



Anchorage School District

Educating All Students for Success in Life

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

INVITATION TO BID

THIS IS NOT AN ORDER

Show the following on the outside of the sealed bid envelope:

ITB 2025-510 Heating, Ventilation, Mechanical, and Plumbing Services Term Contract

DATE ISSUED:
October 8, 2024

DUE: **Prior to 1:00 p.m., Local Time**
DATE: **October 18, 2024**

The Anchorage School District (referred to as the “District”) invites sealed bids from qualified vendors to provide Heating, Ventilation, Mechanical, and Plumbing Services Term Contract, in accordance with the following documents that are a part of this ITB 2025-510:

Section	Title	Pages
Cover Page	Invitation to Bid	Consisting of 1 page
Section I	Instructions to Bidders	Consisting of 6 pages
Section II	Additional Provisions	Consisting of 3 pages
Section III	Scope Of Work	Consisting of 3 pages
Attachment A	Signature Page	Consisting of 1 page
Attachment B	Bidder’s Checklist	Consisting of 1 page
Attachment C	Specifications/Bid Form	Consisting of 2 pages
Exhibit 1	State of Alaska Sex Offender/Child Kidnapper Registry	Consisting of 3 pages
Exhibit 2	List of Facilities	Consisting of 6 pages

AVAILABILITY OF ITB:

This Invitation to Bid (.pdf) is available electronically at the District’s Purchasing website: www.asdk12.org/purchasing/.

AWARD:

Award(s) will be made to the lowest responsive, responsible bidder(s) in accordance with Board Policy 3311, Administrative Regulation 3311.1(a).1, with preference to local bidders applied. Evaluation for determining the lowest bid(s) shall be made by schedule. **TO BE CONSIDERED FOR AWARD ON ANY PARTICULAR SCHEDULE, ALL ITEMS WITHIN THAT SCHEDULE MUST BE BID.**

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/2025/2025-510.xlsx

SECTION I
INSTRUCTIONS TO BIDDERS

A. GENERAL REQUIREMENTS

This solicitation is an INVITATION TO BID (referred to as “ITB”) governed by applicable Anchorage School Board Policies, including Section 3311 of said Policies. School Board Policies are available at [www.asdk12.org/School Board/policy](http://www.asdk12.org/School_Board/policy). Bidders should read this ITB and review all instructions contained herein. Incomplete or incorrect bids may be rejected as not conforming to the essential requirements of this ITB. Bids submitted on other than the prescribed forms contained in this ITB will be rejected. Bidders may copy the forms contained in the ITB for use in their bids; however, substitute forms or formats are unacceptable.

B. EXAMINATION OF CONTRACT DOCUMENTS

Bidders should read this ITB and review all instructions contained herein. The submission of a bid shall constitute acknowledgement that the bidder has thoroughly examined and is familiar with the solicitation documents.

C. DEBARMENT AND SUSPENSION

Bidders must fully comply with the requirements regarding debarment and suspension in Subpart C of 2 CFR Part 180, as adopted by the Department of Education at 2 CFR Part 3485.12. Bidders are responsible for ensuring lower tier covered transactions include a term or condition requiring compliance with Subpart C of 2 CFR Part 180 and 2 CFR Part 3485, entitled Responsibilities of Participants Regarding Transactions. Contractors, subcontractors, or suppliers that appear on the Excluded Parties List System are not eligible for award of contracts that are a covered transaction under Subpart B of 2 CFR Part 180 and 2 CFR Part 3485. Bidders may access the Excluded Parties List System at www.sam.gov.

D. CONFLICT OF INTEREST

1. The Contractor agrees to certify that District employees, School Board members, or a member of their household are not in conflict of interest with the contract and Board Policy 3311, Administrative Regulation 3311.1(e).1.
2. Board Members, District employees, and their household and/or immediate family members are required to comply with Board Policy 3311, Administrative Regulation 3311.1(e).1 and the Municipal Ethics Code by disclosing conflicts of interest. The responsibility for complete and timely filing rests solely with the Board Member or District employee.

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 seven (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 District’s Purchasing Department webpages, <https://www.asdk12.org/Page/8014>.

E. FIRM BID

Bids made in response to this ITB must be good and firm for a period of 60 calendar days from the date specified for submittal of bids.

F. WITHDRAWAL OF BIDS

Bids may be withdrawn on written request delivered to the District Purchasing Senior Director (email is acceptable) only prior to the time specified for submittal.

G. MODIFICATION OF BIDS

Bid modifications requested in person, via fax, or via email for bids already submitted will be considered if received prior to the due date and time as indicated on the Notice/Cover Page of this ITB. Hand delivered, faxed, or emailed bid modifications shall not reveal the amount of the original or revised bid unit price(s) and/or total price(s), but rather should indicate only the dollar amount of increase or decrease of the unit price(s) and or total prices(s). Bid modifications must be signed by an authorized representative of the bidder. It is the responsibility of the bidder to ensure delivery of any bid modifications prior to the due date and time for bid submission. Bid modifications received after the due date and time for submissions will NOT be considered. Bidders are encouraged to ensure that the District has received any bid modifications prior to the bid opening.

H. AVAILABILITY OF FUNDS

Awards are contingent upon the availability of funds.

I. FEDERAL EXCISE TAXES

The District is exempt from Federal Excise Taxes. An Exemption Certificate will be furnished when required.

