



City of Kodiak
710 Mill Bay Road
Kodiak, AK 99615

Request for Proposal
No. 2024-005
for
Janitorial Services

Date of Invitation: April 10, 2024

Submission Deadline: May 14, 2024 by 3:00 PM
Alaska Time

The City of Kodiak is soliciting proposals for janitorial services from qualified individuals and/or companies for the Police Station, Public Library, Teen Center, Ice Rink, Public Works and Harbormaster's Facilities.

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SECTION 1 GENERAL INFORMATION AND INSTRUCTIONS

1.1. Purpose

The City of Kodiak is soliciting proposals from qualified individuals and/or companies to provide janitorial services for the Kodiak Police Station, located at 2160 Mill Bay Road, Kodiak, Alaska, 99615; the Kodiak Public Library, located at 612 Egan Way, Kodiak, Alaska 99615; the Teen Center located at 410 Cedar Street, Kodiak, Alaska 99615; the Ice Rink, located at 1222 Chichenoff Street, Kodiak, Alaska 99615; Public Works, located at 2410 Mill Bay Road, Kodiak, Alaska 99615; Kodiak Harbor Facilities, located at 403 Marine Way; restrooms at The Harbor Spit, Kodiak Police Substation on Marine Way, St. Herman Harbor located at 500 Alimaq Drive, Kodiak, Alaska 99615, and Portland Loos downtown and on Trident Way, Near Island.

Contractors will comply with all applicable federal and state labor, wage and hour, and associated safety laws which have bearing on the services provided. The selected contractor will provide all labor, tools, equipment, supervision and supplies needed to perform the work described in this RFP. A detailed scope of work for each department is available on pages 10 – 19.

1.2. Anticipated Timeline

Activity	Date
RFP Issue Date	April 10, 2024
Deadline for Submitting Written Questions	April 24, 2024 by 4:00 pm Alaska Time
City Response to Written Questions	April 30, 2024
Proposals Due	May 14, 2024 by 3:00 pm Alaska Time
Presentations/Interview (Optional)	May 21, 2024
City Council Considers Contract Award	June 13, 2024
Contract Start Date	July 1, 2024

This RFP does not, by itself, obligate the City. The City’s obligation will commence when the contract is approved by the City Council. Upon written notice to the contractor, the City may set a different starting date for the contract.

1.3. Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g. currently employed by the City of Kodiak or formerly employed by the City of Kodiak within the past two years) and, if so, the nature of the conflict. The City of Kodiak reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the Proposer.

1.4. Proposal Format

Submit one (1) original paper copy, three (3) paper copies and one (1) electronic copy of the proposal. Electronic copies must be submitted in Adobe Acrobat (.pdf) format on a USB thumb drive(s). The proposal must contain a statement of qualifications and a concise narrative, which addresses the tasks set forth in each scope of work. The proposal shall also include a cover page, table of contents, letter of transmittal, and requested attachments.

PLEASE NOTE: The City of Kodiak will not be responsible for the premature opening of, or the failure to open a proposal not properly addressed and identified. Faxed and/or emailed proposals will not be accepted, and proposals received after 3:00 pm AKDST, May 14, 2024, shall be considered non-responsive and returned after recommendations of the award.

1.5. Proposal Submission

Sealed Proposals must be submitted to: City Manager's Office, 710 Mill Bay Road, Room #114, Kodiak, Alaska 99615 via U.S. Postal Service or dropped off in-person. Proposals shall be bound, clearly marked with the RFP title, RFP number, submittal date and time, and the Proposer's company name, address, telephone number, and contact name.

All proposals shall be organized according to the following outline:

- A. Proposal Transmittal Form (see Section 4): A letter shall include the following:
 - i. Contractor's name and address;
 - ii. Statement that indicates the proposal is valid for at least ninety (90) days from date of submission;
 - iii. Statement that indicates the contractor's willingness to perform the services described in this RFP;
 - iv. Statement that all staff and other resources which are required to perform the services described in this RFP will be made available by the contractor over the anticipated course of the contract;
 - v. Statement that the signatory has authority to bind the contract; and
 - vi. Signature of authorized individual.
- B. Cost Proposal Form (See Section 3): For each location include daily, weekly, monthly, bi-annual, and annual costs.
- C. Proposer's Qualifications: Describe three (3) current or past janitorial contracts and qualifications.
- D. Implementation Plan: Describe how and when requested services will be completed.
- E. Requested Attachments
 - i. Non-Collusion Affidavit Certificate (See Section 5)
 - ii. Conflict of Interest Statement (See Section 6)
 - iii. Current Alaska Business License
 - iv. Current City of Kodiak Business License

v. Client References

- F. The City will require the selected contractor to comply with the insurance requirements as regulated by Alaska State Statutes and provide certificate of insurance(s) prior to beginning work.

1.6. Service Requirements/Conduct of Work

The proposer shall furnish all labor, equipment, supplies and materials necessary to accomplish the work described in the RFP. All work must be performed in a thorough manner and in accordance with industry best practices. The proposer will be held responsible for the quality of the service, maintenance and inspections. Service, maintenance and inspections that are improperly done will be done over, by the proposer, at the proposer's own risk and expense.

The selected contractor will need to include a list of the equipment that will be used during the term of the contract, alternative equipment (for backup use) and Safety Data Sheets (SDS) for all chemicals used during the performance of the contract. Changes to equipment, personnel and/or chemical agents requiring an SDS must be made five (5) days before, and in writing, for approval by the department's point of contact. Any deviations or changes made without prior approval will be grounds for termination of the contract.

Acceptable safe practices must be followed at all times. Contractor will comply with all standards prescribed by the State of Alaska, Department of Labor, Division of Labor Standards and Safety. The safety of the building's occupants is to be considered at all times.

