



**CIHA 3502 Spenard Road Janitorial Services
26T-CD-209**

CIHA Contact Information	CONTRACTOR Contact Information
Cook Inlet Housing Authority (CIHA)	
3510 Spenard Road	
Anchorage, Alaska 99503	Anchorage, Alaska
Phone: (907) 793-3000	Phone
Email: Procurement@cookinlethousing.org	Email:
A/P Email: CIHAap@cookinlethousing.org	Fed ID/SSN No.
Contracting Officer:	Contractor Contact:
Rashaad Esters, Procurement Manager	
Name Title	Name Title

Both **Cook Inlet Housing Authority (CIHA)** and **(Contractor)** shall be collectively referred to herein as the "Parties."

1. TERM OF CONTRACT

This Contract shall commence on the date it is fully executed by both Parties and shall remain in effect for a period of three (3) years from the date, with an option to extend for an additional two (2) one (1) year terms based on available funding, satisfactory performance, mutual consent and agreed upon pricing. The contract shall automatically renew unless either Party gives written notice of thirty (30) days prior to the expiration thereof.

2. SCOPE OF SERVICES

Contractor will provide all equipment and sanitizing supplies necessary to perform the duties as described within the Contract and maintain adequate inventory to ensure fulfillment of Contract. High quality antiviral products that kill germs and prevent contagious diseases should be used for cleaning. An up-to-date Safety Data Sheet (SDS) Manual shall be in the main janitorial closet and easily accessible and in plain view. Janitorial closets shall be kept orderly with all supplies and equipment stored properly. Keys will be given to contractor. The contractor is responsible for immediately contacting the Property Manager in the event of a lost or stolen key or change of employees. Janitorial staff will turn off all lights and lock all doors when janitorial services are complete. Doors that are left unlocked by tenant must remain unlocked. Harmony between Janitorial Staff and Tenants will be maintained. Requests for special janitorial services by the tenant will be assigned by the Building Management team. Contractor will report any requests or complaints made by the tenants to the Building Management team.

The Nave requires two types of regular cleaning, defined here, and described below in detail.

Regular weekly full-building cleaning: This type of cleaning includes both offices and event spaces as described below, and it takes place every week on a pre-scheduled recurring day

and time. On a monthly and annual basis, deep cleaning services described below are also to take place throughout the building.

Event call-out cleaning: This type of cleaning includes **only the event spaces**, and it takes place on an as-needed basis as specified by the building management team. Event spaces include entryway, lobby, main hall, kiosk, Weidner Community Room, elevator, main stairwell, from lobby to basement, basement restrooms, CIHA staff will notify contractor of the need for an event call-out cleaning by sending a calendar invitation for the day and timeframe of the cleaning. The Property manager will be copied on all requests for call-out cleaning services, as well.

3502 Spenard Weekly Services

- Empty all trash, replace with clean properly fitting liners, and wash receptacle as needed.
- Carpeted areas (including stairs and elevator) are to be vacuumed thoroughly, with light spot cleaning where needed. Vacuum walk-off mats. Any furniture that is moved for cleaning purposes must be moved back to the original spot and placed in a neat and orderly manner.
- All hard surface floors are vacuumed and washed each night with sanitizing cleaner.
- Door thresholds and floor transition tracks are to be swept and/or vacuumed, including building entrances/exit doors. Thresholds are to be vacuumed to remove any grit or dirt that could interfere with the lock mechanism of the doors.
- Dust all tables, file cabinets, and bookshelves that can be dusted without disturbing items.
- Breakrooms, kitchens, and coffee bar areas are to be cleaned of trash; counters, sinks and tables are wiped down, and all trash cans are to be emptied and liners replaced. All cupboard doors, drawers and refrigerator handles to be sanitized.
- Janitorial closet floors are to be swept and mopped with all trash removed and dumped.
- Sanitize all door handles and high-touch surfaces in the building.
- Dust/wipe clean basement hallway ledge and window ledges in lobby and main hall.
- Wipe clean any fingerprints from glass doors, door frames and trim, elevators and inside elevators.
- Wipe clean and sanitize all handrails.
- Wipe clean and sanitize water fountain.
- Wipe clean and sanitize conference room tables.
- Restrooms:
 - a) Clean and polish sinks, dispensers, and all chrome fixtures
 - b) Empty and clean disposals in stalls
 - c) Clean mirrors and frames
 - d) Sanitize floors; clean tile grout as needed
 - e) Sanitize toilets, toilet seats and urinals
 - f) Sanitize door handles and faucets
 - g) Clean and wipe down stall walls
 - h) Replenish bathroom toilet paper, paper towels, hand soap, seat liners, sanitary napkin disposal bags with appropriate commercial grade products and ensure all products are correct size to fit dispensers and all units are operating properly
 - i) Empty trash and replace all liners
- Summer only: sidewalks and curbs directly outside the entry doors to be swept
- Summer only: sweep front deck and stairs
- Sweep South covered landing and stairs
- Pick up trash around parking lot, sidewalks, landscaping and decks