J. QUESTIONS; METHOD FOR CLARIFICATION

Any bidder in doubt as to the true meaning of any part of this ITB 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 five (5) calendar days prior to the date set for the submission of bids. Oral questions cannot be answered and are not binding for this ITB. Questions can be submitted as follows:

Reference: ITB 2025-510 Heating, Ventilation, Mechanical, and Plumbing Services
Term Contract
Email: purchasing@asdk12.org
[OR Fax: Anchorage School District Purchasing Department, 907-243-6293]
Attn: Lillian Lobato, Contract Administrator

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

K. SUBMISSION OF BIDS

1. Complete sealed bids MUST be in the office of the Purchasing Department, Anchorage School District, 4919 Van Buren Street, Anchorage, Alaska prior to the time and date stated on the Cover Page of this ITB. At the submittal deadline, the bids may be opened and publicly read. **Due to ongoing**

construction, we are closing the public bid opening to in-person attendance. Bidders who wish to participate by teleconference may do so by calling (907) 742-6750. The line will be available approximately 5 minutes prior to the opening start time. An audio recording of the bid opening will be available electronically at the District's Purchasing website:

<http://www.asdk12.org/depts/purchasing/PurchasingBids.aspx>. It is the responsibility of the bidder to ensure that their complete bid and acknowledgement of subsequent addenda, if any, are in the office of the Purchasing Department prior to the time of the scheduled bid opening.

2. Bidders are cautioned that bids which arrive after the time of the scheduled bid opening will not be considered and will be returned unopened.
3. Bidders should be aware addenda could be issued after the pre-bid conference is held. It is the bidder's responsibility to ascertain if addenda have been issued by checking the District's Purchasing website: www.asdk12.org/depts/purchasing/.
4. No oral change or interpretation of the provisions contained in this ITB is valid. Written addenda may be issued when changes, clarifications, or amendments to bid document are deemed necessary by the District.
5. **If mailed, bids shall be addressed as follows:**

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

6. **If delivered in person**, bids **MUST** be in **SEALED** envelopes and delivered to the Anchorage School District, **Warehouse Department**, located at 4919 Van Buren Street Anchorage, Alaska 99517, with the outside of the envelope clearly marked with bidder's name, address, and phone number and as follows:

BID: **ITB 2025-510 Heating, Ventilation, Mechanical, and Plumbing Services Term Contract**

DUE: **Prior to 1:00 p.m., Local Time, October 18, 2024**

7. **The District will not accept bid responses via fax or email.** Email and faxes are available for informational inquiries only. ITB responses received via fax or email will be considered non-responsive; however, modifications to original bids and addenda, (including signature) may be emailed, faxed, or delivered in person.
8. The District reserves the right to make awards within 60 calendar days from the date bids are due.
9. All bids shall be submitted on the attached Signature Page (Attachment A) and Specifications/Bid Form(s) (Attachment C) in the spaces indicated and must comply with these instructions.
10. The Signature Page (Attachment A) and Specification/Bid Form(s) (Attachment C) must be completed and signed by an authorized representative of the firm submitting the bid. Additional information requested in this ITB shall be submitted as indicated on the Bidder's Checklist.
11. The District reserves the right to accept or reject any and all bids and to waive irregularities.

L. BID CONSIDERATION

Factors that may be considered in evaluating bids in addition to price will include:

1. The ability, capacity and skill of the bidder to perform the contract;
2. Whether the bidder can perform the contract within the time specified without delay or interference;
3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
4. The quality of performance by the bidder on previous contracts;
5. Previous compliance by the bidder with laws and regulations relating to the contract.

M. RIGHT OF REJECTION, CLARIFICATION, AND CANCELLATION

The District reserves the right to reject any and all bids, to request clarification of information from any bidder and to waive irregularities in the bid procedures. The District is not obligated to enter into a contract on the basis of any bid submitted in response to this ITB. The District reserves the right, at its sole discretion, to cancel this ITB or any part thereof, at any time, prior to the award of contract under this ITB.

N. REQUEST FOR ADDITIONAL INFORMATION

Prior to the final selection, bidders may be required to submit additional information, which the District may deem necessary to further evaluate the bidder's submission. Responses are due within three (3) calendar days of request by the District.

O. DISTRICT NOT RESPONSIBLE FOR PREPARATION COSTS

The District will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any bid. The District shall not be liable for any cost incurred by a bidder in responding to this solicitation or incurred for any work done, even in good faith, prior to execution of a contract and issuance of a notice to proceed, including but not limited to: bid preparation costs and other costs, including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the lowest responsive, responsible bidder and/or award of contract and/or rejection of bids. By submitting a bid, each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

P. PROTEST AND APPEAL PROCESS FOR AGGRIEVED BIDDERS/PROPOSERS

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 Senior 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 Senior Director within ten (10) calendar days after issuance of the notice of intent to award, except that for purchases under one hundred thousand dollars (\$100,000), the protest must be received within three (3) business days.