All work performed shall be completed without interfering with the proper performance of the department's operations. Contractor and contractor's employees will not disturb materials on desks, open drawers or cabinets, or use City equipment or telephones. Contractor or contractor's employee shall not unplug computer terminals at any time. Furniture and waste-baskets removed for cleaning convenience will be replaced in their original locations and all electrical items will be reconnected to their outlets.

1.7. Exceptions

Proposers may take exception to any of the stated requirements so long as all such exceptions are expressly noted and clarified in the response. Alternatives may be shown and quoted as options. If no exceptions are clearly defined in the proposal submittal, the City will assume the

1.8. Implementation Plan

Proposals must provide a detailed work plan including contractor's methodology (i.e.: check lists, verifications forms, etc.) for implementing the proposed janitorial services / task matrix. Contractors must include a discussion of their management approach specifically addressing staffing qualifications and disqualifiers.

1.9. Staffing Qualifications and Disqualifiers

A list of personnel anticipated to be working in the building is required when the proposal is submitted. Contractors and their staff will be required to pass a background check; any felony conviction is an automatic disqualification. Misdemeanor convictions for crimes against a person, theft, fraud, embezzlement or unsworn falsification are also grounds for automatic disqualification.

Contractor and contractor's employees must be capable of being lawfully employed in the United States of America. Minors under eighteen (18) years of age are prohibited from performing any work. Contractor and contractor's employees shall be capable and experienced in the type of work to be performed. Removal of any employee may be required for anyone deemed incompetent, insubordinate, otherwise objectionable, and/or whose continued employment is deemed contrary to the public or department's best interest.

Contractor shall provide thirty (30) days' notice to the named point of contact for each department, or with as much advance notice possible, when there is an employee change so background checks (the responsibility of the City of Kodiak) can be conducted.

1.10. Equipment/ Supply Storage

The City facilities named in this request have assigned storage rooms for janitorial supplies and equipment. This storage rooms are for storage of equipment, materials and supplies used in the performance of this contract only. The contractor and contractor's employees will be responsible for keeping this area clean, organized and free of odors at all times.

All materials labeled "hazardous" or requiring special storage will be handled and stored as recommended by the manufacturer. All cleaning agents or chemicals will be appropriately labeled and must adhere to the Globally Harmonized System (GHS) format, and kept in manufacturer approved containers. All chemical agents shall have an approved Safety Data Sheet (SDS) on file with the department and in labeled containers in compliance with OSHA standards.

1.11. Client References

Proposal must include a minimum of three (3) current references no more than three (3) years old for directly applicable services, preferably with a city or government agency. Additional references are allowable if the contractor chooses. References must include the name of the client/agency, contact information (address, phone number and email), contact person who was directly responsible for overseeing the implementation for work, dates services were provided, and cost of services.

1.12. Cost Proposal

Proposal must include the projected costs, to be broken down by facility and subsequent service (daily, weekly, monthly, bi-annual, annual.) The Cost Proposal Form in Section 3 shall be used to enter the proposed costs and submitted as part of the response to this RFP.

The desired term of this contract is for three (3) years. The proposed contract prices will remain

unchanged for the initial three-year term, that is from the date of award through June 30, 2027. The City reserves the option to renew the contract upon written agreement of both parties for two (2) additional one-year terms. Renewals are at the same terms, conditions, and prices set forth therein. The City also reserves the right to negotiate for additional facilities and services, and request amendments accordingly.

1.13. Evaluation Process/Selection Criteria

Contractors will be selected based on evaluation of costs, qualifications and references.

1.14. Review of Proposals

Evaluation process: An evaluation committee will evaluate proposals. Each proposal will be independently evaluated by each member of the evaluation committee.

Interviews: At the City's option, contractors may be requested to interview with the selection committee. Contractors will be notified in writing of the interview requirements, date, time, location, and amount of time allowed for an interview/presentation and question and answer period.

The evaluation committee will select the firm that provides the best overall value to the City of Kodiak. The selected contractor will meet with the City to finalize the scope of work/contract and submit an amended fee proposal if different from item #1.15 for acceptance by the City Council.

1.15. Communications/Appeals

Upon release of the RFP, all communications concerning the overall RFP should be directed to the RFP Coordinator listed below in writing. Unauthorized contact regarding this RFP with City employees will be considered unofficial and non-binding on the City.

Name: RFP Coordinator – City Manager's Office
Address: City Manager's Office, 710 Mill Bay Road, Room #114, Kodiak, AK 99615
Telephone: 907-486-8640
Email: RFPBids@city.kodiak.ak.us

1.16. Contract Award

The contract will be for a three-year term between July 1, 2024 through June 30, 2027, and may be extended for two successive one-year terms by written mutual consent of the City and the contractor. The proposed contract prices will remain unchanged for the initial three-year term, that is from the date of award through June 30, 2027. The City reserves the option to renew the contract upon written agreement of both parties for two (2) additional one-year terms. Renewals are at the same terms, conditions, and prices set forth therein. The City also reserves the right to negotiate for additional facilities and services, and request amendments accordingly.

The City has the right to award by item, group of items, total proposal, or any combination found to be in the best interest of the City. The City also reserves the right to contract with multiple entities for the

same or like goods or services, if it is found to be in the City's best interest.

1.17. Licenses

The selected contractor awarded the contract will be required to have a current State of Alaska's business license, a current City of Kodiak business license and be registered for sales tax collected as per City Code 3.08.

1.18. Insurance Requirements

The City will require the selected contractor to comply with the insurance requirements as regulated by Alaska State Statutes and provide certificate of insurance(s).

- A. The contractor shall be responsible for workers' compensation for all persons who act on their behalf;
- B. Commercial General Liability Insurance with a limit of \$1,000,000 per occurrence and/or \$2,000,000 per aggregate, Personal Injury, Bodily Injury, and Property Damage;
- C. Automobile Liability Insurance of \$1,000,000 combined single limit, Bodily Injury, and Property Damage;
- D. Additional Insured: Commercial General Liability and Auto Liability Insurance, as described, shall include an endorsement stating, "The following shall be Additional Insured: The City of Kodiak, including elected and appointed officials and all employees and volunteers thereof";
- E. Waiver of Subrogation: The contractor shall provide a Waiver of Subrogation in favor of the City of Kodiak for all lines of insurance required above.
- F. Failure to furnish satisfactory evidence of insurance, or lapse of the policy, will be a material breach of the contract and will be grounds for termination of the contract.

