



ANCHORAGE SCHOOL DISTRICT

Purchasing Department
4919 Van Buren Street
Anchorage, AK 99517-3137

REQUEST FOR PROPOSAL

THIS IS NOT AN ORDER

Show the following on the outside of the sealed quote envelope:
RFP 2026-622 BUILDING AUTOMATION SYSTEMS

ISSUED DATE:
April 16, 2026

DUE: **Prior to 10:00 a.m., Local Time**
DATE: **May 14, 2026**

The Anchorage School District (referred to as the “District” or the “ASD”) invites sealed proposals from qualified persons/firms to submit BUILDING AUTOMATION SYSTEMS to the District for consideration of adopting as District Standards in accordance with the following documents that are a part of this RFP 2026-622:

Cover Page	This Notice/Cover Page	Consisting of 1 Page
Section I	Instructions to Offerors	Pages 2 – 11
Section II	Evaluation of Proposals	Pages 12 – 14
Section III	Proposal Format	Pages 15 – 18
Section IV	Specifications and Scope of Services	Pages 19 – 20
Attachment A	Proposal Transmittal Form	Consisting of 1 page
Attachment B	Fee Proposal Form (Schedule A)	Consisting of 3 pages
Attachment C	Mandatory Requirements	Consisting of 2 pages
Attachment D	ASD Automation Performance Specifications	Consisting of 5 pages
Attachment E	Offeror’s Checklist	Consisting of 1 page

AVAILABILITY OF RFP: This Request for Proposals (.pdf) is available electronically at the District’s Purchasing website: <https://www.asdk12.org/departments/support-services/purchasing-and-warehouse-dept/purchasing-and-warehouse/vendor-info>

PLAN HOLDER’S LIST:

A copy of the current plan holder’s list can be viewed at:
http://apps.asdk12.org/depts/purchasing/meeting/Plan_Holders/2026/622.xlsx

SUBMISSION OF PROPOSALS: Proposals must be submitted to the Anchorage School District Purchasing Department, 4919 Van Buren ~~Street~~, Anchorage, Alaska 99517-3137 prior to the time specified above. Proposals received after that time will not be considered and will be returned. FAXED or ELECTRONIC proposals are not acceptable. Proposals must be submitted in a SEALED package with the outside of the package clearly marked with offeror’s name, address, and phone number, and as follows:

REQUEST FOR PROPOSALS 2026-622 BUILDING AUTOMATION SYSTEMS
DUE: Prior to 10:00 a.m., Local Time
DATE: May 14, 2026

PRE-PROPOSAL CONFERENCE: A **pre-proposal conference will be held at 10:00 a.m., Local Time, April 22, 2026** in the conference room of the Anchorage School District Purchasing Department, 4919 Van Buren Street, Anchorage, Alaska, to discuss any matter concerned with this RFP. Prospective offerors are encouraged to participate by teleconference by calling (907) 742-6750. The line will be available approximately 5 minutes prior to the conference start time.

People needing reasonable accommodation in order to participate in this solicitation should contact the Anchorage School District ADA coordinator at (907) 742-4130 at least one week in advance of the pre-proposal meeting.

END OF COVER PAGE

SECTION I
INSTRUCTIONS TO OFFERORS

A. GENERAL REQUIREMENTS

This solicitation is a REQUEST FOR PROPOSALS (“RFP”) governed by applicable Anchorage School Board Policies, including Section 3311 and 3312 of such Policies. Anchorage School Board Policies are available at <http://www.boardpolicyonline.com/?b=anchorage>. Offerors should read this RFP carefully and review all instructions contained herein. Incomplete or incorrect proposals may be rejected as not conforming to the essential requirements of the RFP. Proposals submitted on other than the prescribed forms contained in this RFP will be rejected. Offerors may copy the forms contained in the RFP for use in their proposals, but substitute forms or formats are unacceptable. Electronic copies of the forms which offerors must submit as part of any proposal, if any—if not provided with this RFP—may be obtained by contacting the Anchorage School District Purchasing Department. Forms shall not be altered except to supply requested offeror information.

B. INTENT OF SPECIFICATIONS

The Anchorage School District desires to evaluate and select multiple Building Automation systems (BAS) to be recommended and approved District Standards on future projects in accordance with Anchorage School District Board Policy (“BP”) 3311, Administrative Regulation (“AR”) 3311.1(b). A Building Automation system may include any or all of the following: Building Management Software, Direct Digital Control Systems, HVAC Equipment Controllers, Control Panels, Zone Controllers, Variable Frequency Drives, Temperature Sensors, Pressure Sensors, Control Valves, Actuators, Relays, and miscellaneous building control components. All systems do not have to be by the same manufacturer but are required to be represented and installed by the same Vendor. Any resulting contract may be awarded as part of a capital project or direct purchased through the District. The offeror will be expected to complete any future contract in accordance with all of its terms and conditions and in compliance with all applicable laws. The scope of work is considered performance oriented, and it is the intent of the District to rely on the experience and expertise of the offeror to fully appraise itself of the work required to fulfill the terms of any contract resulting from the RFP.

C. EXAMINATION OF DOCUMENTS

Offerors should read this Request for Proposals carefully and review all instructions contained herein. The submission of a proposal shall constitute acknowledgement that the offeror has thoroughly examined and is familiar with the solicitation documents.

D. CONDITIONS OF THE WORK

Each offeror must acquaint itself thoroughly as to the character and nature of the services to be provided to fulfill the requirements of the RFP.

