



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 2025-517 Gymnasium Floor Refinishing Services

DATE ISSUED:
03/07/2025

DUE: **Prior to 11:00 a.m., Local Time**
DATE: **03/18/2025**

The Anchorage School District (referred to as the “District”) invites sealed bids from qualified vendors to provide Gymnasium Floor Refinishing Services, in accordance with the following documents that are a part of this ITB 2025-517:

Section	Title	Pages
Cover Page	Invitation to Bid	Consisting of 1 page
Section I	Instructions to Bidders	Consisting of 7 pages
Section II	Additional Provisions	Consisting of 4 pages
Section III	General Provisions, Specifications, and Requirements	Consisting of 7 pages
Attachment A	Signature Page	Consisting of 1 page
Attachment B	Bidder’s Checklist	Consisting of 1 page
Attachment C	Bid Form	Consisting of 2 pages
Appendix 1	Square Footage	Consisting of 1 page
Exhibit 1	<u>State of Alaska Sex Offender/Child Kidnapper Registry Contractor Certification</u>	Consisting of 1 page

AVAILABILITY OF ITB:

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

AWARD:

Award will be made to the lowest responsive, responsible bidder in accordance with Board Policy 3311, Administrative Regulation 3311.1(a).1, with preference to local bidders applied. Evaluation for determining the lowest bid shall be made in the aggregate. **TO BE CONSIDERED FOR AWARD ALL ITEMS 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/2025/2025-517.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. 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 90 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 2025-517 Gymnasium Floor Refinishing Services
Email: purchasing@asdk12.org
[OR Fax: Anchorage School District Purchasing Department, 907-243-6293]
Attn: Julie McLean, 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.

The District's Purchasing Department will be closed beginning December 24 and will reopen the first business day after January 1. Any emails, correspondence, questions, and others received during the closure will be responded to, if required, as soon as possible after the Department reopens.

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 in the conference room of the District's Purchasing Department. 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. Bids **MUST** be in **SEALED** envelopes with the outside of the envelope clearly marked with bidder's name, address, and phone number and as follows:

 BID: ITB 2025-517 Gymnasium Floor Refinishing Services
 DUE: Prior to 11:00 a.m., Local Time, 03/18/2025
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 90 calendar days from the date bids are due.
9. All bids shall be submitted on the attached Signature Page (Attachment A) and Bid Form(s) (Attachment C) in the spaces indicated and must comply with these instructions.
10. The Signature Page (Attachment A) and 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.docx

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

C. CERTIFICATION OF RESTRICTIONS ON LOBBYING

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

The contractor assumes full responsibility for and shall indemnify the District for any loss or damage to any District property, resulting in whole or in part from the negligent acts or omissions of the contractor, or any employee, agent or representative of the contractor.

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 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

1. The brand name and model numbers are as specified or equal. Brand names and manufacturer's model numbers furnished are the identification of the type of product and quality desired. Other brands meeting or exceeding the quality of brands referenced may be acceptable. If a bidder desires to offer a product considered equal or better than that specified, descriptive literature should be provided. Failure of the bidder to include complete descriptions and descriptive literature of the alternate brand offered may be cause for rejection of the bid.
2. Brand names and model/part numbers should be noted by each item offered.
3. All materials supplied from resulting contract(s) must be original, new, and be of the brand, model and stock number originally offered. The materials shall be readily identifiable as the brand and model/product number offered and shall be packaged in standard manufacturer's cartons, containers, and packages whenever possible.
4. Acceptability of equivalent items shall be determined by the District Purchasing Senior Director.

K. QUANTITIES; CONTRACT VOLUME - NOT APPLICABLE TO SOLICITATION/CONTRACT

L. PRICING AND PAYMENT - NOT APPLICABLE TO SOLICITATION/CONTRACT

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

1. The Seller expressly warrants that all materials used will be of the best quality available and that all workmanship will meet the highest standards of the trade. The Seller guarantees to answer personally for all materials and workmanship supplied to the District and shall undertake to correct workmanship or defect in materials as ascertained by the District.
2. Copies of all applicable Manufacturer Warranties may be requested from the apparent low bidder.
3. The Seller will promptly remove any material that the District designates as nonconforming or defective.
4. The Seller will promptly replace defective material.