3502 Spenard Monthly Services

- Dust all office doors, top and bottom

- Damp wipe any leather or plastic covered furniture
- Dust and polish door kick plates
- Dust picture frames, and clean glass frames
- Wash all interior windows including re-lights and window panels in office doors
- Damp wipe baseboards
- Clean dust from corners of carpeted areas
- Restrooms
 - a) Clean all wall surfaces around the sinks, including soap dispensers
 - b) Scrub and sanitize tiles surrounding the toilets and urinals
 - c) Wipe down doors to include doorknobs
 - d) Vacuum and dust air vents
 - e) Sanitize all trash containers

3502 Spenard Semi-Annual Services

- Clean all interior can light fixtures and fluorescent lamp tubes
- Carpet cleaning to be performed in all offices and common areas to manufacturer's specifications
- Vacuum exterior of all air vent covers, excluding those in the Main Hall

3502 Spenard Event Call Out Services

- **Interior:** Includes all interior services described in weekly services above, excluding office area in the back (West) end of the building.
 - a) Entrance carpets to be vacuumed, door handles and glass to be wiped clean; Lobby stairs and floors to be cleaned; Kiosk floors, counters and sink to be cleaned; Main Hall floors to be cleaned; all trash cans to be emptied, bags replaced, and receptacles to be cleaned as needed; back hallway and Green Room floors to be cleaned, counter and sink to be cleaned; Elevator to be vacuumed and wiped clean as needed; Basement hallway to be cleaned, including handrails and floors; Weidner Room floors, glass doors and handles, countertops to be cleaned; and main basement bathrooms to be cleaned according to weekly cleaning specifications above.
- **Exterior:** Includes all exterior services described in weekly services above, including checking the East/front deck for spills and trash, and checking for trash on the sidewalks, entrance and parking lot.

3. CONTRACTOR RELATIONSHIP

Contractor shall act as a contractor under this Contract, and neither the Contractor nor any employee or agent of the Contractor is an employee of CIHA due to this Contract and therefore, the Contractor is not entitled to any medical, dental, or other insurance benefits. The Contractor shall provide the services and achieve the results specified by CIHA free from direction or control of CIHA as to means and methods of performance.

4. TERM AND TERMINATION, RIGHTS AND REMEDIES

4.1 **Termination without Cause** - This Contract may be terminated by mutual consent of both Parties, or by either party upon thirty (30) days' written notice. Because circumstances may arise requiring CIHA to discontinue a program or project to which Contractor's activities relate, it is necessary for CIHA to have the right to terminate this Contract with Contractor without cause. Therefore, Contractor agrees that CIHA may at any time upon thirty (30) days' written notice terminate this Contract without cause and reimburse Contractor as described in Paragraph 4.3.