E. QUESTIONS; METHOD FOR CLARIFICATION

Any offeror in doubt as to the true meaning of any part of this RFP may submit to the District a written request for an interpretation thereof. Questions must be received by the District’s Purchasing Department no later than seven (7) calendar days prior to the date set for the submission of proposals. If such date falls on a weekend or holiday, the deadline shall be the last business day before the weekend or holiday. Oral questions cannot be answered and are not binding for this RFP. Questions can be submitted as follows:

Reference: RFP 2026-622 Building Automation Systems
Email: purchasing@asdk12.org
Attn: Shannon Powers, Senior Purchasing Agent

Two types of questions generally arise. One may be answered by directing the offeror to a specific section of the RFP. These questions may be answered by direct communication to the offeror submitting the question. Questions which, in the opinion of the Purchasing Director require a more detailed or complex reply or require an answer that may affect responses to this RFP or may be prejudicial to other prospective offerors, will be answered by issuing an addendum to all RFP plan holders prior to the submittal opening.

F. ERRORS AND AMBIGUITIES

Offeror comments concerning discrepancies, defects, ambiguities or other errors in the RFP must be made in writing and received by the District's Purchasing Department at least seven (7) days prior to the date set for the submission of proposals. If such date falls on a weekend or holiday, the deadline shall be the last business day before the weekend or holiday. Comments can be delivered as set forth in Section E, above. Any clarifications, changes or corrections to the RFP will be made only by written notice or addendum issued by the District.

If an offeror fails to notify the District of a discrepancy, defect, ambiguity or other error in the RFP, the offeror's proposal shall be submitted at the offeror's own risk and if a contract is awarded as a result of such proposal, the offeror shall not be entitled to additional compensation or other consideration by reason of the discrepancy, defect, ambiguity or other error, or its later correction or clarification. Protests based on any error or omission, or on the content of the solicitation, will be disallowed if the fault has not been brought to the attention of the District, in writing, at least five (5) days prior to the date set for submission of proposals. If such date falls on a weekend or holiday, the deadline shall be the last business day before the weekend or holiday.

G. ADDENDA

Addenda may be issued when changes, clarifications, or amendments to this RFP are deemed necessary by the District for any reason. If an addendum is issued, the District will make reasonable efforts to ensure that each prospective offeror receives the addendum in a timely fashion. However, the risk of non-receipt of any addendum lies solely with prospective offerors. Offerors should contact the District at the addresses set forth in Section E, above, to ascertain if any addenda have been issued. Offerors must acknowledge receipt of each addendum issued in the space provided on the appropriate addendum form and submit such signed addendum with the proposal. No oral change or interpretation of this RFP shall be relied upon by prospective offerors or shall be binding on the District whether issued at a pre-proposal conference or otherwise.

H. SUBMISSION OF PROPOSALS

1. All proposals, addenda, and forms must be manually signed. **One (1) original and nine (9) copies of the proposal, for a total of ten (10).**
2. Proposals delivered by telefax, facsimile or by electronic means are not acceptable and will not be considered.
3. Signed and sealed Proposals must be at the District Purchasing Department on or before the time and date stated on the face page of this RFP. Offerors are solely responsible for ensuring that the offeror's proposal package is received by the District's Purchasing Department by the deadline.
4. Late proposals will not be considered and will be returned to the offeror unopened.
5. Photographs may be included with a proposal as appropriate or as desired by the offeror. Photographs will not be returned to an offeror.
6. Offerors may submit only one proposal for evaluation.

7. No responsibility will attach to any officer or agent of the District for the premature opening of, or the failure to open, a proposal not properly addressed and identified.

I. FEE PROPOSAL

Each proposal shall specify prices on the Fee Proposal Form (Schedule A) typed or written in ink for each item called for. In case of discrepancies between unit prices and the sum total specified, if a price is specified in both written words and numbers and there is a discrepancy between the two, the written words shall govern.

The fee shall include a fixed price that will be weighed as part of the system evaluation. That price will include all costs for provision of the software and system integration required by this RFP. The offeror will be asked to provide unit pricing for common system components, which the District shall use for purchases for maintenance and repair if the offered system is selected. The unit pricing on these components will be in effect for two calendar years after acceptance of the offered system for direct purchases by the District.

J. LOCAL PREFERENCE

Does not apply to this Solicitation.

K. FIRM OFFER

Offers made in response to this RFP must be good and firm for a period of one hundred and twenty days (120) calendar days from the date specified for submittal of proposals.

L. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written request delivered to the District Purchasing Director (fax is acceptable) prior to the time specified for submittal. Proposals not withdrawn prior to the specified time may not be withdrawn for a period of ninety (90) calendar days after the time for receipt of proposals.

M. DISTRICT NOT RESPONSIBLE FOR PREPARATION COSTS

Each offeror understands and agrees that it submits its proposal at its own risk and expense and releases the District from any claim for damages or other liability arising out of the Request for Proposals and award process, including but not limited to: proposal preparation costs and costs associated with any challenge (administrative, judicial or otherwise (including attorney fees)) to the determination of the highest ranked proposal and/or award of contract and/or rejection of proposals, except as follows: in the event that a contract is awarded to one offeror, and it is determined after award of the contract that it should have been awarded to some other offeror, the only financial liability of the District, if any, to the aggrieved offeror shall be actual costs reasonably incurred by that offeror in the preparation and submittal of its proposal. No other obligation of any sort is created nor may liability, financial or otherwise, be asserted against the District, its Board, Board members, employees, agents or insurers to offer to award or award a contract. By submitting a proposal, each offeror agrees to be bound in this respect.

N. REJECTION OF PROPOSALS

1. Offerors must comply with all the terms of this RFP, and all applicable local, state, and federal laws, codes and regulations. The District may reject any proposal that does not comply with all the material and substantial terms, conditions, and performance requirements of this RFP and any proposal which contains information or material which cannot be verified or otherwise confirmed for purposes of determining responsiveness to the solicitation.