- iii) For goods or services, the protest of a proposed award of a contract must be received by the Purchasing Senior Director within seven (7) calendar days after issuance of the notice of intent to award, except that for purchases under one hundred thousand dollars (\$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 Senior Director shall stay the intended award of a contract unless the Purchasing Senior Director determines the award of the contract without further delay is necessary to protect the District's best interest. The Purchasing Senior Director may, in his/her sole discretion, hold a hearing.
 - c. 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). 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 Senior Director may be appealed to the Anchorage School Board. 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. The aggrieved bidder/proposer must serve all other interested parties with its appeal. Emergency Contract Awards are not appealable.
- b. The Superintendent may obtain an independent review of the appeal issues if the Superintendent determines such review will assist consideration of the appeal. The independent review shall be conducted by a not directly involved District employee or an experienced but disinterested third party from outside the District.
- c. 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. 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 Board policy. 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 in accordance with Board Policy 3311, Administrative Regulation 3311.1(a).13;
 - v) Take such other action as appears appropriate and in the best interest of the District under the circumstances, in accordance with Board policy.
4. Frivolous Protests
- a. 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. If a request for review, protest, pleading, motion, or other document filed with the Purchasing Senior Director is signed in violation of the paragraph above, the 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.

Q. PUBLIC RECORDS CLAUSE

This ITB and the resulting bids received, together with copies of all documents pertaining to the award of a contract, will be kept by the Purchasing Department and made part of the record which will be open to public inspection. If a bid contains any information which is proprietary or confidential, each page of the bid containing such information must be clearly marked. Cost or price information will be open to public inspection.

R. CONTRACT

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

A sample copy of the form of contract can be viewed at:

http://apps.asdk12.org/depts/purchasing/meeting/Sample_Contract/FORM_OF_CONTRACT.dotx

END OF SECTION I

SECTION II
ADDITIONAL PROVISIONS

A. SEX OFFENDER/CHILD KIDNAPPER CERTIFICATION

Anchorage School Board Policy 3515.5 prohibits a contractor whose employees or agents may have direct or incidental contact with District students from sending any employee or agent to district property who has been convicted of a sex offense under federal law or the law of any state and who is required to register as a sex offender under Alaska law or by court order, or who has been convicted of child kidnapping under federal law or the law of any state and who is required under Alaska law or court order to register on the Alaska Department of Public Safety Sex Offender/Child Kidnapper Central Registry. Board Policy 3515.5 requires contractors to certify in writing the contractor's knowledge of and compliance with Board Policy 3515.5. Prior to executing a contract for this project, the selected Contractor shall verify that no employee or agent who will be on district property is registered as a sex offender or child kidnapper in Alaska [Alaska Department of Public Safety "Sex Offender/Child Kidnapper Registry"] or in any other state. In addition, the contractor shall certify that, to its knowledge, no employee or agent is a convicted sex offender or child kidnapper. The required form of certification is included as Exhibit 1 in the bid documents.

1. State of Alaska Sex Offender/Child Kidnapper Registry Contractor Certification

Contractor certifies contractor is familiar with and is in compliance with Anchorage School Board Policy 3515.5, that no employee or agent of contractor who will be on district property is registered as a sex offender or child kidnapper in Alaska [Alaska Department of Public Safety "Sex Offender/Child Kidnapper Registry"] or in any other state in which the employee or agent previously lived or worked, and that, to contractor's knowledge, no employee or agent is a convicted sex offender or child kidnapper.

2. State of Alaska Sex Offender/Child Kidnapper Registry Subcontractor Certification

Subcontractor certifies subcontractor is familiar with and is in compliance with Anchorage School Board Policy 3515.5, that no employee or agent of subcontractor who will be on district property is registered as a sex offender or child kidnapper in Alaska [Alaska Department of Public Safety "Sex Offender/Child Kidnapper Registry"] or in any other state in which the employee or agent previously lived or worked, and that, to subcontractor's knowledge, no employee or agent is a convicted sex offender or child kidnapper.

3. State of Alaska Sex Offender/Child Kidnapper Registry Sub-Subcontractor Certification

Sub-subcontractor certifies sub-subcontractor is familiar with and is in compliance with Anchorage School Board Policy 3515.5, that no employee or agent of sub-subcontractor who will be on district property is registered as a sex offender or child kidnapper in Alaska [Alaska Department of Public Safety "Sex Offender/Child Kidnapper Registry"] or in any other state in which the employee or agent previously lived or worked, and that, to sub-subcontractor's knowledge, no employee or agent is a convicted sex offender or child kidnapper.

B. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT - NOT APPLICABLE TO SOLICITATION/CONTRACT

C. CERTIFICATION OF RESTRICTIONS ON LOBBYING - NOT APPLICABLE TO SOLICITATION

D. NONDISCRIMINATION

See sample Form of Contract for Nondiscrimination terms and conditions

E. INDEMNIFICATION

See sample Form of Contract for Indemnification terms and conditions

F. HOLD HARMLESS

See sample Form of Contract for Hold Harmless terms and conditions

G. PROTECTION OF PROPERTY

See sample Form of Contract for Protection of Property terms and conditions

H. ALASKA BUSINESS LICENSE

The selected bidder must provide the District with the bidder's Alaska business license number prior to award. Bidders should contact the State of Alaska; Department of Commerce, Community and Economic Development; Division of Corporations, Business & Professional Licensing, for information regarding business licensing. Contact information, information regarding business licensing, and business licenses, is available at <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>.

I. LOCAL PREFERENCE

Contracts shall be awarded by written notice issued by the Purchasing Senior Director to the lowest responsive, responsible bidder; however, some preferences may be given to local bidders using the sliding scale in Board Policy 3311, Administrative Regulation 3311.1(a).1, when funds are available and such preference is not prohibited by the funding source. Local preference may be applied to any District procurement which utilizes cost as an evaluation criteria.