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 August 30, 2025,.

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
GENERAL PROVISIONS, SPECIFICATIONS, AND REQUIREMENTS

A. MINIMUM QUALIFICATIONS

1. Floor Finish Manufacturer Qualifications
 - a. Manufacturer shall be a recognized finish manufacturer by the Maple Flooring Manufacturers Association (MFMA).
2. Floor Contractor/Installer/Refinisher Qualifications
 - a. Flooring contractor shall be a firm with five years experience in wood gymnasium flooring recoating and be recognized as a certified applicator by the finish manufacturer.

B. BACKGROUND

The District has most recently employed the application of a Bona Super Coat Poly 450 or approved equivalent for gymnasium floor recoating. The oil modified urethane offers premium protection with excellent single-coat gloss and durability. This product is fast drying and formulated with excellent flow, leveling and adhesion properties with a VOC Content of 450 g/L. The color is Amber, and the dilution rate is RTU (Ready to Use). Per Section III, Specification Section 09550, Annual Recoating Wood Gymnasium Floor, Part 2. Products seen below; any products bid must be considered equivalent to the product specified above, considering quality, workmanship, economy of operation, and suitability for the purpose intended within the following specifications.

C. SCOPE OF WORK

1. **Attachment C**– Gymnasium Refinishing Services at Various District Locations to be Provided in the Summer Months of 2025.
 - a. Furnish all supervision, labor, materials, equipment, delivery and application, and transportation to refinish wood gymnasium floors. The tasks required to do this work are listed in Section III, Specification Section 09550, Annual Recoating Wood Gymnasium Floor, Part 3. Execution, Paragraph 3.02, Scrub and Refinishing (Single Coat). The scrubbing and recoating of wood gymnasium floors shall be done during the summer months of June 15 through July 15, 2025. The project schedule shall be coordinated with the ASD Maintenance Department. The Notice to Proceed shall be upon issuance of a Purchase Order.
2. **Appendix 1** – List of Square Footage by School
 - a. For the Contractor’s reference the District has provided a list of each school that has a wood gymnasium floor. This list includes the square footage of each floor.

09550 ANNUAL RE-COATING WOOD GYMNASIUM FLOOR

PART 1. GENERAL

1.01 Description

- A. The Contractor shall be held responsible for any and all materials and equipment to be installed under this contract. The Contractor will be required to make good at his own cost any injury or damage which said materials or equipment may sustain from any source or cause whatsoever before final acceptance.
- B. Reuse of existing materials:
 - 1. Contractor shall not reuse any materials or equipment which is not specifically noted to be reused without the written permission of the District's Project Manager. In cases where existing materials are found to be in usable condition but not indicated to be reused by the contract documents, the Contractor shall, upon written approval by the District's Project Manager, incorporate these items into the project and an appropriate change order to the contract will be written.
- C. All products will be delivered, unloaded inside the appropriate building and completely installed by the Contractor, or his authorized agent.
- D. Focus on cleaning and finishing wood floors.

1.02 Submittals

- A. Manufacturer's Product Data
 - 1. Submit finish specifications sheet.
- B. Maintenance Literature
 - 1. Submit copy of "MFMA Care and Preservation of your Wood Floors."
- C. Delivery of Materials
 - 1. Room temperature of 55-80 degrees Fahrenheit and relative humidity of 35-50% are to be maintained. Ideal installation/storage conditions are the same as those that will prevail when building is occupied.

1.03 Job Conditions – Sequence

- A. Permanent heat, light and ventilation shall be operating before and after refinishing process. Maintaining a temperature range of 55 to 80 degrees Fahrenheit and a relative humidity range 35 to 55% or per manufacture's recommended environmental conditions.
- B. After floors are finished, area to be kept locked by owner to allow curing time for the finish. If after required curing time owner requires use of gymnasium, he shall protect the floor by

covering with non-fibered Kraft paper or red rosin paper with taped joints, until acceptance by owner (or owner's agent).