2. The District reserves the right to waive informalities and minor irregularities, and/or reject any and all proposals, and to not award the proposed contract, if in its best interest. "Informalities and minor irregularities" means matters of form rather than substance which are evident from the submittal or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and that can be waived or corrected without prejudice to other offerors. These include items that:
 - Do not affect responsiveness;
 - Are merely a matter of form or format;
 - Do not change the relative standing or otherwise prejudice other offers;
 - Do not change the meaning or scope of the RFP;
 - Are trivial, negligible, or immaterial in nature;
 - Do not reflect a material change in the work, or;
 - Do not constitute a substantial reservation against a requirement or provision of the RFP.

O. SELECTION AS DISTRICT STANDARD

1. Selection as a District Standard will be accomplished in accordance with BP 3311, AR 3311.1(b), and the terms and conditions of this solicitation. A recommendation as a District Standard, based upon the evaluation criteria specified in this RFP, will be made to the Anchorage School Board for approval.
2. The District may select and approve multiple District Standards on the basis of initial proposals received, without discussions. Therefore, each proposal should contain the offeror's best efforts from a technical standpoint.
3. For those awards requiring Board approval, the District's Purchasing Department will make public in the Purchasing Department each notice of Intent to Award seven (7) calendar days prior to the scheduled date for award by the Board. Offerors may, upon request to the Purchasing Department, review the proposal scoring summary prior to the scheduled Board award date.
4. Any subsequent contract awarded as a result of this solicitation establishing one or more District Standards will incorporate the contents of this RFP and the successful offeror(s) proposal, subject to the reservations set forth herein for provisions of a proposal that do not comply with material and substantial terms, conditions, and requirements of this RFP or that impermissibly restrict the rights of the District. Any contract awarded as a result of this solicitation establishing a District Standard as part of this RFP will comply with its terms.

P. NEGOTIATIONS FOR CLARIFICATION

After final evaluation, the District may negotiate with offerors to clarify information within their proposals. Negotiations, if held, shall be within the scope of the RFP. The District reserves the right to change terms and conditions during negotiations.

Q. RESPONSIBLE OFFERORS

1. A recommendation for approval as a District Standard will be extended only to prospective offerors who are determined to be responsible.
2. In order to determine responsibility of a prospective offeror, the District may require offerors to supply additional information or documentation and may perform on-site surveys. Failure of an offeror to promptly cooperate or supply information in connection with a District inquiry with respect to responsibility may result in a determination of non-responsibility with respect to the offeror.

3. To be determined responsible, a prospective offeror must:
- a. Have adequate financial resources to perform if a contract is issued as a result of being recommended and approved as a District Standard or the ability to obtain them;
 - b. Be able to comply with any future contract performance schedule taking into consideration all existing other business commitments;
 - c. Have a satisfactory performance record;
 - d. Have a satisfactory record of integrity, and business ethics;
 - e. Have the necessary organization personnel, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
 - f. Have the necessary equipment and facilities or the ability to obtain them; and
 - g. Be otherwise qualified and eligible to receive a future award under applicable laws and regulations.

R. RECOMMENDATION AS A DISTRICT STANDARD

1. Recommendation and Approval as a District Standard.
 - a. Selection of the successful offeror(s) will be by a notice in writing signed by a duly authorized representative of the District and no other act of the District, or its representative will constitute an acceptance of a proposal.

S. AGGRIEVED OFFERORS

1. Protest
 - a. An interested party may protest a solicitation or a proposed award of a contract.
 - i) A protest as to the specifications and/or terms and conditions of a solicitation must be received by the Purchasing Director at least five (5) calendar days prior to the due date of the bid or proposal; failure to protest as provided herein constitutes a waiver of any objection to the solicitation.
 - ii) For construction projects and architectural/engineering design services, the protest of a proposed award of a contract must be received by the Purchasing Director within ten (10) calendar days after issuance of the notice of intent to award.
 - iii) For goods or services, the protest of a proposed award of a contract must be received by the Purchasing Director within seven (7) calendar days after issuance of the notice of intent to award, except that for purchases under \$100,000, the protest must be received within three (3) business days.
 - iv) The protest must include the name of the person submitting the protest, the name of the bidder/proposer represented by that person, the specific action or bid/request for proposal contract award, which is being protested, a detailed explanation of the reasons for the protest, and the relief requested.
 - v) The aggrieved person must serve all other interested parties with its protest.

- b. The Purchasing Director shall stay the intended award of a contract unless the Purchasing Director determines the award of the contract without further delay is necessary to protect the District's best interest.
 - c. The Purchasing Director may, in his/her sole discretion, hold a hearing.
 - d. The rights and remedies granted by this section are not available for informal small purchases with an actual or potential value of less than twenty-five thousand dollars (\$25,000).
 - e. Failure to protest as provided herein constitutes a waiver of any objection to the solicitation and contract award.
2. Appeal
- a. A decision by the Purchasing Director may be appealed to the Anchorage School Board.
 - b. Any appeal shall be filed with the Superintendent within five (5) days after the decision is received by the protester and must include the name of the person submitting the appeal, the name of the bidder/proposer represented by that person, and a detailed explanation of the basis for the appeal
 - c. The aggrieved bidder/proposer must serve all other interested parties with its appeal.
 - d. The Superintendent may obtain an independent review of the appeal issues if the Superintendent determines such review will assist consideration of the appeal.
 - e. The independent review shall be conducted by a not directly involved District employee or an experienced but disinterested third party from outside the District.
 - f. Failure to appeal to the Anchorage School Board as provided herein constitutes a waiver of any objections to the solicitation and the contract award.
3. Consideration of Appeal
- a. The decision being appealed and the findings from the independent review, if any will be reported to the Board.
 - b. Upon consideration of the appeal and allowing interested parties an opportunity to address the issues on appeal, the Board may:
 - i) Award the contract as recommended, if applicable, indicating its reasons for rejecting the appeal;
 - ii) Grant the appeal, indicating its reasons for granting the appeal, and determine an appropriate remedy consistent with 725.6.3. The Board may award the contract at that meeting to some other bidder/proposer if it finds that a delay in making the award would adversely affect the District.
 - iii) Stay any award of the contract to permit further consideration of the appeal, with action to be scheduled as soon as practicable, but in no event more than twenty (20) days after the stay as initiated.
 - iv) Reject all bids/proposals
 - v) Take such other action as appears appropriate and in the best interest of the District under the circumstances.