J. BRAND - NOT APPLICABLE TO SOLICITATION/CONTRACT

K. QUANTITIES; CONTRACT VOLUME

The items and quantities shown are in no way indicative of the actual items or quantities the District may purchase. The items and quantities listed are for evaluation purposes only. The District expects, but does not guarantee to purchase the quantities listed. The estimated quantities are based on historical data and are subject to change due to several factors, including availability of funding and District priorities.

L. PRICING AND PAYMENT

1. All prices shall be net and FOB Destination. In the case of discrepancy in the extended price calculation(s), the unit price(s) will prevail.
2. Payment will be made within 30 days after acceptance by the District. The District reserves the right to exercise a 10 day inspection period upon receipt, prior to acceptance. The District will provide notification(s), in writing, of any product not meeting the specifications contained herein. Any product determined to not meet the required specifications will be returned to the successful bidder, at no additional cost to the District and/or replaced with a product which meets or exceeds the required specifications. A successful bidder's failure to furnish a product that does not meet or exceed the required

specification may be found in default, and their award may be cancelled in part or in whole, as determined by the District. Official acceptance shall be determined after an inspection of the product.

3. All prices shall be stated in U.S. dollars.

M. PROMPT PAYMENT DISCOUNTS - NOT APPLICABLE TO SOLICITATION/CONTRACT

N. PROCUREMENT CARD PAYMENT - NOT APPLICABLE TO SOLICITATION/CONTRACT

O. REBATES - NOT APPLICABLE TO SOLICITATION/CONTRACT

P. DELIVERY REQUIREMENTS - NOT APPLICABLE TO SOLICITATION/CONTRACT

Q. WARRANTY - NOT APPLICABLE TO SOLICITATION/CONTRACT

R. COMPLIANCE WITH LAWS

See sample Form of Contract for Compliance with Laws terms and conditions

S. OCCUPATIONAL SAFETY AND HEALTH WARRANTY

See sample Form of Contract for Occupational Safety and Health Warranty terms and conditions

T. ASSIGNMENT

See sample Form of Contract for Assignment terms and conditions

U. CONTRACT TERM

The term of the contract(s) shall be from the date of award through June 30, 2025, with two (2) one-year options, at the same unit prices, upon satisfactory performance of the Contractor(s), and upon mutual consent of the parties.

V. TERMINATION FOR CONVENIENCE

See sample Form of Contract for Termination For Convenience terms and conditions

W. TERMINATION FOR DEFAULT

See sample Form of Contract for Termination For Default terms and conditions

X. DISPUTES

See sample Form of Contract for Disputes terms and conditions.

END OF SECTION II

SECTION III
SCOPE OF WORK

A. GENERAL REQUIREMENTS

It is the intent of the District to solicit offers from various licensed and bonded firms to provide certain maintenance and service of Heat, Vent, Mechanical and Plumbing, on an “as required” basis, at various District facilities, identified in Exhibit 2, located within the municipal boundaries, on an “on-call” basis, as required by the Contract Administrator or designee.

B. CONTRACT ADMINISTRATION

1. Contractor is to provide all supervision, labor, uniforms, tools, equipment, materials, supplies, and transportation to satisfactorily perform the maintenance and service of Heat, Vent, Mechanical and Plumbing in the manner and the frequencies to properly provide maintenance and service of: for any special maintenance and service of Heat, Vent, Mechanical and Plumbing; when existing maintenance and service of Heat, Vent, Mechanical and Plumbing are out of service during normal business hours; or if the maintenance and service of Heat, Vent, Mechanical and Plumbing have been disabled for any reason during after-hours, as set forth in these specifications, on an “as required” basis.
2. Contractor shall supply the names of at least two (2) representatives able to represent the Contractor in every aspect pertaining to the work required by these specifications within twenty-four hours of any resulting contract. The representatives, their location, and their availability must be satisfactory to the Contract Administrator or designee.
3. Contractor shall maintain phone service twenty-four (24) hours a day for the purpose of receiving call- out notices. The appropriate phone numbers shall be supplied to the Contract Administrator or designee within twenty-four (24) hours of award of any resulting contract.

C. CONTRACTOR'S QUALIFICATIONS

1. The Offeror must have experience in the maintenance and service of Heat, Vent, Mechanical and Plumbing and be able to show evidence of the successful completion of previous contracts equal in scope to this contract.
2. The District may require, within three (3) working days of bid deadline, a statement of experience which includes:
 - a. A minimum of five (5) years combined experience in maintenance and service of Heat, Vent, Mechanical and Plumbing which is equal to the services being solicited.
 - b. A list of former contracts, the scope of those contracts and the value of those contracts within the last year.
 - c. Appropriate references equal in scope to this contract, minimum of three (3).
3. LICENSES: Offerors shall have all licenses required to perform this type of work.

D. CONTRACTOR'S USE OF SITE

1. Contractor is responsible for all safety considerations and precautions required while performing

maintenance and service of Heat, Vent, Mechanical and Plumbing services to ensure that all laws pertaining to workplace safety are followed.