1.19. Right of Selection/Rejection, Waiver of Informalities/Irregularities

The City of Kodiak reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City. Selection of a contractor solution shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to the contract price proposed.

1.20. RFP Cancellations/Revisions

The City reserves the right to cancel or issue the RFP at any time. Amendments or a notice of cancellation will be posted to the City's web site. The City reserves the right to change the schedule or issue amendments to the RFP at any time. It is the sole responsibility of the Proposer to monitor the City's web site: <https://www.city.kodiak.ak.us/rfps> for the posting of such information.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and contractor.

SECTION 2 SCOPE OF WORK AND CONTACT INFORMATION

2.1. Department Points of Contact

Police Station:	Chief Timothy Putney (907) 486-8920 tputney@city.kodiak.ak.us
Public Library:	Director Laurie Madsen (907) 486-8688 lmadsen@city.kodiak.ak.us
Teen Center & Ice Rink:	Director Corey Gronn (907) 486-8670 cgronn@city.kodiak.ak.us
Public Works:	Director Sterling Lewis (907) 486-8060 slewis@city.kodiak.ak.us
Harbor:	Harbormaster David Johnson (907) 486-8086 djohnson@city.kodiak.ak.us

2.2. Scope of Work: Kodiak Police Station

Work Areas Included: The work area is approximately 16,000 square feet and includes all entrances, offices, foyers, copier room, break room, hallways, conference room, Emergency Operations Center, restrooms, locker rooms, fitness center and Forensics Bay. This also includes mirrors and glass portions on interior doors.

Work Areas Excluded: No work is required in mechanical rooms, server room, armory or within the secured area of the Kodiak Jail.

Miscellaneous Supplies: The contractor shall furnish all restroom supplies such as toilet seat covers and tissue, liquid hand soap, deodorizers, urinal screens and deodorizers, paper towels, and appropriate plastic liners for trash cans. All restroom and cleaning supplies will be environmentally safe and used as intended.

Trash Removal: Trash should be disposed of into the dumpster. Trash will not be stored inside the station.

Daily Services (Sunday night through Thursday night): The services listed below shall be accomplished between 5:00 pm and 6:00 am, every night, Sunday through Thursday of each week.

1. Thoroughly vacuum all carpeted areas: entryways, walk-off mats, offices, conference room,

Emergency Operations Center.

2. Empty all trash receptacles, wipe down wastebaskets when soiled and replace plastic liners.
3. Furnish and maintain adequate supplies of toilet tissue, seat covers, urinal deodorizers, liners for sanitary napkin receptacles, paper towels, liquid hand soap and room deodorizer. These supplies shall be standard or better quality, environmentally safe, proper dispensers will be provided by contractor when needed.
4. Restrooms, locker rooms and fitness room: Dirty, residue-covered, and/or discolored grout is not acceptable.
 - Clean, disinfect and deodorize rest room floors, locker room floors, and fitness room floor.
 - Clean, disinfect and deodorize plumbing fixtures, sinks, shower stalls and shower decks.
 - Clean, disinfect and deodorize all toilets, urinals and partitions.
 - Clean, disinfect and deodorize all dispensers, mirrors, counters and cabinets.
5. Clean and disinfect drinking fountains, counter tops and sinks. Mineral and calcium deposits are not acceptable.
6. Sweep and then damp mop all uncarpeted floors. Continuous rinsing will be used to remove dirt, black marks, scuff marks, stains, and other dirt and grime from uncarpeted floors. Remove mop marks from rubber base boards.
7. Remove finger print smudges from entryway door glass, interior door glass, interior windows, and glass showcases.
8. Keep janitorial storage closet clean, organized and deodorized.
9. All chemical containers must be appropriately labeled in the GHS format.

NOTE: All cleaning materials will be disposed of properly. No cleaning wipes and/or chemicals can be flushed down toilets.

Weekly Services (Sunday night): In addition to daily services, weekly services shall be performed on Sunday each week between the hours of 5:00 pm and 6:00 am.

1. Thoroughly vacuum **all** carpets. This includes vacuuming in the daily services section and around and under desks of all offices/cubicles.
2. Clean and disinfect kitchen surfaces: counter tops, table tops and stove top.
3. Clean and disinfect fitness equipment.
4. Dust horizontal surfaces and wipe down doors/ window jams and sills.
5. Sweep floor in the Forensic Bay (when accessible)

Monthly Services (First Sunday night of each month):

1. All uncarpeted flooring in hallways, common rooms and offices will be spray buffed/ waxed according to manufacturer's guidelines and industry best practices.

Bi-Annual Services (Services shall be performed over a weekend in April and October): The contractor will coordinate this service with the Chief of Police five (5) days before it takes place. Any additional employees used by the contractor to complete this service will need to undergo a background check (State requirement). Contractor should allow thirty (30) days for this process to be completed.

1. Shampoo all carpets and rugs using steam extraction or agitation and immediately follow with

hot water extraction method to remove all soap. Spot removal shall be performed with a commercial grade spot remover. Cleaning will be scheduled to allow maximum drying time before next business day.

2. Remove smudges and marks from walls, doors, handrails with soap and water. Rinse thoroughly with clean water.
3. Upholstered furniture and/or office furniture cleaned as needed (priced per item). The Chief of Police or their designee will notify contractor ahead of time.

Annual Services (Service shall be performed over a weekend in May): The contractor will coordinate this service with the Chief of Police or their designee five (5) days before it takes place. Any additional employees used by the contractor to complete this service will need to undergo a background check. Contractor should allow thirty (30) days for this process to be completed.