4. Frivolous Protests
 - a. Signature on Protest Constitutes Certificate.
 1. The signature of an attorney or party on a request for review, protest, motion, or other document constitutes a certificate by the signer that the signer has read the document, to the best of his/her knowledge, information, and belief formed after reasonable inquiry it is well grounded in fact and is warranted by existing law or a good faith argument for the extension, modification, or reversal of existing law, and that it is not interposed for an improper purpose, such as to harass, limit competition, or to cause unnecessary delay or needless increase in the cost of the procurement or of the litigation.
 - b. Sanctions for Violation
 1. If a request for review, protest, pleading, motion, or other document is filed with the Purchasing Director is signed in violation of School Board Policy 725.6.1.4.1, the School Board may impose upon the person who signed it, a represented party, or both, an appropriate sanction, that may include an order to pay to the other party or parties the amount of the reasonable expenses incurred because of the filing of the protest, pleading, motion, or other paper, including a reasonable attorney's fee.

T. PUBLIC RECORDS/CONFIDENTIALITY

1. This RFP and the resulting proposals received, together with copies of all documents pertaining to the award of a contract, will be kept by the District's Purchasing Office and made a part of the record which will be open to public inspection after notice of intent to award is issued, except to the extent permissibly restricted by the offeror.
2. Offerors are advised to consult School Board Policy Section 1340 and the Alaska Public Records Act, A.S. 40.25.100-40.25.295 to verify if any of their proposal information may qualify for exemption from public disclosure. Exemptions to public disclosure requirements are narrowly construed. As such, the District cannot exempt materials that are not of a truly proprietary nature under applicable law and policy and cannot be held liable for the disclosure of such information, even if marked for restriction by an offeror.
3. If a proposal contains any information that an offeror reasonably believes is proprietary or confidential, and is subject to protection under applicable law, each such page of the proposal must be marked "Confidential" by the offeror, and the offeror must explain the basis for its determination that the information is not subject to disclosure under applicable public records laws. Cost or price information may not be restricted and will be open to public inspection. Marking an entire proposal "confidential" is not acceptable and may result in disclosure of the entire proposal.
4. By submitting a proposal, the offeror agrees to release the District from any liability resulting from the District's disclosure of information not clearly marked "Confidential." The offeror also agrees to defend any action seeking release of information marked "Confidential" and to indemnify and hold the District, its Board, employees and agents, harmless from any judgments, damages and costs awarded against the District, its Board, employees or agents, in favor of a party requesting information submitted by an offeror. Additionally, the offeror understands and agrees that if a request is made under applicable public records laws, the District will notify the offeror of such request but under no circumstance shall the District be required to commence or defend any action to prevent the disclosure of any information submitted by an offeror, including information the offeror believes to be confidential or proprietary.

U. EQUAL EMPLOYMENT OPPORTUNITY

1. The Contractor certifies that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, marital status, mental or physical disability, or change in marital status, in employment, provision of services or otherwise. The Contractor shall take affirmative action to ensure such non-discrimination, including but not limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor shall state, in all solicitations or advertisements for employees to work in the performance of this Agreement, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, mental or physical disability, or change in marital status.
3. The Contractor shall comply with the requirements of the Anchorage Municipal Code, Chapter 7.50.010-.120, as well as any procedures adopted by the Anchorage School District to implement the policies set forth therein.
4. The Contractor shall comply with any and all of the applicable laws and directives, and any regulations which may be applicable to the Project or this Agreement.
5. The Contractor shall include the provisions of this Article in every Subcontract and purchase order and shall require each Subcontractor to include these provisions in every sub-subcontract, so that these provisions will be binding upon each Subcontractor, sub-subcontractor and vendor providing services or goods to the Project.
6. The Contractor shall cooperate fully with the District's efforts which seek to deal with the problem of unlawful discrimination, and with all other District efforts to guarantee fair employment practices under this contract and promptly comply with all requests and directions from the Anchorage Equal rights Commission and State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.

V. NON-DISCRIMINATION

1. No bidder/offeror on any District contract may illegally discriminate on the basis of race; color; gender; national origin; age; marital status; political or religious beliefs; physical or mental disabilities; family, social, or cultural background; or sexual orientation in employment, provision of services, or otherwise.
2. Any bidder/offeror submitting a bid or proposal of one hundred thousand (\$100,000) or more must certify that if awarded a contract on the basis of that bid or proposal, he/she as the contractor will not illegally discriminate against any member or applicant for employment because of race; color; gender; national origin; age; marital status; political or religious beliefs; physical or mental disabilities; family, social, or cultural background; or sexual orientation in employment, provision of service, or otherwise.

W. NOTICE OF COMPLIANCE

1. All successful bidders/offerors shall insure such non-discrimination.
2. All successful bidders/offerors must agree to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination section and this section shall be deemed to be a part of every contract entered into by the District under these policies.