2. Contractor may not use areas specifically designated for use by the Owner without prior approval from the Contract Administrator or designee.
3. Contractor must coordinate all work in the District Facility with the Contract Administrator or designee.
4. Contractor must check in with front office personnel prior to beginning work, while school is in session.
5. Contractor is not permitted to use student restroom facilities.
6. The Contractor will be held responsible for all damages and/or claims resulting out of this contract.
7. The Contractor must take all necessary precautions to protect the District Facility occupants from any hazards created by the progress of work.
8. Following the Notice to Proceed, the Contractor is required to obtain Facility Keys and the Security System Access Code from the District Operations Department and obtain the Facility Keys by contacting the Contract Administrator or designee.
 - a. A unique Security Code will be assigned to the Contractor. The District Operations Office, 1301 Labar, will assign the Access Code and provide access training.
 - b. The Contractor’s signature on the Key Receipt acknowledges liability for the Owner’s loss or damage due to unauthorized access with the facility key(s) and/or access code issued to the Contractor. The Contractor’s Superintendent is solely responsible for opening and closing of the facility.
 - c. Lost or stolen key(s) issued to the Contractor are to be reported immediately to the Contract Administrator or designee. A written report shall be required for each incident.
 - d. Upon completion of the Contract and prior to final payment, the Contractor will return all key(s) to the Contract Administrator or designee. The following per facility charges will apply to any key not returned to the Contract Administrator or designee. **The key list charge is by facility. If the Contractor is given a Grand Master Key for all the District Facility Locations, the charge will be \$250,000.00 for a lost Grand Master Key.**

<u>Facility Type</u>	<u>Charge</u>
Elementary School	\$5,000
Junior High/Middle School	\$7,000
Senior High School	\$10,000
Other ASD Facilities	\$5,000

E. PAYMENTS TO CONTRACTORS

1. Payment Method

The District will make periodic payments for services rendered under this contract, provided all services covered have been satisfactorily completed. The Contract Administrator or designee is authorized to identify work to be performed by the Contractor, as necessary, and specify the individual billing address and project name/number for any “call-out” work assignments.

2. Invoices

Each invoice for services must reference the contract number and work order number, indicate the facility where services were provided, the project name/number for each call-out for work, reflect the dates, the number of hours worked, and names of the District representative(s) authorizing the services. The invoice is to be forwarded to the Contract Administrator or designee within thirty (30) days after the completion of work.

3. Overtime Compensation

The Contractor is entitled to the overtime rate established in the contract, when an employee of the Contractor is entitled to overtime compensation at the rate of one and one-half times the regular rate of pay. Compensation shall be paid in hours worked in excess of eight hours a day. Overtime must be authorized in advance by the District representative(s) whom authorized the specific “call-out” for services. The number of overtime hours worked and the names of the District representative(s) whom authorized the overtime must be identified on invoice(s).

4. Minimum Call-Out Time.

A minimum of two (2) hours shall be paid for a District requested or scheduled call-out. The rate paid will be according to the contract bid schedule.

F. SURVEYING EXISTING CONDITIONS

1. Prior to commencement of Work, the Contract Administrator or designee will notify the Contractor of any existing conditions and any site directives for call-out.

G. USE OF OWNER'S PROPERTY AND EQUIPMENT

1. Use of Owner's property or equipment such as tools, ladders, furniture, janitorial equipment and supplies, etc., is strictly prohibited.

H. PERIOD OF PERFORMANCE:

The contract period will be for a one (1) year period from date of award through June 30, 2025, with two (2) additional one-year option periods, at the same unit prices, upon satisfactory performance of the contractor, and upon mutual consent of both parties.

END OF SECTION III

ATTACHMENT A
SIGNATURE PAGE

This form must be returned with the submission/bid.

We the undersigned, in accordance with ITB 2025-510 Heating, Ventilation, Mechanical, and Plumbing Services Term Contract, hereby submit our bid.

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

FOR BIDDERS USE ONLY
PLEASE COMPLETE ALL APPROPRIATE INFORMATION

Date: _____

Bidder: _____

Mailing Address: _____

City/State/Zip: _____

Physical Business Address: _____

City/State/Zip: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

Federal Tax ID No.: _____ Alaska Business License No.: _____

Bidder Signature: _____

Printed Name: _____

Printed Title: _____

ATTACHMENT B
BIDDER'S CHECKLIST

INSTRUCTIONS

A. GENERAL

Bidders are advised that, notwithstanding any instructions or implications elsewhere in this ITB, only the documents shown and detailed on this Checklist need to be submitted with and made part of their bid. Other documents may be required to be submitted after bid opening, but prior to award. Bidders are hereby advised that failure to submit the documents shown and detailed on this Checklist may be justification for rendering the bid non-responsive.

B. REQUIRED DOCUMENTS FOR BID SUBMISSION

1. Attachment A, Signature Page (consisting of 1 page) must be signed with either manual or electronic signature.
2. Attachment C, Specifications/Bid Form(s) (consisting of 2 pages).
3. Erasures and/or other corrections made to the Bid Form(s) must be initialed by the person signing the bid.
4. All addenda issued shall be acknowledged by manually or electronically signing each addendum and submitting prior to the bid opening, or by indicating acknowledgement in the space provided on the Signature Page - Attachment A.

