.1. All exterior doors must remain locked when janitorial staff is in the building in the evening.
 - 4.12.1.2. All doors are required to be kept locked except when in use. The city will identify these when the contractor commences janitorial services.
 - 4.12.1.3. The appropriate representative from Section 3.8 shall be immediately notified in the event any City keys are lost, misplaced or stolen.

- 4.12.2. All contractor personnel shall receive training related to work site confidentiality. All information written, spoken, electronically stored or other, within any workspace is considered property and must be considered confidential at all times and not shared with anyone.
- 4.12.2.1. Violation of this policy is grounds for breach of contract and immediate termination of this contract.
- 4.12.2.2. The contractor will not share any information related to buildings, workspaces, processes, or any general information about the city, before, during or after completion of this proposal process and resulting contract.
- 4.12.3. All janitorial personnel shall wear contractor-provided uniforms or an identification tag/badge at all times when on city premises. Uniforms shall consist of a lettered shirt or apron that clearly identifies the janitorial company. If uniforms are utilized, contractor shall provide documentation giving the description and/or a clear photograph of the uniforms to the city. This information shall be forwarded to the Purchasing Officer. If an identification tag or badge is utilized, it shall incorporate a clear photograph of the employee; legibly state the employee's name, and legibly state the contractor's company name. The contractor's employees shall have this tag or badge visibly displayed, above the waist, at all times, while on city property.
- 4.12.4. Any contractor employee not appropriately uniformed or not wearing an identification badge will be directed to leave the facilities.
- 4.12.5. All uniforms shall be well maintained, clean and neat in appearance at all times.
- 4.12.6. Prior to beginning any work at this site, contractor shall provide to the Purchasing Officer a complete list of all existing contractor employees that will be assigned to this site, including valid identification (copy of driver's license or State Identification Card, and/or other document(s) acceptable to the city, verifying the employee may legally work in the State of Alaska/United States).
- 4.12.7. Contractor employees whose names are not contained on the city's approved Purchasing Officer's list will not be permitted access to any buildings and will be directed to leave the premises.
- 4.12.8. Any unauthorized personnel, including but not limited to, visitors, family members, friends, acquaintances, etc., of the contractor and/or its employees are not allowed within or on the facilities grounds. Failure to adhere to this policy will constitute grounds for breach of contract.

- 4.12.9. The contractor shall immediately notify the city of any staffing termination of employment for staff that are assigned to this site.
- 4.12.10. The city shall have three business days in which to approve or reject any staff that the contractor proposes to utilize at this site.
- 4.12.11. Employees of the contractor shall be required to conform to all city building security policies, procedures, and systems, (current and/or future) as directed by the city.
- 4.12.12. The contractor and its employees shall interact with all security guards or law enforcement officers in order to meet the city's objective to ensure safe facilities. Such interaction shall include, but is not limited to the following: identify any suspicious acts or person(s) within or around the facilities and to report any breach of security.
- 4.12.13. Certain offices and areas, as defined by the city, are to be cleaned at specific time(s) of the day or evening. Such areas may include but not limited to the Information Systems office, Wasilla Police Department Dispatch Room, etc.
- 4.12.14. These procedures may change during the course of this contract. When changes occur, the city will provide written notification of same to the contractor.

4.13. SITE CONDITIONS, CONTRACTORS LOSS OR DAMAGE

- 4.13.1. It shall be the responsibility of the contractor to verify the complete and total efforts necessary to provide and maintain quality janitorial services. This includes the determination of accurate site layout and conditions, extent of work to be performed and the conditions surrounding the performance, thereof shall rest with the contractor.
- 4.13.2. The failure or neglect of the contractor to become fully familiarized with the sites of the proposed work and the type/quantity of services required shall in no way relieve the contractor from any obligation with respect to his or her proposal or work performance.
- 4.13.3. The city shall not bear any risk for any loss by the contractor.
- 4.13.4. The contractor shall be responsible for any injury sustained by its employees while providing services at the city's facilities.

4.14. GENERAL INFORMATION

- 4.14.1. This Scope of Services identifies the current known needs of the city, and it is to be considered as a minimum starting point for the desired janitorial services at city facilities.
- 4.14.2. The city reserves the right to modify or remove work items from the Scope of Services without cost or penalty.
- 4.14.3. Contractor shall bring to the city's immediate attention any noted discrepancies or inconsistencies in this Scope of Services upon their discovery of same, as well as any suggested or possible solutions/corrective actions.
- 4.14.4. The city will review the alleged discrepancies or inconsistencies and determine the corrective action to be taken. Any such correction shall become part of this Scope of Services.
- 4.14.5. It is the city's intent to only have safe, well-trained, competent & professional employees assigned to this project in order to meet the objectives.
- 4.14.6. The contractor shall review the scope of services with each employee and ensure that each employee understands the work assignments, how to complete the assignments safely in accordance with applicable regulations (O.S.H.A., etc.) and how to comply with the city's requirements.
- 4.14.7. The contractor shall be responsible for all training (including all safety training) of it's staff, this includes, but is not limited to, ensuring that the staff is properly trained for the tasks they are (or may be assigned), any cross training that might be required, the provision of any and all safety equipment that is (or may be needed), including but not limited to Personal Protective Equipment, any knowledge or skills testing, physical/medical exams, any subsequent and/or re-occurring training.
- 4.14.8. All established rules and regulations set forth by the city shall be observed by all workers assigned to this project by the contractor.
- 4.14.9. When any mopping occurs, appropriate signs and warning devices shall be placed within the surrounding area(s) as precautionary measures until the floor is completely dry, at which time all signs and other safety devices shall be removed.
- 4.14.10. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or similar items shall be stacked on desk, table or window sill.

- 4.14.11. Upon completion of the work, all furniture and equipment shall be returned to its original position. City property, such as, but not limited to, baseboards, walls, doors, stair risers, furniture and equipment shall in no way be disfigured or damaged during these operations.
- 4.14.12. The contractor's staff shall not use or unplug any office equipment such as but not limited to computers, printers, fax machines, phones, copiers etc.
- 4.14.13. Upon completion of services each day, the contractor's personnel must ensure all lights have been turned off, all doors are locked and alarm reset.

5. OBSERVED HOLIDAYS

- 5.1. The schedule for all observed holidays is listed below. The contractor shall not be required to perform services on the days listed in 5.1.1 through 5.1.11 except for the Wasilla Police Department which requires 365 day service. The following days are holidays recognized by the City of Wasilla:
 - 5.1.1. New Year's Day
 - 5.1.2. Washington's Birthday
 - 5.1.3. Seward's Day
 - 5.1.4. Independence Day
 - 5.1.5. Memorial Day
 - 5.1.6. Labor Day
 - 5.1.7. Alaska Day
 - 5.1.8. Veteran's Day
 - 5.1.9. Thanksgiving Day
 - 5.1.10. Day after Thanksgiving
 - 5.1.11. Christmas Day
 - 5.1.12. The dates of the holidays observed change yearly. The contractor shall check with the Purchasing/Contracting Officer for an exact schedule of when the City observes each holiday.

ACTION: Council is requested to authorize the award of a 3-year contract for janitorial services to Pridgen's Cleaning Service in the amount of \$31,736. The City may terminate this contract, and Pridgen's Cleaning Service waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.