X. CONFLICT OF INTEREST

1. The Contractor agrees to certify that Anchorage School District employees, School Board members, or a member of their household are not in conflict of interest with the contract and Board Policy as follows (AR 3311.1(e).1 Disclosure and Waiver of Conflict of Interest):
 - a. No Board member, employee, or a member of their household shall acquire, directly or indirectly, an economic interest in a District or Municipal contract, or engage in business with the District or the municipality, unless the contract is competitively solicited and other requirements of Section 3311 of Board Policy and section 1.15 of the Anchorage Municipal Code are met.
 - b. The following acts and circumstances shall not be deemed to be in conflict with the performance of official duties if, at the earliest opportunity after having acquired such knowledge, the Board member or employee files a disclosure pursuant to AR 3311.1(e).1 or requests and obtains a waiver pursuant to Board Policy AR 3311.1(e).2:
 - i) Such person owns a sole proprietorship, or is a partner in a partnership, or is an officer, director, major shareholder (five percent (5%) or more of the outstanding shares) or has management control in a corporation that submits a bid, proposal or quotation to the District or attempts to enter or enters into a contract with the District;
 - ii) Such person has any significant (five percent (5%) or more) financial interest in any sale, lease or rental to the District of any service or property and such person has knowledge that the District intends to purchase, lease or rent the property or service;
 - iii) Such person wishes to sell or receive royalties on books or materials sold to the District for use in the school system for which the employee is the author;
 - iv) Such person is an employee who has been providing private services to a child who transfers to a new school or class or advances to a higher grade and the child becomes a student in the class being taught/aided by his/her provider.
2. Board Members, District employees, and their household and/or immediate family members are required to comply with Board Policies and the Municipal Ethics Code by disclosing conflicts of interest.
 - a. When a board member, employee, or their household and/or immediate family member intends to do business with the District, the appropriate District and Municipal forms must be filed by the Board Member or District employee with the Municipal Clerk's Office and the Purchasing Department.

Note: *Notice of Intent to Respond To Public Solicitation* shall be filed with the Municipal Clerk's office in advance to allow a minimum of **7 calendar days to elapse between electronic publication by the clerk and the final date** for submitting a response to the solicitation. The form may be obtained from the Municipality of Anchorage website, www.muni.org.

District *Disclosure* and *Request for Waiver* forms and instructions may be obtained from the Purchasing Bid Information link under Quick Links on the ASD website, www.asdk12.org.

- b. The responsibility for complete and timely filing rests solely with the Board Member or District employee.

Y. CONTACT WITH SCHOOL STAFF AND AUTHORIZED SCHOOL COMMUNITY GROUPS

Offeror is not to contact site's school staff or authorized community groups for purposes of solicitation unless otherwise authorized by the Purchasing Director.

Z. CONTRACT INDUCEMENTS

No payment, gratuity or offer of employment shall be made in connection with any contract, by or on behalf of the subcontractor, to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

AA. STANDARD CONTRACT TERMS

In addition to carefully reading all of the information in the RFP, Offerors must carefully read and review the attached standard contract terms and conditions. The successful Offeror shall be required to enter into an agreement with the District which will be substantially similar to the sample.

BB. ALASKA BUSINESS LICENSE

Offerors must hold a valid Alaska business license and any necessary applicable professional licenses required by Alaska Statute as a condition of award. Offerors should contact the State of Alaska, Department of Commerce, Community and Economic Development, Division of Occupational Licensing, for information regarding business licensing. Contact information, information regarding business licensing, and business licenses, are available at <https://www.commerce.alaska.gov/web/cbpl/Home.aspx>.

END OF SECTION I

SECTION II
EVALUATION OF PROPOSALS

A. EVALUATION OF PROPOSALS

1. All proposals will be reviewed by the District's Purchasing Department to evaluate administrative responsiveness of proposals to determine if offerors have complied with the administrative proposal requirements and to determine if proposals meet the minimum mandatory criteria set forth below.
2. Proposals meeting minimum mandatory requirements then will be evaluated by an evaluation committee comprised of District employees or other persons deemed appropriate by the District using the Evaluation Criteria specified in this RFP. Evaluation of proposals in accordance with the evaluation criteria will result in a numerical score for each proposal. Each criterion has an assigned weight for this RFP which demonstrates its relative importance. Evaluation of proposals will be accomplished as follows:

- a. Each evaluator will individually review and score each offeror's proposal on a scale of 0 to 1 for each of the Technical Evaluation Criteria.

A rating of "0" indicates a proposal which is non-responsive and/or provides no quality or value to the District and a rating of "1.0" indicates a proposal which is completely responsive and/or provides significant quality and value to the District. Ratings within the range indicate the level at which the proposal is responsive and/or provides quality and value to the District.

- b. After completion of ratings by each evaluator, the evaluation committee may discuss the proposal. Evaluators may then alter their ratings; however, any changes shall be based only on the proposal and the evaluation criteria.
- c. The chairperson will obtain the ratings for the evaluation criteria, which ratings will then be multiplied against the points available for each criterion. The sum of the weighted scores for each proposal will result in a total weighted score from each member of the evaluation committee. The total weighted scores of all evaluators will be summed to determine the total weighted score for each proposal. The maximum score obtainable for any proposal is equal to the product of the maximum points for the evaluation criteria multiplied by the number of evaluators.
- d. Based upon the results of the proposal scoring, the District may, in its discretion, conduct discussions with offerors whose proposals are determined to be reasonably susceptible to award. Such discussions, visits and presentations are for the purpose of ensuring full understanding of the requirements of the RFP and offeror proposals and may not result in any material or substantive change to proposals. Offerors selected by the Selection Committee for interviews may be permitted to submit final written, graphic and verbal presentation information for consideration by the Selection Committee in response to the above purposes. Only those members of the offeror's staff who will be in responsible charge and/or will carry out the actual tasks should participate in the interviews.
- e. Subsequent to the interviews, the Selection Committee will make a final rating based upon the original criterion supplemented by interview information for the purposes of determining the highest ranked proposer. The selection committee shall use the same procedure as specified for the initial proposal rankings. The final ranking may or may not be the same as the order of ranking after completion of the initial ranking.
- f. For purposes of this RFP, proposals that are "reasonably susceptible to award" means the three (3) highest scoring proposals, unless, in the sole discretion of the District's Purchasing Director, one or more of the three highest scoring proposals did not achieve a

score high enough to be within the competitive range and to remain under consideration for award when ranked with other proposals or the District received one or more additional proposals that are within the competitive range of the three highest scoring proposals such that the additional proposal(s) may remain under consideration when ranked with the other proposals. This is not a strict mathematical formula and may not be challenged on that basis except in the case of obvious arithmetic errors.