1. Remove all wax from uncarpeted flooring by mopping or scrubbing with a detergent or wax remover. Rinse floors thoroughly and apply good skid resistant wax recommended for use on the flooring type. After wax is dry, machine buff floor to a luster finish. Remove spills and splashes from walls and rubber base boards. Contractor will supply recommended product specific additional ventilation during this process.

NOTE: The floor in dispatch will need to be serviced using method that limits irritant exposure to all police employees working in a confined space who cannot leave.

2. Contractor and contractor's employees will use the least harmful stripper and floor wax available. If the manufacturer recommends the use of protective personal equipment (PPE), then onsite contractor and contractor's employees will use it and supply on duty department employees with necessary PPE.

2.3. Scope of Work: Kodiak Public Library

Work Areas Included: The work area is approximately 16,000 square feet and includes all entrances, common rooms, office space, foyers, copier room, break room, hallways, conference rooms, and restrooms. This also includes mirrors and glass portions on interior doors.

Work Areas Excluded: No work is required in mechanical rooms.

Miscellaneous Supplies: The contractor shall furnish all restroom supplies such as toilet seat covers and tissue, liquid hand soap, deodorizers, urinal screens and deodorizers, paper towels, and appropriate plastic liners for trash cans. All restroom and cleaning supplies will be environmentally safe and used as intended.

Trash Removal: Trash should be disposed of into the dumpster. Trash will not be stored inside the building.

Daily Services (Sunday night through Saturday night): The services listed below shall be accomplished between 8:00 pm and 6:00 am, every night, Sunday through Friday, and after 5:00 pm on Saturday of each week.

1. Thoroughly vacuum all carpeted areas: entryways, walk-off mats, foyers, office spaces, and conference rooms.
2. Empty all trash receptacles, wipe down wastebaskets when soiled and replace plastic liners.
3. Maintain adequate inventory of toilet tissue, urinal deodorizers, liners for sanitary napkin receptacles, paper towels, liquid hand soap and room deodorizer.
4. Clean, disinfect and deodorize rest room floors, plumbing fixtures, sinks, toilets, urinals, partitions, mirrors, countertops, and cabinets.
5. Sweep and then damp mop all uncarpeted floors. Continuous rinsing will be used to remove dirt, black marks, scuff marks, stains, and other dirt and grime from uncarpeted floors. Remove mop marks from rubber base boards.
6. Remove finger print smudges from entryway door glass, interior door glass, interior windows, and glass showcases.
7. Keep janitorial storage closet clean, organized and deodorized.
8. All chemical containers must be appropriately labeled in the GHS format.

NOTE: All cleaning materials will be disposed of properly. No cleaning wipes and/or chemicals can be flushed down toilets.

Weekly Services (Sunday night): In addition to daily services, weekly services shall be performed on Sunday each week between the hours of 8:00 pm and 6:00 am.

1. Thoroughly vacuum **all** carpets. This includes vacuuming in the daily services section and around and under desks of all offices/ cubicles.
2. Dust horizontal surfaces and wipe down doors/ window jams and sills.

Monthly Services (First Sunday night of each month):

1. All uncarpeted flooring in hallways, common rooms and offices will be spray buffed/ waxed according to manufacturer's guidelines and industry best practices.

Bi-Annual Services (Services shall be performed over a weekend in April and October): The contractor will coordinate this service with the Library Director five (5) days before it takes place.

1. Shampoo all carpets and rugs using steam extraction or agitation and immediately follow with hot water extraction method to remove all soap. Spot removal shall be performed with a commercial grade spot remover. Cleaning will be scheduled to allow maximum drying time before next business day.
2. Remove smudges and marks from walls, doors, handrails with soap and water. Rinse thoroughly with clean water.
3. Upholstered furniture and/or office furniture cleaned as needed (priced per item). The Library Director will notify the contractor ahead of time.

2.4. Scope of Work: Teen Center

Work Areas Included: The work area is approximately 7,000 square feet and includes all entrances,

offices, foyers, hallways, bathroom/locker rooms, fitness center and racquetball courts. This also includes mirrors and glass portions on interior doors.

Work Areas Excluded: No work is required in mechanical rooms.

Miscellaneous Supplies: The contractor shall furnish all restroom supplies such as toilet seat covers and tissue, liquid hand soap, deodorizers, urinal screens and deodorizers, paper towels, and appropriate plastic liners for trash cans. All restroom and cleaning supplies will be environmentally safe and used as intended.

Trash Removal: Trash should be disposed of into the dumpster. Trash will not be stored inside the station.

Daily Services (Monday night through Saturday night): The services listed below shall be accomplished between 9:00 pm and 7:00 am, every night, Monday through Saturday of each week.

1. Thoroughly vacuum all carpeted areas: entryways, walk-off mats, offices.
2. Empty all trash receptacles, wipe down wastebaskets when soiled and replace plastic liners.
3. Furnish and maintain adequate supplies of toilet tissue, seat covers, urinal deodorizers, liners for sanitary napkin receptacles, paper towels, liquid hand soap and room deodorizer. These supplies shall be standard or better quality, environmentally safe, proper dispensers will be provided by contractor when needed.
4. Restrooms, locker rooms and fitness room: Dirty, residue-covered, and/or discolored grout is not acceptable.
 - Clean, disinfect and deodorize rest room floors, locker room floors, and fitness room floor.
 - Clean, disinfect and deodorize plumbing fixtures, sinks, shower stalls and shower decks.
 - Clean, disinfect and deodorize all toilets, urinals and partitions.
 - Clean, disinfect and deodorize all dispensers, mirrors, counters and cabinets.
5. Clean and disinfect drinking fountains, counter tops and sinks. Mineral and calcium deposits are not acceptable.
6. Sweep and then damp mop all uncarpeted floors. Continuous rinsing will be used to remove dirt, black marks, scuff marks, stains, and other dirt and grime from uncarpeted floors. Remove mop marks from rubber base boards.
7. Remove finger print smudges from entryway door glass, interior door glass, interior windows, and glass showcases.
8. Keep janitorial storage closet clean, organized and deodorized.
9. All chemical containers must be appropriately labeled in the GHS format.