4.2 **Termination for Cause** - CIHA by written notice of default to the Contractor may

terminate the whole or any part of this Contract if the Contractor:

- i. Fails to provide services required by this Contract within the time specified or any extension agreed to by Contractor; or
- ii. Fails to perform any of the other provisions of this Contract or so fails to pursue the Work as to endanger performance of this Contract in accordance with its terms.

4.3 **Rights Upon Termination** - In the event of termination under this Contract, Contractor shall not have any claim for damages but has the following rights and responsibilities:

- i. Contractor will be responsible for the demobilization of the crews, equipment, and materials of Contractor, if necessary.
- ii. CIHA will pay Contractor on a pro rata basis for the portions of Work completed and materials delivered in accordance with the Contract prior to the notice, provided that, Contractor shall provide CIHA with a detailed, written report of the Work performed thereunder to the date of termination.
- iii. Any other reasonable costs incidental to the termination of the Contractor Contract, provided that CIHA has authorized these costs before the Contractor incurs them.

5. **COMPENSATION AND MANNER OF PAYMENT**

5.1 **Fees for Work**

- a. Contractor shall invoice CIHA for Work performed and will be paid for Work rendered as described in Contractor's Quote dated **00/00/2025**.
- b. Invoices for services performed will be submitted monthly to PTP Management. Payment of invoices is due and owing thirty (30) days from the receipt of the invoice. Contractor shall keep an accurate record of all hours worked and shall include an accurate accounting of it on each monthly invoice. In addition, a written monthly report shall be attached, describing activities for the month. Invoices shall reference CIHA's contract control number and if applicable, the name of the CIHA employee requesting services.
- c. Invoices shall be sent to PTP Management by one of the following methods: 1) email to ap@ptpmanagement.com; or 2) mail to Cook Inlet Housing Authority, c/o PTP Management Inc. 400 D. Street, Suite 300, Anchorage, Alaska 99501.

6. **REPRESENTATIONS AND WARRANTY**

- 6.1 **Representations** - Contractor represents that it is customarily in business of the same nature as the Work to be performed hereunder and that the Work shall comply with all federal, state and local laws and regulations.
- 6.2 **Warranty** - Contractor warrants to CIHA that all Work will be of good and workmanship quality, free from faults and defects. Contractor shall correct promptly any Work of its own or its subcontractors found to be defective or not in compliance with the terms of this Contract.

7. **OWNERSHIP; PUBLICATION; REPRODUCTION; USE OF MATERIAL**

Except as otherwise provided herein, all data, documents and other copyrightable materials produced by Contractor under this Contract shall be the property of CIHA, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents or other materials. Exclusive rights shall not be attributed to portions

of such materials presently in the public domain or which are not subject to copyright.

8. INDEMNITY AND INSURANCE REQUIREMENTS

To the fullest extent permitted by law, Contractor shall release, defend, indemnify and hold Cook Inlet Housing Authority (CIHA), its subsidiaries, directors, officers, agents, officials, employees and consultants (collectively, "Indemnified Parties") harmless from and against all claims or loss, including without limitation any and all demands, suits, expenses, damages, fines, charges, liens, actions or liability of any nature, kind or character whatsoever, and including without limitation, claims or loss resulting from injury, death, economic loss, violation of statutes, ordinances, constitutions or other laws, rules or regulations, contractual claims, attorneys' fees, costs or expenses or any other kind of loss (collectively, "claims or loss"), related to, resulting from or arising directly or indirectly out of the activities of Contractor, the performance, failure of performance or breach of any term of this Contract by Contractor, or by any person or entity employed by Contractor in the performance of this Contract, regardless of whether such claim or loss is caused in part by Indemnified Parties.

Contractor's responsibility for defense and indemnification extends to and includes any claim or loss alleging acts or omissions by Indemnified Parties that are said to have contributed to the claim or loss. However, Contractor shall not be required to indemnify an Indemnified Party for any claim or loss that results from the sole negligence or willful misconduct of the Indemnified Party.