- The District reserves the right, at any time, to determine that a proposal is non-responsive and to request additional information to determine responsiveness.

B. EVALUATION CRITERIA

Proposals will be scored using the criteria listed below to determine which proposal best meets the needs of the Anchorage School District. The criteria to be considered during the evaluation and their associated weights are as follows:

<u>Attachment</u>	<u>Technical Evaluation Criteria</u>	<u>Points</u>
	Proposed Methodology & Approach	10
	Technical Qualifications & Experience	15
	Product Features & Functionality	15
	Maintenance and Technical Support	10
	Specific Experience	10
	Training	5
	Quality of References	5
	MAXIMUM POINTS POSSIBLE	<u>70</u>
B.	Fee Proposal Form	30
	TOTAL MAXIMUM SCORE	<u>100</u>

C. FEE PROPOSAL

NOTE: CRITERIA BELOW TO BE SCORED ONLY AFTER THE ABOVE CRITERIA ARE REVIEWED AND SCORED. THE BID ENVELOPE WILL REMAIN SEALED UNTIL THE REVIEW OF TECHNICAL QUALIFICATIONS ARE COMPLETE FOR ALL THE PROPOSERS.

Proposed fee will be scored using the following formula: Lowest Proposal Fee = PL, Proposal fee of proposal being evaluated = PE, Points Possible = PP, Points Assigned = PA

$$\frac{PL}{PE} \times PP = PA$$

The proposed fee (Attachment B) will be scored based on the total proposed price with the maximum possible points awarded to the lowest total fee proposed. Fee Proposals will be examined to determine if they are consistent with the rest of the proposal and that their calculations are accurate. The offeror is entirely responsible for the accuracy, completeness, and consistency of its Fee Proposal Form. Note that while the fee is non-binding because it is not for a current project, the pricing will be used to evaluate future price proposals to determine if they are fair and reasonable to the District, and the

individual unit costs requested will be in effect as described above when purchased by ASD through the offeror.

Please submit the completed Fee Proposal Form (Attachment B) in a separate sealed envelope (clearly marked as Fee Proposal.) An offeror's Fee Proposal must be a fixed price that will include all costs for provision of the building automation system required by this RFP.

END OF SECTION II

SECTION III
PROPOSAL FORMAT

Each response must be identified and keyed to the applicable criterion and assembled in the order in which the criteria are listed in the above Section II, Part B, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation. Each proposal shall be submitted on standard 8 1/2" x 11" bond paper bound on one side or legal 8 1/2" x 14 bond paper bound on one side. Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the capabilities proposed to satisfy the requirements of this RFP. In addition, small print or typeface that is difficult to read may affect scoring.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. **Proposals shall not exceed twenty-five (25) pages in length** (excluding Proposal Transmittal Form, Mandatory Requirements Questionnaire, table of contents, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", or 8 1/2" x 14 piece of paper.

To ensure that proposals are evaluated fairly and that comparisons between proposals are accurate, offerors must submit proposals in the format outlined below. Failure to comply with these requirements may cause a proposal to be rejected as non-responsive and eliminated from further consideration.

A. PROPOSAL TRANSMITTAL FORM

Submit the completed Proposal Transmittal Form (**Attachment A**) as the first page of the proposal. The Proposal Transmittal Form must be signed by an authorized representative of the offeror.

B. PROPOSAL CONTENT

Proposals will be evaluated against the following criteria:

1. PROPOSED METHODOLOGY & APPROACH

WEIGHT: 10

- a. Include a management summary which provides a statement of the offeror's understanding of the services required by the District and an overview of how the offeror would provide the services to the District. Offeror's should emphasize why they are best suited to meet the needs of the District.
- b. Include a brief narrative description of the offeror and its product and/or service offerings.
- c. Discuss the methods you will use to coordinate and work with District personnel to install software.
- d. Discuss the methods you will use to coordinate and work with Contractors and District personnel on future projects at ASD facilities.

2. TECHNICAL QUALIFICATIONS & EXPERIENCE

WEIGHT: 15

- a. Discuss your knowledge and experience in installing BAS systems in facilities of similar size and use as ASD facilities.
- b. Provide documentation that offer has at least ten (10) years of experience in the installation, maintenance, operation and service of BAS systems.
- c. Provide documentation that Bidder maintains an Engineering and Project Management staff with experience and capability to complete short term turn-key projects for the conversion of existing building management systems and larger capital construction projects with installation of new building management systems. Staff to include those with deep experience in the construction, commissioning, and training of conversion of BAS,

that are legacy products.

- d. Discuss your experience in networking school district facilities similar to ASD to allow for central monitoring.
- e. Provide a company organization chart and identify personnel that would be directly dedicated to working on ASD projects.
- f. Provide certifications and to show that the Contractor specializes in and is experienced with BAS systems in operations, construction, commissioning, repair, maintenance, updates and preventive services for a minimum of 5 years with projects of similar size and complexity.
- g. Provide qualifications of electrical installation team, if sub-contractors are used for installation provide list of sub-contractors with qualifications.

3. PRODUCT FEATURES AND FUNCTIONALITY

WEIGHT: 15

- a. Provide summary the offerors BAS technical capacity and features.
- b. Provide description of features that would distinguish offerors BAS systems from other BAS systems.
- c. Provide network layout showing how the BAS system would be configured to allow for central monitoring of multiple ASD facilities. Layout should include central monitoring station, site network and zone controls. Include disruption of communications protocols used at each level of control. Use of wireless networking systems is not acceptable to the District. Systems using wireless networking will be deemed unresponsive.
- d. Provide statement of compliance with ASHRAE Standard 135-2020 -- BACnet™--A Data Communication Protocol for Building Automation and Control Networks.
- e. Provide example control graphics that would be used on future ASD facilities. Include example of floorplan graphics, typical AHU, boiler, VAV, and fin tube heating.
- f. Provide example of programming that would be used on future ASD facilities. Include example of floorplan graphics, typical AHU, boiler, VAV, and fin tube heating.
- g. Provide technical data sheets on software, main control panels, zone controllers and vendor specific products.
- h. Provide list of standard products and manufacturers used for control valves, control actuators, sensors, thermostats, relays and pressure sensors.