C. REQUIRED DOCUMENTS FROM APPARENT LOW BIDDER TO BE SUBMITTED WITHIN THREE (3) CALENDAR DAYS FROM NOTIFICATION BY THE PURCHASING DEPARTMENT

1. Exhibit 1, State of Alaska Sex Offender/Child Kidnapper Registry certification per Section II – Additional Provisions, Paragraph A.
2. Contractor Qualification. See Section III, Paragraph C., 2., a. – c.
3. Any other information deemed necessary by the Purchasing Senior Director or their designee.

ATTACHMENT C
SPECIFICATIONS/BID FORM

Schedule A – Repair Services

Item	Est. Qty	Unit	Description	Unit Price	Extended Price
1.	300	Hours	Repair Service - Hourly Rate , provide supervision, labor, tools, and equipment for Maintenance and Repair Services of Heat, Vent, Mechanical and Plumbing throughout the District on an “As Required” Basis, per the attached specifications. The labor hours are estimated. Actual labor quantities will be paid at the unit price bid. Day shift: 8am to 5pm.	\$ _____ (Per Hour)	\$ _____
2.	20	Hours	Scheduled Service – After hours/Holiday Hourly Rate , provide supervision, labor, tools, and equipment for Maintenance and Repair Services of Heat, Vent, Mechanical and Plumbing throughout the District on an “As Required” Basis, per the attached specifications. The labor hours are estimated. Actual labor quantities will be paid at the unit price bid. After hours: 5pm to 8am.	\$ _____ (Per Hour)	\$ _____
3.	75	Hours	Emergency Service – Hourly Rate , provide supervision, labor, tools, and equipment for Maintenance and Repair Services of Heat, Vent, Mechanical and Plumbing throughout the District on an “As Required” Basis, per the attached specifications. The labor hours are estimated. Actual labor quantities will be paid at the unit price bid. Less than eight (8) hours advanced notice of call- out. May require two (2) hour response time. After eight (8) hours of service, Scheduled Service Hourly Rate will apply.	\$ _____ (Per Hour)	\$ _____
4.	20,000	Dollars	Estimated Material Cost Mark-Up Percentage over the actual cost of materials. Materials shall be paid at cost, plus a percentage over the actual material cost of the Contractor. Supplier Invoices shall be presented to the District for review. Sample Formula: \$1,500 x 1.03(plus 3%) = Total Estimated Cost for Materials (\$1,545.00).	_____ %	\$ _____

Total Schedule A (Items 1 - 4): \$ _____

Schedule B – Preventative Maintenance

1.	150	Hours	Preventative Maintenance - Hourly Rate , provide supervision, labor, tools, and equipment for Maintenance and Repair Services of Heat, Vent, Mechanical and Plumbing throughout the District on an “As Required” Basis, per the attached specifications. The labor hours are estimated. Actual labor quantities will be paid at the unit price bid. Work may occur outside of posted school hours.	\$ _____ (Per Hour)	\$ _____
2.	5,000	Dollars	Estimated Material Cost Mark-Up Percentage over the actual cost of materials. Materials shall be paid at cost, plus a percentage over the actual material cost of the Contractor. Supplier Invoices shall be presented to the District for review. <u>Sample Formula</u> : \$1,500 x 1.03(plus 3%) = Total Estimated Cost for Materials (\$1,545.00).	_____ %	\$ _____

Total Schedule B (Items 1 - 2): \$ _____

CONTRACT VOLUME:

The District does not guarantee any minimum nor maximum purchase quantities and/or dollar amounts. The above quantities are for evaluation purposes only. The District reserves the right to increase or decrease the quantities listed at the same unit price(s). The items and quantities shown are estimated and in no way indicative of the actual items or quantities the District may purchase. Actual labor quantities will be paid at the unit price bid.

COMPANY NAME: _____

EXHIBIT 1
STATE OF ALASKA SEX OFFENDER/CHILD KIDNAPPER REGISTRY
CONTRACTOR CERTIFICATION

Pursuant to Section II – Additional Provisions, Paragraph A, I _____ the undersigned Principal for _____ on Solicitation ITB 2025-510 Heating, Ventilation, Mechanical, and Plumbing Services Term Contract, certify:

1. That I, either personally or through a person designated by me, have researched the State of Alaska Sex Offender/Child Kidnapper Registry to confirm that no employee or agent who may enter Anchorage School District property in connection with the contract is listed in the Registry.
2. That I have required all subcontractors and any of their sub-subcontractors to certify, or they will require all subcontractors and any of their sub-subcontractors to certify, that they researched the State of Alaska Sex Offender/Child Kidnapper Registry to confirm that no employee or agent who may enter District property in connection with the contract is listed in the Registry. I will provide all such certification to the District upon request.
3. To my knowledge, no employee or agent of bidder, or any subcontractor or sub-subcontractor of bidder, who may enter District property in connection with the contract is: (a) listed in the sex offender/child kidnapper registry of any other state; or, (b) is a convicted sex offender or child kidnapper.
4. I have read Anchorage School Board Policy 3515.5 and certify that the bidder will comply with Board Policy 3515.5. Bidder will not send any employee or agent who is a sex offender or child kidnapper to District property, as that term is defined in Board Policy 3515.5.