NOTE: All cleaning materials will be disposed of properly. No cleaning wipes and/or chemicals can be flushed down toilets.

Weekly Services (Sunday night): In addition to daily services, weekly services shall be performed on Sunday each week between the hours of 5:00 pm and 6:00 am.

1. Thoroughly vacuum all carpets. This includes vacuuming in the daily services section and around and under desks of all offices/cubicles.

2. Clean and disinfect kitchen surfaces: counter tops, table tops and stove top.
3. Clean and disinfect fitness equipment.
4. Dust horizontal surfaces and wipe down doors/ window jams and sills.

Bi-Annual Services (Services shall be performed over a weekend in April and October): The contractor will coordinate this service with the Parks & Recreation Director five (5) days before it takes place. Any additional employees used by the contractor to complete this service need to undergo a background check (State requirement). Contractor should allow thirty (30) days for this process to be completed.

1. Shampoo all carpets and rugs using steam extraction or agitation and immediately follow with hot water extraction method to remove all soap. Spot removal shall be performed with a commercial grade spot remover. Cleaning will be scheduled to allow maximum drying time before next business day.
2. Buff and wax racquetball courts.

2.5. Scope of Work: Ice Rink

Work Areas Included: The work area includes all foyer entrances, offices, rest rooms and changing rooms. This also includes mirrors and glass portions on interior doors.

Work Areas Excluded: No work is required in mechanical rooms.

Miscellaneous Supplies: The contractor shall furnish all restroom supplies such as toilet seat covers and tissue, liquid hand soap, deodorizers, urinal screens and deodorizers, paper towels, and appropriate plastic liners for trash cans. All restroom and cleaning supplies will be environmentally safe and used as intended.

Trash Removal: Trash should be disposed of into the dumpster. Trash will not be stored inside the station.

Daily Services (Monday night through Sunday night): The services listed below for the rest rooms shall be accomplished between 9:00 pm and 7:00 am, every night, Monday through Sunday of each week.

1. Empty all trash receptacles, wipe down wastebaskets when soiled and replace plastic liners.
2. Furnish and maintain adequate supplies of toilet tissue, seat covers, urinal deodorizers, liners for sanitary napkin receptacles, paper towels, liquid hand soap and room deodorizer. These supplies shall be standard or better quality, environmentally safe, proper dispensers will be provided by contractor when needed.
3. Restrooms: Dirty and residue-covered is not acceptable.
 - Clean, disinfect and deodorize rest room floors.
 - Clean, disinfect and deodorize plumbing fixtures, sinks.
 - Clean, disinfect and deodorize all toilets, urinals and partitions.
 - Clean, disinfect and deodorize all dispensers, mirrors, counters and cabinets.
4. Clean and disinfect drinking fountains, counter tops and sinks. Mineral and calcium deposits are

not acceptable.

5. Sweep and then damp mop all uncarpeted floors. Continuous rinsing will be used to remove dirt, black marks, scuff marks, stains, and other dirt and grime from uncarpeted floors. Remove mop marks from rubber base boards.
6. Remove finger print smudges from entryway door glass, interior door glass, interior windows, and glass showcases.
7. Keep janitorial storage closet clean, organized and deodorized.
8. All chemical containers must be appropriately labeled in the GHS format.

NOTE: All cleaning materials will be disposed of properly. No cleaning wipes and/or chemicals can be flushed down toilets.

Weekly Services (Sunday night): The services listed below for the office(s) shall be performed on Sunday of each week between the hours of 5:00 pm and 6:00 am.

1. Sweep and then damp mop all uncarpeted floors. This includes entryways, walk-off mats, around and under desks of all offices/cubicles. Continuous rinsing will be used to remove dirt, black marks, scuff marks, stains, and other dirt and grime from uncarpeted floors. Remove mop marks from rubber base boards.
2. Empty all trash receptacles, wipe down wastebaskets when soiled and replace plastic liners.
3. Dust horizontal surfaces and wipe down doors/ window jams and sills.

Weekly Services (Sunday night from October 1 to April 1): The services listed below for the locker/changing rooms shall be performed on Sunday of each week between the hours of 5:00 pm and 6:00 am.

1. Sweep and then damp mop all uncarpeted floors. This includes entryways, walk-off mats. Continuous rinsing will be used to remove dirt, black marks, scuff marks, stains, and other dirt and grime from uncarpeted floors. Remove mop marks from rubber base boards.
2. Empty all trash receptacles, wipe down wastebaskets when soiled and replace plastic liners.
3. Dust horizontal surfaces and wipe down all doors jams.

2.6. Scope of Work: Public Works

Work Areas Included: The work area is approximately 4,000 square feet and includes all entrances, offices, foyers, copier room, break room, hallways, stairways, conference room and restroom.

Work Areas Excluded: No work is required in mechanical rooms, server room, garage and outbuildings.

Miscellaneous Supplies: The contractor shall furnish all restroom supplies such as toilet seat covers and tissue, liquid hand soap, deodorizers, urinal screens and deodorizers, paper towels, and appropriate plastic liners for trash cans. All restroom and cleaning supplies will be environmentally safe and used as intended.

Trash Removal: Trash should be disposed of into the dumpster. Trash will not be stored inside the

building.

Weekly Services (Friday night): The services listed below shall be accomplished between 5:00 pm and 6:00 am, Friday of each week.

1. Thoroughly vacuum all carpeted areas: upstairs offices and conference room.
2. Empty all trash receptacles, wipe down wastebaskets when soiled and replace plastic liners.
3. Sweep and then damp mop all concrete floors in the employee break room, rest room and office hallway on the ground floor.