4. MAINTENANCE AND TECHNICAL SUPPORT

WEIGHT: 10

- a. Include a summary of the offeror's capacity to provide on-going maintenance and technical support to the District. Offeror's should emphasize why they are best suited to provide on-going support to meet the needs of the District.
- b. Provide list of maintenance support staff with qualifications that would work on ASD projects.
- c. Provide documentation that Bidder maintains fully staffed offices and training site within less than 30 miles of ASD Facilities and is able to respond to 24/7 emergency calls within a 2 hour response time.

- d. Discuss the process you will use to coordinate maintenance work with District personnel.
- e. Discuss process for on-going maintenance associated with software updates for BAS System.
- f. Provide all the necessary network configuration tools, all applications required for programming, creation and modification of graphics, and all other tools and software to operate and properly configure the building management system. All said software, keys, programming guides, network configuration tools, control drawings, sequence of operations shall be installed on ASD servers with appropriate short cuts to guide user to the necessary information.

5. SPECIFIC EXPERIENCE

WEIGHT: 10

Please explain in detail the specific work experience you have as it pertains to the scope of services in this RFP. A response prepared specifically for this proposal is required. General resumes often include irrelevant information, which may detract from the evaluation of proposal. Lists of projects without relevant details are not useful. Focus on individuals' specific duties and responsibilities and how project experience is relevant to the proposed services.

6. TRAINING

WEIGHT: 5

Provide an example of training plan for training maintenance staff on use of your BAS system. Include duration, costs and location of training.

7. QUALITY OF REFERENCES

WEIGHT: 5

Provide a minimum of three (3) references of BAS installations, service and support similar in scope to ASD facilities. Include: Full name, address, phone number and e-mail address of contact.

C. DOCUMENTS OF AGREEMENT

Offerors submitting proposals that require the District to sign additional proposer contract/agreement documents must submit all such documents in their entirety and in original form with their proposal. Documents not submitted with the proposal will not be reviewed or signed by the District and will not constitute a part of the agreement. Furthermore, any documents requiring District signature must conform to the requirements, terms and conditions set forth in this RFP and are subject to District legal review, revision and approval. Offerors unwilling to accept the District's revision(s) to documents shall be subject to rejection/disqualification of their proposal. Examples of documents include, but are not limited to, the Software Maintenance Agreement (SMA/SUP), Software Licensing Agreement, etc.

D. OTHER CONSIDERATIONS

- 1. All proposing firms shall be fully aware that the District has no obligation to engage the firm for future professional services to implement any recommended changes.
- 2. All proposing firms shall familiarize themselves with and comply with the provision of any and all federal/state/municipal statutes, ordinances, charter rules and regulations that may pertain to work required as the result of this proposal.

E. TERM OF SELECTION AS A DISTRICT STANDARD

Systems selected and approved as District Standards will be in place until the District decides to adopt new District Standards. For future projects, vendors that had their systems

approved as District Standards will be requested to submit mini proposals on a project specific basis, or if a system is required under a large renovation project, the General Contractor that is bidding an ASD Project will solicit bids from each vendor that is approved as a District Standard.

F. CONTRACT FUNDING; NON-APPROPRIATION

The future contract resulting from this RFP will be contingent upon funding. No financial obligation beyond a current District fiscal year shall exist under the contract unless and until an appropriation of funds to be expended on the contract for the following fiscal year is made by the Anchorage School Board. In the event that the School Board does not appropriate funds, or appropriates insufficient funds for the following fiscal year, the District shall notify the contractor and the contract shall terminate on the last day of the preceding fiscal year, or on the date when appropriated funds for the contract are exhausted. Under no event shall the District be financially obligated to the contractor in any way beyond amounts appropriated by the School Board.

END OF SECTION III

SECTION IV
SPECIFICATIONS AND SCOPE OF SERVICES

1. SCOPE OF WORK

- 1.1. This Request for Proposal is to solicit proposals from qualified firms to select one or more Building Automation System (BAS) that will be owned, hosted and maintained on the District's network. Currently the District has one BAS that is an approved District Standard. This District Standard will remain in place, but as a result of this RFP one or more new District Standards will be recommended for approval by the Anchorage School District School Board. If recommended, then approved by the Anchorage School District School Board, the systems shall be used as District standards in capital projects and maintenance replacements going forward. The systems shall be fully compatible and integrate with the existing Cisco-based network infrastructure throughout the District. The system architecture shall provide support for District-wide monitoring and control at all sites. It must be expressly understood that this Request for Proposal is for system selection provided by specific vendor only. A separate Construction Request for Proposal or Invitation to Bid will be advertised for installation of the selected systems by specific systems vendor in future projects.
- 1.2. Assignment of Work: The Building Automation System shall be provided and installed by a System Vendor that will be either part of a capital project contracting team, or have their services directly procured by the District.
- 1.3. All proposals must adhere to the ASD automation standard requirements as outlined in Attachment D.

