



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

**Native Village of Eyak**  
**2019-2020 Janitorial Services Bid Description**

Contract start date April 14, 2019. This contract is for one year and put up for re-bid each year.

Native Village of Eyak provides basic cleaning supplies and some equipment such as vacuum cleaners, dusters; other supplies or equipment must be supplied by bidder.

Janitorial contractors are also required to complete specialized training/education in order to meet OSHA clinical regulations. Contractors must be over the age of 18. Some areas that are considered sensitive and/or have specific requirements will need to be cleaned when NVE staff is present (specified times below). Correct sanitizing solution formulas must be used when mixing concentrated cleaners. All supply requests should be submitted to NVE Office Manager.

**Cleaning Schedule**

Native Village of Eyak (appx. 5856 square feet) (excludes SART room)	Monday, Wednesday, Friday	Evenings
Ilanka Cultural Center (appx. 1500 square feet)	Wednesdays	8:15am
Public Health Nurse (appx. 1500 square feet)	Monday-Friday	Evenings (when PHN onsite)
	Once a week	Evenings (when PHN offsite)
Ilanka Community Health Center (appx. 4600 square feet) (excludes ultrasound room)	Monday	5:00pm
	Tuesday-Friday	Evenings (medical offices Fridays only)
	Saturdays	Evenings (clinic side only)
Ilanka Wellness Space (appx. 450 square feet)	Saturdays	Evenings
Masonic Hall (appx. 1800 square feet)	As needed by NVE	Time will vary
Duplex Units (appx.750 square feet)	As needed by NVE	Time will vary
Rental House (appx. 750 square feet)	As needed by NVE	Time will vary



---

10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

---

## Cleaning Duties

### Native Village of Eyak and Ilnka Cultural Center

#### Each time

- clean all bathrooms: completely scrub inside/outside of toilet, wipe down sinks/backsplash, walls around toilet, wipe down all horizontal surfaces, mirrors, replace soap, paper towels and toilet paper, wipe down all garbage cans as needed, empty/replace all garbage bags and sweep/mop floors
- clean all kitchens: wash/put away dishes in sink, wipe down sinks/backsplash, all counter tops, stove top, inside/outside of microwave and outside of refrigerator, replace soap and paper towels, wipe down all garbage cans as needed, empty/replace all garbage bags and sweep/mop floors
- dust/wipe down desks and all horizontal surfaces (tables, cabinets, bookshelves, window ledges, heat registers, etc.)
- vacuum all carpeted areas, sweep/mop all hard floors
- empty/replace all garbage bags (including lower lobby and paper shredders)
- spot clean walls, doors and windows for smudges hand prints
- make list of any necessary replacement items and give to NVE Office Manager

#### Each week

- clean all kitchens: scrub wall around garbage can, wipe down all horizontal surfaces (move items as needed), sinks/backsplash, cabinets, doorknobs, window sills and any tables or chairs, sweep/mop floors (move items as needed)
- shake out/vacuum beneath throw rugs
- remove any dust or cobwebs
- wipe down all window sills and heat registers
- vacuum interior stairs, lower lobby and beneath all desks
- vacuum and wipe down elevator (including elevator tracts)
- spot clean carpet

#### Every 6 months

- wash insides of windows and high surfaces such as outside of light covers (does NOT include whale skeleton)

### Cordova Public Health Nurse

#### Each day (5 days per week when PHN onsite)

- clean bathroom: completely scrub inside/outside of toilet, wipe down all horizontal surfaces, walls around toilet, mirrors, sink/backsplash, replace soap, paper towels and toilet paper, wipe down all garbage cans, empty/replace all garbage bags and sweep/mop floors
- clean/sanitize all germicidal cleaners and specimen pass-through windows (wall between bathroom and lab)



---

---

**10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska**

- wipe down all sinks/backsplash, chairs, exam tables, all countertops
- sanitize all toys (sanitizing solution must consist of 1 tablespoon bleach to 1 gallon of water)
  - submerge small/medium rubber and plastic toys in tub of sanitizing solution and wipe dry
  - wipe down electronic and large rubber and plastic toys with rag dipped in sanitizing solution and wipe dry
- remove any dust or cobwebs
- make list of any necessary replacement items and give to NVE Office Manager