2.7. Scope of Work: Kodiak Harbor Facilities

Work Areas Include: The work area includes entry ways, office spaces, restrooms, shower stalls, hallways, a break room, and a conference room. It includes approximately 7,000 square feet spread out over seven (7) locations: The Kodiak Harbormaster's Office and Fisherman's Hall located at 403 Marine Way; the three (3) Portland Loo located downtown and one (1) Portland Loo located at Trident Way, Near Island; and St. Herman Harbor Restrooms located at 500 Alimaq Drive.

Miscellaneous Supplies: The contractor shall furnish all rest room supplies such as toilet seat covers and tissue, liquid hand soap, deodorizers, urinal screens and deodorizers, paper towels, and appropriate plastic liners for trash cans. All restroom and cleaning supplies will be environmentally safe and used as intended.

Trash Removal: Trash should be disposed of into the dumpsters. Trash will not be stored inside any of the facilities.

Daily Services (Sunday night through Saturday night): The services listed below shall be accomplished between 6:00 pm and 6:00 am, every night, Sunday through Saturday of each week.

1. Thoroughly vacuum all carpeted areas: entryways, walk-off mats, office spaces, Fisherman's Hall, and conference room.
2. Empty all trash receptacles, wipe down wastebaskets when soiled and replace plastic liners.
3. Furnish and maintain adequate supplies of toilet tissue, seat covers, urinal deodorizers, liners for sanitary napkin receptacles, paper towels, liquid hand soap and room deodorizer. These supplies shall be standard or better quality, environmentally safe, proper dispensers will be provided by contractor when needed.
4. Restrooms and shower facilities: Dirty, residue-covered, and/or discolored grout is not acceptable.
 - Clean, disinfect and deodorize rest room and shower room floors.
 - Clean, disinfect and deodorize plumbing fixtures, sinks, shower stalls and shower decks.
 - Clean, disinfect and deodorize all toilets, urinals and partitions.
 - Clean, disinfect and deodorize all dispensers, mirrors, counters and cabinets.
5. Clean and disinfect drinking fountains, counter tops and sinks. Mineral and calcium deposits are not acceptable.
6. Sweep and then damp mop all uncarpeted floor. Continuous rinsing will be used to remove dirt, black marks, scuff marks, stains, and other dirt and grime from uncarpeted floors. Remove mop

marks from rubber base boards.

7. Remove finger print smudges from entryway door glass, interior door glass, interior windows, and glass showcases.
8. Keep janitorial storage closet clean, organized and deodorized.
9. All chemical containers must be appropriately labeled in the GHS format.

NOTE: All cleaning materials will be disposed of properly. No cleaning wipes and/or chemicals can be flushed down toilets.

Weekly Services (Sunday night): In addition to daily services, weekly services shall be performed on Sunday each week between the hours of 6:00 pm and 6:00 am.

1. Thoroughly vacuum **all** carpets. This includes vacuuming in the daily services section and around and under desks of all offices/cubicles.
2. Clean and disinfect break room: counter tops and table tops.
3. Dust horizontal surfaces and wipe down doors/ window jams and sills.

Monthly Services (First Sunday night of each month):

1. All uncarpeted flooring in hallways, common rooms and offices will be spray buffed/ waxed according to manufacturer's guidelines and industry best practices.

Bi-Annual Services (Services shall be performed over a weekend in April and October): The contractor will coordinate this service with the Harbormaster or their designee five (5) days before it takes place.

1. Shampoo all carpets and rugs using steam extraction or agitation and immediately follow with hot water extraction method to remove all soap. Spot removal shall be performed with a commercial grade spot remover. Cleaning will be scheduled to allow maximum drying time before next business day.
2. Remove smudges and marks from walls, doors, handrails with soap and water. Rinse thoroughly with clean water.
3. Upholstered furniture and/or office furniture cleaned as needed (priced per item). The Harbormaster or their designee will notify contractor ahead of time.

Annual Services (Service shall be performed over a weekend in May): The contractor will coordinate this service with the Harbormaster or their designee five (5) days before it takes place.

1. Remove all wax from uncarpeted flooring by mopping or scrubbing with a detergent or wax remover. Rinse floors thoroughly and apply good skid resistant wax recommended for use on the flooring type. After wax is dry, machine buff floor to a luster finish. Remove spills and splashes from walls and rubber base boards. Contractor will supply recommended product specific SDS, and provide additional ventilation during this process.
2. Contractor and contractor's employees will use the least harmful stripper and floor wax available. If the manufacturer recommends the use of protective personal equipment (PPE), then onsite contractor and contractor's employees will use it and supply on duty department

employees with necessary PPE.

Special Services (Crab Festival and Cruise Ships):

1. Public restrooms located at the Kodiak Police Substation on Marine Way and at the Harbor Spit will be cleaned three (3) times a day during Crab Festival on Friday, Saturday and Sunday.
2. Public restrooms located at the Kodiak Police Substation on Marine Way, and the Portland Loos downtown and on Trident Way will be cleaned twice (2) a day when cruise ships are docked at the pier. The Harbormaster will provide the cruise ship schedule.

SECTION 3 COST PROPOSAL FORM

Bidders shall use this form to enter data that will be utilized to determine the proposed cost for provision of services. This Cost Proposal Form represents and estimates for an annualized period and includes all direct and indirect costs for the commencement, performance and completion of the services considered in this RFP.