Bidder Name: _____

Dated: _____

By: _____

Signature

Printed Name

Title: _____

EXHIBIT 1
STATE OF ALASKA SEX OFFENDER/CHILD KIDNAPPER REGISTRY
SUBCONSULTANT CERTIFICATION

Pursuant to School Board Policy 3515.5, Sex Offenders and Child Kidnappers, I
_____, the undersigned Principal for
_____ (firm) on solicitation (name and number)
_____, certify:

1. That I, either personally or through a person designated by me, have researched the State of Alaska Sex Offender/Child Kidnapper Registry to confirm that no employee or agent who may enter Anchorage School District property in connection with the contract is listed in the Registry.

2. That I have required all subconsultants and any of their sub-subconsultants to certify, or they will require all subconsultants and any of their sub-subconsultants to certify, that they researched the State of Alaska Sex Offender/Child Kidnapper Registry to confirm that no employee or agent who may enter District property in connection with the contract is listed in the Registry. I will provide all such certification to the District upon request.

3. That if my firm enters into an agreement to perform work as a subconsultant for _____ the Prime Consultant for the District under solicitation No. _____, my firm will not allow any worker whose name appears on the State of Alaska Sex Offender/Child Kidnapper Registry to perform work on or at the Project site.

By: _____
Signature Printed Name

Title: _____ Dated: _____

EXHIBIT 1
STATE OF ALASKA SEX OFFENDER/CHILD KIDNAPPER REGISTRY
SUB-SUBCONSULTANT CERTIFICATION

Pursuant to School Board Policy 3515.5, Sex Offenders and Child Kidnappers, I
_____ the undersigned Principal for
_____ (firm) on Solicitation (name and number)
_____, certify:

1. That I, either personally or through a person designated by me, have researched the State of Alaska Sex Offender/Child Kidnapper Registry to confirm that no employee or agent who may enter Anchorage School District property in connection with the contract is listed in the Registry.

2. That if my firm enters into an agreement to perform work as a Subconsultant for _____ the Prime Consultant for the District under Solicitation No. _____, my firm will not allow any worker whose name appears on the State of Alaska Sex Offender/Child Kidnapper Registry to perform work on or at the Project site.

By: _____
Signature Printed Name

Title: _____ Dated: _____

EXHIBIT 2
LIST OF FACILITIES

#	Facility	Address
1.	ASD Maintenance/Operations	1301 Labar Street Anchorage, AK 99515
2.	ASD Purchasing/Warehouse	4919 Van Buren Street Anchorage, AK 99517
3.	ASD Student Transportation	3580 Tudor Road Anchorage, AK 99507
4.	ASD Student Nutrition	1307 Labar Street Anchorage, AK 99515
5.	Airport Heights Elementary	1510 Alder Drive Anchorage, AK 99508
6.	Alaska Native Cultural Charter School	8427 Lake Otis Parkway Anchorage, AK 99507
7.	Alpenglow Elementary	19201 Driftwood Bay Drive Eagle River, AK 99577
8.	Aquarian Charter	1705 W. 32 nd Ave Anchorage, AK 99517
9.	Aurora Elementary	5085 10 th Street JBER, Alaska 99506
10.	Bartlett High	1101 Golden Bear Dr. Anchorage, AK 99504
11.	Baxter Elementary	2991 Baxter Road Anchorage, AK 99504
12.	Bayshore Elementary	10500 Bayshore Drive Anchorage, AK 99515
13.	Bear Valley Elementary	15001 Mountain Air Drive Anchorage, AK 99516
14.	Begich Middle	7440 Creekside Center Drive Anchorage, AK 99504
15.	Benny Benson/SEARCH	4515 Campbell Airstrip Road Anchorage, AK 99507

ANCHORAGE SCHOOL DISTRICT
 ITB 2025-510 Heating, Ventilation, Mechanical, and Plumbing Services Term Contract

#	Facility	Address
16.	Bettye Davis East Anchorage High	4025 E. Northern Lights Blvd. Anchorage, AK 99508
17.	Birchwood ABC Elementary	17010 Birchtree Street Chugiak, AK 99567
18.	Bowman Elementary	11700 Gregory Road Anchorage, AK 99516
19.	Campbell Elementary	7206 Rovenna Street Anchorage, AK 99518
20.	Central Middle School of Science	1405 E. Street Anchorage, AK 99501
21.	Chester Valley Elementary	1751 Patterson Street Anchorage, AK 99504
22.	Chinook Elementary	3101 W. 88th Avenue Anchorage, AK 99502
23.	Chugach Optional Elementary	1205 E. Street Anchorage, AK 99501
24.	Chugiak Elementary	19932 Old Glenn Hwy Chugiak, AK 99567
25.	Chugiak High	16525 Birchwood Loop Chugiak, AK 99567
26.	Clark Middle	150 Bragaw Street Anchorage, AK 99508
27.	College Gate Elementary	3101 Sunflower Street Anchorage, AK 99508
28.	Creekside Park Elementary	7500 E. 6 th Avenue Anchorage, AK 99504
29.	Denali Montessori	952 Cordova Street Anchorage, AK 99501
30.	Dimond High	2909 W. 88th Ave Anchorage, AK 99502
31.	Dr. Etheldra Davis Fairview Elementary	1327 Nelchina Street Anchorage, AK 99501

ANCHORAGE SCHOOL DISTRICT
 ITB 2025-510 Heating, Ventilation, Mechanical, and Plumbing Services Term Contract