1.4. **BACKGROUND**

- 1.4.1. The District is comprised of approximately 130 facility locations spread throughout an area of 1,922 square miles, from Girdwood to Mirror Lake. It is the largest public-school district in the state of Alaska, and the 107th largest in the nation. Extensive information regarding the District can be found on our website at <https://www.asdk12.org/domain/1254>
- 1.4.2. All sites have PoE+ (802.1at) capable network switches and one or more servers. Servers, switches, client workstations, and similar equipment will be Owner-furnished, Contractor-installed (OFCI) for each site where systems are installed as part of a future project.
- 1.4.3. The District's local area network (LAN) in each school includes either Cat 5e or Cat 6 cabling. The District's wide area network (WAN) between schools varies. Most sites have WAN circuits at speeds that range from 10Mbps to 2Gbps depending on the size of the location. The District Internet connection bandwidth is 20Gbps. WAN circuits land at the District's DC for access to internal services and the District's aggregated internet egress. Most authentication is via Active directory.

1.5. **GENERAL INFORMATION**

Proposals should clearly demonstrate how the solution being proposed can best satisfy the requirements of the District. The District intends to select one or more systems that include a complete solution representing the best value to the District.

1.6. **DELIVERABLES**

The offeror will be required to provide the following deliverables on future projects:

All system software, licenses, software maintenance, system software training, technical support, customization, documentation, and off-site project management necessary to provide and accomplish installation of complete Building Automation System.

1.7. EVALUATION CRITERIA

Any offeror submitting a proposal must meet all mandatory requirements to be considered to move on to the next step of being evaluated by the committee. Please respond to the mandatory requirements questionnaire set out in Attachment C.

END OF SECTION IV

**ATTACHMENT A
PROPOSAL TRANSMITTAL FORM**

THIS FORM MUST BE RETURNED WITH THE OFFEROR'S PROPOSAL

Addendum Number(s)/Date(s) _____ is/are hereby
acknowledged.

FIRM'S NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

PHYSICAL BUSINESS ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PERSON FOR THIS SOLICITATION: _____

EMAIL ADDRESS: _____

TELEPHONE NO.: _____

CELL PHONE NO.: _____

ALASKA BUSINESS LICENSE NO.: _____

FEDERAL TAX ID NO.: _____

CERTIFICATION

I certify that I am a duly authorized representative of the firm listed above and that the information and materials enclosed with this proposal accurately represent the capabilities of the firm to provide the services indicated in compliance with the requirements of the solicitation. I certify that no member of the School Board or District employee, or spouse or other member of his/her household, has or shall have any undisclosed interest in the firm or this proposal, as provided in the Instructions to Offerors ("Conflicts of Interest"). The School District is hereby authorized to request from any individual any pertinent information deemed necessary to verify information regarding the capacity of the firm and for purposes of determining responsiveness of the proposal or responsibility of the firm as a prospective contractor. In compliance with the solicitation, the offeror agrees, if this offer is accepted within 90 calendar days from the date specified in the solicitation for receipt offers, to furnish any or all items on which prices are offered at the price set opposite each item, delivered at the designated places, within the times specified in the solicitation.

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

DATE: _____

**ATTACHMENT B
FEE PROPOSAL FORM**

We, the undersigned, in accordance with the preceding RFP Sections & Attachments, hereby submit our fee proposal as listed below to provide a BUILDING AUTOMATION SYSTEM.

PRICING NOTES:

- 1. The District reserves the right to increase or decrease the quantities listed in Schedule A at the same unit price(s). The District does not guarantee any minimum nor maximum purchase quantities and/or dollar amounts.**
- 2. Schedule A is selected labor and materials that will be used for ASD purchases that will be scored/weighted as part of the evaluation process.**
- 3. All pricing in Schedule A shall remain in effect/fixed for two (2) years from the date of system selection. Any requests for pricing increases will be based on the same discount structure from the published Manufacturer's Suggested Retail Price (MSRP).**

**ATTACHMENT B (Continued)
FEE PROPOSAL FORM**

SCHEDULE A –PRICE LIST

Item	Est. Qty	Unit	Description	Unit Price	Extended Cost
A1.	1	Each	BAS Software License: Provide cost for annual license for entire District, regardless of system size or number of connections.	\$ _____	\$ _____
A2.	7	Each	BAS Main Control Panel	\$ _____	\$ _____
A3.	50	Each	BAS Zone Controller:	\$ _____	\$ _____
A4.	50	Each	Room Temperature Sensor w/Display and Adjustable Setpoint	\$ _____	\$ _____
A5.	12	Each	Duct Temperature Sensor AHU	\$ _____	\$ _____
A6.	100	Each	½" Control Valve with Actuator	\$ _____	\$ _____
A7.	12	Each	Damper Actuator AHU	\$ _____	\$ _____
A8.	30	Each	Control Relay	\$ _____	\$ _____
A9.	6	Each	Duct Pressure Sensor	\$ _____	\$ _____
A10.	6	Each	Pipe Pressure Sensor	\$ _____	\$ _____
A11.	80	Hrs	BAS Design Engineer Labor Rate/Hr	\$ _____	\$ _____
A12.	160	Hrs	BAS Field Technician Labor Rate/Hr	\$ _____	\$ _____
A13.	80	Hrs	BAS Service Labor Rate/Hr	\$ _____	\$ _____
A14.	8	Hrs	BAS Service Overtime/After Hours Call Out Labor Rate/Hr	\$ _____	\$ _____
A15.	40	Hrs	End User Training shall include the following: 40 hours End User Training by a live instructor certified by the BAS vendor.	\$ _____	\$ _____
SCHEDULE A TOTAL (Items A1 through A15): \$ _____					

**ATTACHMENT B (Continued)
FEE PROPOSAL FORM**

SCHEDULE A –PRICE LIST

This completed Fee Proposal Form (Schedule A) must be submitted as part of the proposal in a separate sealed envelope that has been clearly marked on the outside as (a) the "FEE PROPOSAL FORM which has been submitted in response to RFP 2026-622 BUILDING AUTOMATION SYSTEMS" and (b) the offeror's name.

FOR PROPOSERS USE ONLY
PLEASE COMPLETE APPROPRIATE BLANKS

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

DATE: _____