Reference: Section 2 Scope of Work and Contact Information

Kodiak Police Station (2160 Mill Bay Road)

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Daily Services			
Weekly Services			
Monthly Services			
Bi-Annual Services			
Annual Services			

Kodiak Public Library (612 Egan Way)

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Daily Services			
Weekly Services			
Monthly Services			
Bi-Annual Services			
Annual Services			

Kodiak Teen Center (410 Cedar Street)

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Daily Services			
Weekly Services			
Bi-Annual Services			

Ice Rink (1222 Chichenoff Street)

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Daily Services			
Weekly Services			
Weekly Services (October to April)			

Kodiak Public Works (2410 Mill Bay Road)

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Weekly Services			

Port of Kodiak (403 Marine Way)

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Daily Services			
Weekly Services			
Monthly Services			
Bi-Annual Services			
Annual Services			

St. Herman Harbor Restrooms (500 Alimaq Drive)

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Daily Services			
Weekly Services			

Special Services:

Shelikof Restrooms at Kodiak Police Substation

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Daily Services			

Kodiak Harbor Spit

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Daily Services			

3 Portland Loos (Downtown)

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Daily Services			

Portland Loo (Trident Way, Near Island)

Proposed Item Description	Unit Price	Monthly Cost	Annual Cost
Daily Services			

As Needed:

Proposed Item Description	Unit Price
Upholstered furniture cleaning	
Office furniture cleaning	

TOTAL PROPOSED ANNUAL COSTS: _____

SECTION 4 PROPOSAL TRANSMITTAL FORM

This form is to be completed in full, signed, and submitted as the cover sheet or letter of transmittal of the proposal.

I hereby submit our Proposal for Janitorial Services and declare that we have carefully read, examined, and understand all of the requirements in the Request for Proposal. I agree to be bound by the terms and requirements of the RFP and proposal for a period of not less than ninety (90) days from date of submission.

I certify that I am a duly authorized representative of the firm listed below and that information and materials enclosed with this proposal accurately represent the capabilities of the firm listed below for providing the services indicated and comply with all provisions in this RFP. In addition, I certify that I have the legal authorization to bind the firm to the statements and representations made in our proposal and to any Agreement resulting from the proposal, and to make available all staff and other resources to perform the Work/Services in full conformance with all the requirements of the RFP for the prices set forth in our proposal.

A. Amendments

The undersigned represents to the City of Kodiak that it has relied upon no oral representations from the City of Kodiak or its consultants in the preparation of this proposal. If any amendments are issued to this RFP, the undersigned must acknowledge the receipt of such amendments in the space provided on the line below. Proposals that fail to acknowledge receipt of amendments may be considered non-responsive and be eliminated from further consideration.

The undersigned acknowledges receipt of the following Amendments: _____

B. Original Signature

This Transmittal Form must include an original signature. A proposal shall be considered non-responsive and eliminated from further consideration if an original signature is not included.

Authorized Signatory

Date

Name of Bidder: _____

Bidder is: _____ An Individual/Sole Proprietorship
_____ A Partnership
_____ A Corporation in the State of _____
_____ A Limited Liability Company in the State of _____

Federal ID No.: _____

SECTION 4 PROPOSAL TRANSMITTAL FORM - CONTINUATION

This form is to be completed in full, signed, and submitted as the cover sheet or letter of transmittal of the proposal.

Address: _____

Printed Name: _____

Title: _____

E-mail Address: _____

Telephone: _____

Alaska Business License No.: _____

City of Kodiak Business License No.: _____

**SECTION 5 NON-COLLUSION AFFIDAVIT CERTIFICATE
(To be executed and submitted with Proposal)**

State of Alaska)

)ss

THIRD JUDICIAL DISTRICT)

I, _____, being duly sworn, deposes and states that the person, firm, association, co- partnership, or corporation herein named has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Owner for consideration in the award of a contract on the improvement described as follows:

City of Kodiak
Janitorial Services

Date: _____

Institution Name: _____

By: _____
(authorized signature)

(printed name)

Its: _____

SUBSCRIBED AND SWORN to before me at _____, Alaska this _____ day
of _____, 2024.

Notary Public in and for the State of Alaska
My Commission Expires: _____

SECTION 6 CONFLICT OF INTEREST STATEMENT

By checking one of the boxes below, the proposer will indicate whether or not their organization or any individual working on the contract has possible conflict of interest (e.g., currently employed by the City of Kodiak or formerly employed by the City of Kodiak within the past two years). If possible conflicts of interest exist then the proposer must disclose the nature and full details of the conflict.

Please refer to RFP 1.3. for guidelines.

Failure to certify or disclose that the proposer’s business or any individual working in the contract has a possible conflict of interest may cause to be determined non-responsive and the proposal may be rejected.

<input type="checkbox"/>	Proposer certifies that neither the business nor any individual working on the contract has a personal or financial relationship with anyone and/or any department of the City of Kodiak.
<input type="checkbox"/>	Proposer and/or one or more individual working on the contract has a possible conflict of interest, and the nature of this conflict is described below:

SECTION 7 SAMPLE AGREEMENT FOR JANITORIAL SERVICES

This Janitorial Services Agreement (“Agreement”) is entered into on _____, 2024 by the City of Kodiak, an Alaska municipal corporation, 710 Mill Bay Road, Room 114, Kodiak, AK 99615, and _____ (“Contractor”), of _____.

WHEREAS, the City desires to contract for janitorial services at various City facilities; and

WHEREAS, the City solicited proposals for janitorial services at various City facilities, RFP No. 2024-005; and

WHEREAS, the Contractor has submitted to the City a Proposal dated _____, which is attached hereto as Exhibit _____.

NOW, THEREFORE, the parties, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1. Term

The term of this Agreement shall be effective upon the later date of execution by each of the parties, which may be done by counterparts, and approval of the Agreement by the City Council of the City of Kodiak. The term of this Agreement shall be from the effective date through June 30, 2027 unless earlier terminated.

The City reserves the option to renew this contract upon written agreement of both parties for two additional one-year terms. All renewals are to be for a period of one year at the same terms, conditions, and prices set forth herein.

2. Scope of Services

Contractor shall perform and complete in a timely and satisfactory manner the services described in Exhibit A, Scope of Services, attached hereto and made a part hereof by reference.

3. Compensation

As consideration of the services identified in the Scope of Services, the City agrees to pay Contractor at the rates set forth in Exhibit A, Scope of Services.