**Each Week**

- dust/wipe down desks and all horizontal surfaces (tables, cabinets, bookshelves, window ledges, heat registers, etc.)
- spot clean walls, doors and windows for smudges and hand prints
- shake out/vacuum beneath throw rugs

**Every 6 months**

- wash insides of all windows, dust lighting fixtures

**As Needed**

- refill water bottles in water dispensers as needed

**Ilnaka Community Health Center**

**Each time**

**Reception, waiting room and hallways**

- wipe down/sanitize all doorknobs, chairs, tables, TV, countertops, wall-mounted toys and waiting room chairs
- spot clean walls, doors and windows for smudges and hand prints
- wipe down all ledges, window sills, kickboards, and heat registers
- sanitize all toys (sanitizing solution must consist of 1 tablespoon bleach to 1 gallon of water)
  - submerge small/medium rubber and plastic toys in tub of sanitizing solution and wipe dry
  - wipe down electronic and large rubber and plastic toys with rag dipped in sanitizing solution and wipe dry
- put any loose magazines back into wall rack and/or stack neatly on lobby tables
- sweep/mop all hard floors
- shake out/vacuum beneath throw rugs
- remove any dust or cobwebs
- wipe down all garbage can, empty/replace all garbage bags



---

10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

### **Kitchen**

- wipe down all horizontal surfaces (move items as needed), sinks/backsplash, cabinets, doorknobs, window sills and any tables or chairs
- wash/put away dishes in sink/backsplash, wipe down inside/outside of microwave and outside of refrigerator
- sweep/mop floors
- spot clean walls, doors and windows for smudges and hand prints
- remove any dust or cobwebs
- replace soap and paper towels
- wipe down all garbage cans as needed, empty/replace all garbage bags

### **Bathrooms**

- completely scrub/sanitize inside/outside of toilet, wipe down walls around toilet, all horizontal surfaces, door knobs, mirrors, clean sink/backsplash, replace soap, paper towels and toilet paper, empty/replace all garbage bags, and sweep/mop floors
- clean/sanitize all germicidal cleaners and specimen pass-through windows (wall between bathroom and lab)

### **Offices (including admin and medical)**

- spot clean walls, moldings, doors and windows for smudges and hand prints
- wipe down all ledges, window sills, kickboards, heat registers and electric cords
- wipe down/sanitize all doorknobs, chairs, tables, desks, cabinet doors/drawers and countertops
- wipe down/sanitize all garbage cans, empty/replace all garbage bags
- dust ceiling air vent returns (if needed)
- sweep/mop all hard floor surfaces
- shake out/vacuum beneath throw rugs
- vacuum all carpeted areas
- remove any dust or cobwebs

### **Exam Rooms**

- wipe down/sanitize all doorknobs, chairs, cabinet doors/drawers, sinks, countertops wall-mounted toys and telephones (move items as needed)
- refill soap, paper towels and tissue dispensers (as needed)
- dust ceiling air vent returns (if needed)
- spot clean walls, moldings, doors and windows for smudges and hand prints
- wipe down/sanitize all exam tables, including tops, sides, stirrups, foot rests and pumps (lift back paper)
- wipe down/sanitize all garbage cans, empty/replace all garbage bags
- sweep/mop all floors (move items as needed)



---

10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

### **Janitor closet/equipment**

- Be sure to use correct sanitizing solution formulas when mixing concentrated cleaners
- keep all janitor closets clean, swept and mopped
- keep all cleaning equipment (brooms, mops, vacuums, rags, dusters, etc.) neat and clean
- keep up on inventory of cleaning and refill supplies, including all soaps, paper towels, toilet paper, tissue, garbage bags, etc.
- for ALL areas above, make list of any necessary replacement items and submit to NVE Office Manager