#	Facility	Address
32.	Eagle River Elementary	10900 Old Eagle River Road Eagle River, AK 99577
33.	Eagle River High	8701 Wolf Den Drive Anchorage, AK 99577
34.	Fire Lake Elementary	13801 Harry McDonald Road Eagle River, AK 99577
35.	Girdwood K-8	680 Hightower Road Girdwood, AK 99587
36.	Gladys Wood Elementary	7001 Cranberry Street Anchorage, AK 99502
37.	Goldenview Middle	15800 Golden View Drive Anchorage, AK 99516
38.	Government Hill Elementary	525 E. Bluff Drive Anchorage, AK 99501
39.	Gruening Middle	9601 Lee Street Eagle River, AK 99577
40.	Hanshew Middle	10121 Lake Otis Parkway Anchorage, AK 99507
41.	Homestead Elementary	18001 Baranoff Ave Eagle River, AK 99577
42.	Huffman Elementary	12000 Lorraine Street Anchorage, AK 99516
43.	Inlet View Elementary	1219 N. Street Anchorage, AK 99501
44.	Kasuun Elementary	4000 E. 68th Ave Anchorage, AK 99507
45.	Kennedy Data Center	540 Dyea Ave JBER, AK 99505
46.	Kincaid Elementary	4900 Raspberry Road Anchorage, AK 99502
47.	Klatt Elementary	11900 Puma Street Anchorage, AK 99515

ANCHORAGE SCHOOL DISTRICT
 ITB 2025-510 Heating, Ventilation, Mechanical, and Plumbing Services Term Contract

#	Facility	Address
48.	Lake Hood Elementary	3601 W. 40th Ave Anchorage, AK 99517
49.	Lake Otis Elementary	3331 Lake Otis Parkway Anchorage, AK 99508
50.	King Tech High	2650 E. Northern Lights Blvd. Anchorage, AK 99508
51.	Mears Middle	2700 W. 100th Ave Anchorage, AK 99515
52.	Mirror Lake Middle	22901 Lake Hill Drive Chugiak, AK 99567
53.	Mountain View Elementary	4005 McPhee Ave Anchorage, AK 99508
54.	Muldoon Elementary	525 Cherry Street Anchorage, AK 99504
55.	North Star Elementary	605 W. Fireweed Lane Anchorage, AK 99503
56.	Northern Lights ABC	2424 E. Dowling Road Anchorage, AK 99507
57.	Northwood ABC Elementary	4807 Northwood Drive Anchorage, AK 99517
58.	Nunaka Valley Elementary	1905 Twining Drive Anchorage, AK 99504
59.	O'Malley Elementary	11100 Rockridge Drive Anchorage, AK 99516
60.	Ocean View Elementary	11911 Johns Road Anchorage, AK 99515
61.	Orion Elementary	5112 Arctic Warrior Drive JBER, AK 99506
63.	Polaris K-12	6200 Ashwood Street Anchorage, AK 99507
64.	Ptarmigan Elementary	888 Edward Street Anchorage, AK 99504

ANCHORAGE SCHOOL DISTRICT
 ITB 2025-510 Heating, Ventilation, Mechanical, and Plumbing Services Term Contract

#	Facility	Address
65.	Rabbit Creek Elementary	13650 Lake Otis Parkway Anchorage, AK 99516
66.	Ravenwood Elementary	9500 Wren Lane Eagle River, AK 99577
67.	Rogers Park Elementary	1400 E. Northern Lights Blvd. Anchorage, AK 99508
68.	Romig Middle	2500 Minnesota Drive Anchorage, AK 99509
69.	Russian Jack Elementary	4300 E. 20th Ave Anchorage, AK 99508
70.	Sand Lake Elementary	7500 Jewel Lake Road Anchorage, AK 99502
71.	Save High	410 E. 56th Ave Anchorage, AK 99518
72.	Scenic Park Elementary	3933 Patterson Street Anchorage, AK 99504
73.	Service High	5577 Abbott Road Anchorage, AK 99507
74.	South Anchorage High	13400 Elmore Road Anchorage, AK 99516
75.	Spring Hill Elementary	9911 Lake Otis Parkway Anchorage, AK 99507
76.	Steller Secondary	2508 Blueberry Road Anchorage, AK 99503
77.	Susitna Elementary	7500 Tyone Court Anchorage, AK 99504
78.	Taku Elementary	701 E. 72nd Ave Anchorage, AK 99518
79.	Trailside Elementary	5151 Abbott Road Anchorage, AK 99507
80.	Tudor Elementary	1666 Cache Drive Anchorage, AK 99507

ANCHORAGE SCHOOL DISTRICT
 ITB 2025-510 Heating, Ventilation, Mechanical, and Plumbing Services Term Contract

#	Facility	Address
81.	Turnagain Elementary	3500 W. Northern Lights Blvd. Anchorage, AK 99517
82.	Tyson Elementary	2801 Richmond Ave Anchorage, AK 99508
83.	Ursa Minor Elementary	336 Hoonah Ave JBER, AK 99505
84.	Wendler Middle	2905 Lake Otis Parkway Anchorage, AK 99508
85.	West High	1700 Hillcrest Drive Anchorage, AK 99517
86.	Whaley School	2220 Nichols Street Anchorage, AK 99508
87.	Williwaw Elementary	1200 San Antonio Street Anchorage, AK 99508
88.	Willow Crest Elementary	1004 W. Tudor Road Anchorage, AK 99503
89.	Wonder Park Elementary	5101 E. 4th Ave Anchorage, AK 99508