4. Invoicing and Payment

For payments referenced in Paragraph 3, invoices for services performed by Contractor must be received by the City no later than five (5) working days following the end of the month during which Contractor performed the services. The invoices submitted to the City shall contain a detailed account of each billing. The City shall pay reasonably acceptable invoices within thirty (30) days of receipt. Contractor shall submit invoices to: Accounts Payable, Finance Department, City of Kodiak, 710 Mill Bay Road, Kodiak, AK 99615.

5. Requirements Contract

Contractor shall provide the services described in the Scope of Services. Quantities in the Scope of Work reflect the current expectations of the City for the term of the Agreement. The amount is only an estimate and Contractor understands and agrees that the City may require services in an amount less than or in excess of the estimated amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the Scope of Services for the quantity actually furnished.

6. Notices

Any notice to be given pursuant to this Agreement shall be in writing, and all such notices shall be delivered by U.S. Mail, certified or registered, return receipt requested, to the parties at the addresses below:

If to City:

City Manager
City of Kodiak
710 Mill Bay Road, Room 114
Kodiak, AK 99615

If to Contractor:

Title
Name
Address
City, State, Zip Code

7. Contractor Personnel

Contractor has submitted to City a list of Contractor's staff who will perform the work. Contractor shall give the City notice of any additional staff the Contractor may desire to use. Staff shall be capable and experienced in the type of work to be performed. The City shall have the right of reasonable rejection and approval of staff assigned to the work. If the City reasonably rejects staff, Contractor shall provide replacement staff satisfactory to the City in a timely manner and at no additional cost to the City. Day-to-day supervision and control of the Contractor's staff is the sole responsibility of the Contractor. Contractor's staff performing the work must be capable of being lawfully employed in the United States. Minors under eighteen (18) years of age are prohibited from performing any work.

8. Performance

Contractor shall at all times faithfully, competently and to the best of their ability, experience, standard of care, and talent, perform all tasks described herein. Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Contractor hereunder in meeting its obligations under this Agreement.

If the service performed by Contractor is considered by the City to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the City, Contractor shall, on being notified by the City, immediately correct such deficient service. In the event the Contractor fails, after notice, to correct the deficient service immediately, the City shall have the right to order

the correction of the deficiency by separate contract or with its own resources at the expense of the Contractor.

9. Stop Work Order & Termination for Convenience

- (a) The City, may, by written order to the Contractor at any time, require the Contractor to stop all or any part of the work called for by this Agreement. Upon receipt of such an order, the Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. An appropriate adjustment shall be made in the delivery schedule or price, or both, and the Agreement shall be modified in writing accordingly, if: (i) the stop work order results in an increase in the Contractor's cost for performance of any part of this Agreement; and, (ii) the Contractor asserts a claim for such an adjustment within thirty (30) days after the end of the period of work stoppage.
- (b) The City may terminate this Agreement in whole or in part, for the public convenience. The City shall give written notice of the termination to the Contractor specifying the part of the Agreement terminated and when termination becomes effective. The Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination and Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of orders connected with the terminated work. Contractor must complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so. In the event of termination under this section, the City shall pay Contractor for all services provided to date as well as all costs Contractor has reasonably incurred prior to and as a result of termination. The City shall not be liable for Contractor's lost profits.

10. Termination for Default

If Contractor fails to perform any of the provisions of this Agreement with such diligence as will ensure its completion within the time specified, or otherwise fails to timely satisfy the Agreement provisions, or commits any other substantial breach of this Agreement, the City may notify Contractor in of the delay or nonperformance and if not cured in ten days or any longer time specified in writing by the City, the City may terminate Contractor's right to proceed with the Agreement or such part of the Agreement as to which there has been delay or a failure to properly perform. Contractor shall continue performance of the Agreement to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services. The City may withhold from amounts due Contractor such sums as the City deems to be necessary to protect the City against loss because of outstanding claims and to reimburse the City for the excess costs incurred in procuring similar goods and services.

11. Insurance

During the term of this Agreement, Contractor shall procure and maintain at its own expense, and shall keep in full force and effect the insurance coverage described below. All lines of insurance shall provide a waiver of subrogation in favor of the City of Kodiak. Failure to furnish satisfactory

evidence of insurance, or lapse of the policy, will be a material breach of the Agreement and will be grounds for termination.

- (a) Workers' Compensation as required by Alaska law;
- (b) Commercial General Liability Insurance with a limit of \$1,000,000 per occurrence and/or \$2,000,000 per aggregate, Personal Injury, Bodily Injury, and Property Damage, with an endorsement stating, "The following shall be Additional Insured: The City of Kodiak, including elected and appointed officials and all employees and volunteers thereof";
- (c) Automobile Liability Insurance of \$1,000,000 combined single limit, Bodily Injury, and Property Damage, with an endorsement stating, "The following shall be Additional Insured: The City of Kodiak, including elected and appointed officials and all employees and volunteers thereof".

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

12. Indemnifications

Contractor shall indemnify and hold harmless the City and its elected and appointed officials, officers, employees, volunteers, agents and servants from and against any and all claims, demands, actions, losses, expenses, and liabilities for, or related to, loss of or damage to property or injury to or death of any persons relating to or arising or resulting in any way from the performance by the Contractor or any of its Subcontractors under the Agreement, or the Work provided or the condition or use thereof, regardless of any negligence of the City or its respective agents or employees, excepting only such loss, damage, injury or death which results solely from the negligence or willful misconduct of the City.

13. No Assignment or Subcontracting

Contractor was selected by the City to perform the services based, in part, upon the Contractor's skill. Contractor shall not assign, subcontract, or otherwise transfer this Agreement without the prior written consent of the City, which the City may, in its sole discretion, approve or deny without reason.

14. Compliance with Laws

Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and city laws and regulations Contractor understands that the City is an equal opportunity employer and therefore, maintains a policy which prohibits discrimination made unlawful by federal, state, or local law. Contractor agrees during the term of the Agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services.

EXHIBIT A – SCOPE OF SERVICES

SAMPLE