In any and all claims against the Indemnified Parties by any employee of Contractor, anyone directly employed by Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Contractor agrees that as part of any subcontract, its subcontractor shall provide assurance of defense and indemnity in CIHA's favor that are identical in scope as those assumed by Contractor under the terms of this Contract.

The requirement of any insurance required of Contractor under this Contract shall not limit Contractor's indemnification responsibilities under this section in any way.

9. INSURANCE AND LIABILITY

9.1 Insurance

Without limiting the Contractor's indemnification responsibilities, it is agreed that Contractor shall purchase, at its own expense, and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Such policies shall be primary and noncontributory to any policies held by CIHA.

Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, CIHA shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Manager of Procurement prior to fully executing the Contract, and as a condition of payment, Contractor shall purchase and maintain insurance that will protect it from the claims arising out of its operations under the Contract, whether the operations are by Contractor, or any of its consultants or subcontractors or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. This includes Worker's Compensation Insurance, Employer's Liability Insurance, Comprehensive General Liability Insurance and Automobile Liability Insurance.

Contractor's insurance shall name Cook Inlet Housing Authority (CIHA) as additional

insured, except for Worker's Compensation. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under Alaska Statutes Title 21. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this Contract and shall be grounds for termination of the Contractor's services. All insurance companies obligated under the following described policies must have a best rating of "A - VII" or better as identified in the A.M. Best Insurance Rating Guide, most recent edition.

9.2 **Minimum Limits of Liability**

Contractor shall maintain with a company satisfactory to CIHA at least the limits of liability set forth below. The requirements of this section shall not limit Contractor's indemnification responsibilities as provided in the Contract.

- i. **Worker's Compensation and Employers' Liability**: The Contractor shall provide and maintain, for all employees engaged in work under this Contract, coverage as required by AS 23.30.045; and, where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. This policy must waive subrogation against Cook Inlet Housing Authority.
 - i. Workers Compensation - Statutory limits
 - ii. Employers Liability - \$1,000,000 Each Accident, \$1,000,000 Disease - Each Employee; \$1,000,000 Disease - Policy Limits
- ii. **Commercial General Liability Insurance**: Covering all business premises used by and operations conducted by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit per occurrence. This policy must waive subrogation against Cook Inlet Housing Authority.
 - i. \$1,000,000 Each Occurrence
 - ii. \$2,000,000 General Aggregate
 - iii. \$2,000,000 Products/Completed Operations Aggregate
 - iv. \$1,000,000 Personal and Advertising Injury
 - v. \$50,000 Fire Damage Legal Liability (any one fire)
 - vi. \$5,000 Medical Expense (any one person)
- iii. **Commercial Automobile Liability Insurance**: Covering all vehicles, owned, hired or non-owned, used by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit of bodily and property damage. This policy must waive subrogation against Cook Inlet Housing Authority.

10. **CONFLICT OF INTEREST AND CONFIDENTIALITY**

10.1 **Confidentiality** - All information obtained by Contractor from CIHA related in any way to the Contract or Work to be performed there under is confidential and proprietary to CIHA. Contractor shall not use or re-disclose such confidential information for any purpose other than the performance of the Contract. CIHA shall retain ownership of all confidential information disclosed to the Contractor and upon written request by CIHA; Contractor shall return to CIHA all such confidential information. The return of the information shall not terminate any of Contractor's obligations hereunder. Contractor shall be responsible for any breach by its employees or subcontractors of this section and the resulting damages.

10.2 **Conflict of Interest**

- a. Contractor affirms that to the best of his/her knowledge there exists no actual or potential conflict between Contractor's family, business, or financial interests and

his/her services under this Contract, and in the event of change in either his/her private interests or services under this Contract, he/she will inform **CIHA's Procurement Manager** regarding possible conflict of interest, which may arise as a result of such change. Except as to the regular operation of Contractor business, during the term of this Contract, the Contractor, its employees and its agents who are privileged **to gain access to** confidential information, will not enter into any activity, employment, or business arrangement which conflicts or competes with the business interests of CIHA, its subsidiaries, parents or affiliates, or with Contractor obligations under this Contract. In addition to the foregoing, Contractor shall not, for any reason:

- i. Use his/her status as a Contractor of CIHA to obtain for his/her personal use, any loans, goods, services, cash, employment, or other benefits from any person or entity on terms which would not otherwise be available to him/her;
- ii. Make any statement or perform any act intended to advance the interests of any competitor of CIHA in any way that could materially and adversely affect CIHA; or
- iii. Solicit any employee of CIHA to join him/her in the formation or operation of any business intended to compete with CIHA or solicit the possible future employment of such employee by any such business.