### **Ihanka Wellness Center**

#### **Each time**

- clean all bathrooms: completely scrub inside/outside of toilet, wipe down sinks/backsplash, walls around toilet, wipe down all horizontal surfaces, mirrors, replace soap, paper towels and toilet paper, wipe down
- empty/replace all garbage bags
- dust/wipe down desks and all horizontal surfaces (tables, cabinets, bookshelves, window ledges, heat registers, etc.)
- vacuum all carpeted areas, sweep/mop all hard floors
- empty/replace all garbage bags (including lower lobby and paper shredders)
- spot clean walls, doors and windows for smudges hand prints
- make list of any necessary replacement items and give to NVE Office Manager

#### **Each Week**

- sweep all hallway and stairs

#### **Every 6 months**

- wash insides of all windows, dust lighting fixtures

#### **As Needed**

- refill water bottles in water dispensers if empty

### **Masonic Hall**

#### **Each time**

- clean bathroom: completely scrub inside/outside of toilet, wipe down walls around toilet, wipe down all horizontal surfaces, mirrors, clean sink/backsplash, replace soap, paper towels and toilet paper, wipe down all garbage cans as needed, empty/replace all garbage bags and sweep/mop floor

## Native Village of Eyak

110 Nicholoff Way

P.O. Box 1388

Cordova, Alaska 99574-1388

P (907) 424-7738 \* F (907) 424-7739

www.eyak-nsn.gov



---

### 10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

- clean kitchen: wash/put away dishes in sink, clean sink/backsplash, wipe down window sill, all counter tops, stovetop, inside/outside of microwave and outside of refrigerator, empty/replace garbage bags, sweep/mop floor
- sweep/mop all wood floor surfaces, including hallway (using cleaner approved for wood floors)
- wipe down window sills, heat registers and tables
- wipe down all garbage cans as needed, empty/replace all garbage bags
- spot clean walls, doors and windows for smudges and hand prints
- remove any dust or cobwebs
- make list of any necessary replacement items and give to NVE Office Manager

## Duplex and Rental House

### Each time

- clean kitchen: wash/put away dishes in sink, wipe down insides/outside of drawers and cabinets, counters, inside/outside of microwave and refrigerator, wipe down all garbage cans as needed, empty/replace all garbage bags and sweep/mop floor
- clean bathroom: completely scrub inside/outside of toilet, wipe down walls around toilet, insides/outside of drawers and cabinets, all horizontal surfaces, mirrors, clean sink, replace toilet paper, wipe down all garbage cans, empty/replace all garbage bags and sweep/mop floor
- wash/dry all linens (including towels, pot holders, bedding, etc.), remake beds, vacuum/steam clean furniture, sweep/ mop floors, wipe down laundry area (including washer/dryer, inside cabinets and shelves)
- wipe down all horizontal surfaces (tables, cabinets, bookshelves, window ledges, heat registers, etc.), blinds, windows, window sills, heat registers, tables, dressers and TVs
- sweep/mop all wood floor surfaces (using cleaner approved for wood floors)
- shake out/vacuum beneath throw rugs
- remove any dust or cobwebs
- wipe down all garbage cans as needed, empty/replace all garbage bags
- spot clean walls, doors and windows for smudges and hand prints
- make list of any necessary replacement items and give to NVE Office Manager

Native Village of Eyak  
110 Nicholoff Way  
P.O. Box 1388  
Cordova, Alaska 99574-1388  
P (907) 424-7738 \* F (907) 424-7739  
www.eyak-nsn.gov



---

10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Service to include all NVE buildings and rental space as specified in bid packets, available at NVE main office.

Bids may be handwritten or typed, minimum information must include:

- Date
- Bid amount (monthly)
- Name of bidder
- Name of bidder's business (if applicable)
- Mailing address
- Email address
- Phone number
- Signature

Bids should be calculated on square footage of spaces, provided in bid packet. Copy of current business licenses must also be included.

Bids will only be accepted in sealed envelopes. Address to ATTN: NVE Janitorial Bid 2019-2020. **Bids must be received in NVE office by 5:00pm Thursday, April 11, 2019.** Late bids will not be considered.

Winning bid will be selected the following business day. Successful bidder must be available to meet with NVE Office Management as soon possible, if not immediately, upon being selected. For questions or more info, contact Reyna Newirth (907) 424-7738.

Contract start date April 14, 2019. Work to begin no later than April 14, 2019. NVE reserves the right to reject any and all bids.