In the event of doubt concerning the applicability of any of the foregoing to any proposed activity by Contractor, Contractor before engaging in such activity shall consult with **CIHA's Procurement Manager** before engaging in the proposed activity. The duty of CIHA and Contractor to maintain confidentiality of information under this Section continues beyond the term of this Contract, or any extensions or renewals of same.

11. EQUAL EMPLOYMENT OPPORTUNITY

The Contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. The Contractor shall post in conspicuous places, accessible to employees and applicants for employment, at the location of the grant project, notices setting out the provisions of AS 18.80.220. The Contractor shall state, in all solicitations or advertisements for employees to work on this project, that the Contractor is an equal opportunity employer (EEO) and that all qualified applicants will be considered for employment without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. The Contractor shall include the provisions of this EEO article in every subcontract relating to this Contract and shall require the inclusion of these provisions in every agreement entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor.

12. ENTIRE CONTRACT

This Contract represents the entire agreement between the Parties superseding any prior or concurrent Contracts as to the services being provided, and no oral or written terms or conditions, which are not contained in this Contract, shall be binding. This Contract may only be amended by written consent of the Parties and made a part of this Contract.

13. NOTICES

Any notice required pertaining to the subject matter of this Contract shall be made in writing for delivery in person or by mail, properly addressed to each party to whom given, with

postage and charges prepaid, to the individual named and at the address listed on page one (1) of this contract. A notice shall be deemed given only when received by the party to whom such notice is directed, except that any notice given by registered or certified mail, or by facsimile, shall be deemed given to and received by the party to whom directed within twenty-four (24) hours after such notice is sent, or when actually received, whichever occurs first.

14. ASSIGNMENT

Neither this Contract nor any rights, duties or interest hereunder shall be assigned by any party without the prior written consent of the other(s). The preceding notwithstanding, this Contract shall be binding upon and inure to the benefit of the parties hereto and their respective partners, successor and assigns.

15. FORCE MAJEURE

CIHA and Contractor shall not be liable for their respective failure to perform any of their obligations under the Contract if prevented from performing such obligations by a cause beyond their reasonable control which, by the use of due diligence, CIHA or Contractor, as the case may be, shall not have been able to overcome, including but not limited to, acts of God, natural disaster, civil commotion, quarantine, fire, labor disputes or any action or non-action of the United States government, and including changes in existing legislation affecting the subject matter of this Contract.

16. ATTACHMENTS

The following attachments are included and made a part of this Contract:

- A. Request for Proposal 26T-CD-209 CIHA 3502 Spenard Road Janitorial Services

The following attachments are included and made a part of this Contract by reference:

- B. Current Certificate of Insurance
- C. Current State of Alaska Business License

17. CONTROLLING LAW

This Contract shall be governed by and interpreted in accordance with the laws of the state of Alaska. Any legal action arising out of or relating to this Contract shall be brought and heard only in a state or federal court located in Anchorage, Alaska. Both Contractor and CIHA submit to the personal jurisdiction of these courts and waive any right to change or challenge the venue specified above.

IN WITNESS WHEREOF, the parties hereto have executed this Contract in and hereby agree to its terms and conditions. This Contract is effective the date of the signature of CIHA herein.

CONTRACTOR:

CIHA:

COOK INLET HOUSING AUTHORITY

Print Name

Print Name

Title

Title

Date

Date

SAMPLE