1.04 Quality Assurance:

The Contractor shall:

- A. Engage an experienced staff properly trained and with sufficient experience to ensure that all services provided under this contract are expeditiously and safely completed.
- B. The Contractor shall always make available the entire project for inspection by the Owner, including a re-inspection of the completed work for acceptance regardless of previous inspections. Where such inspections may require specific access, observation, or personnel protective equipment, the Contractor shall have such equipment available for use by the Owner and make arrangement to allow for inspections by the Owner.
- C. The Contractor must adhere to the manufacturer's requirements/recommendations for preparation and application of the floor finish systems and apply all finishes at the manufacturer's recommended rates.
- D. The Contractor must use new product recently purchase and with sufficient shelf life to perform this work. The District reserves the right to request invoices, age verification of product, and contact with suppliers to ensure the products utilized were not expired or not recommended for use.

PART 2. PRODUCTS

2.01 Materials

- A. 100 to 150 grit screen or as directed by manufacturer.
- B. Maroon pads
- C. Finish Materials and Workmanship
 - 1. The wood finish covered by this specification shall be intended for use on wood floors, wood work, doors and other interior wood surfaces. The product shall produce a glossy, hard, abrasive, and water-resistant finish that readily bonds to suitable substrates.
 - 2. The finish shall be a clear, uniform, solvent-base product with a urethane resin base. It shall be a one-part system, ready for use as delivered, without dilution. The product shall be slip resistant based upon ASTM D2047 and Underwriters Laboratories, Inc.'s. Method 410.
- D. Finish Product Requirements
 - 1. Clear Urethane Single Component Finish for Wood Gymnasium Floors
 - 2. Nonvolatile Content - The nonvolatile matter of the product shall be 43% minimum, when tested in accordance with ASTM D1644.

3. Viscosity - The viscosity, when tested on the Gardner Bubble Viscometer in accordance with ASTM D1545, shall be between A - C.
 4. Flash Point - The flash point, Tag Closed Cup, shall be 100°F (37.7°C) minimum when tested according to ASTM D56.
 5. Color - The color of the wood finish covered by this specification shall be typically 6, and not greater than 12, on the Gardner Scale when tested in accordance with ASTM D1544.
 6. Lead Content - Manufacturer's chemist must certify that the product meets with lead content requirements as defined in 16 CFR, Part 1303, published at 42 F.R. 44193, September 1, 1977, for use in schools, hospitals, public buildings and other consumer access buildings. All material produced after February 27, 1978 shall contain less than 0.06% lead content.
 7. The VOC rating of the product shall be less than 520 g/l.
- E. Finish Product Test Method
1. Per the above Paragraph D - Finish Product Requirements, subparagraphs 2, 3, and 4, testing of nonvolatile content, viscosity, and the flash point, is performed in accordance with the current test methods of the Maple Flooring Manufacturers Association.
 2. Per the above Paragraph D - Finish Product Requirements, subparagraph 7, testing of the VOC rating is performed in accordance with the current test method ASTM D1475.
- F. Gymnasium Sealer: Compatible with Finish
- G. Provide the floor finishing product information, including two (2) sets of descriptive literature, brochures, and/or data inclusive of technical specifications of the Floor Finishing Product. If this information is not provided with your bid, it will be required within three (3) calendar days upon request from the District's Purchasing Department.

PART 3. EXECUTION

3.01 Contractor Responsibilities

- A. The Contractor will not unreasonably encumber site with materials or equipment.
- B. The Contractor is to be responsible for protection and safekeeping of products stored on premises; and will move any stored products which interfere with operations by Owner.
- C. The Contractor is responsible for any and all associated material and labor necessary to provide a finished appearance.
- D. If required, the Contractor is to push manual bleachers back to complete the floor in its entirety. Contractor shall not move motorized bleachers and should contact the District's Project Manager to coordinate the closing of motorized bleachers. The bleachers are not to be moved back into position until the floor finish is completely set to avoid any surface damage. Coordinate with the District's Project Manager on any items to be moved out of the gymnasium.

3.02 Scrub and Recoating (Single Coat)

- A. Pre-clean floors to remove soils, dusts, and debris.
- B. Abrade floors using 100-150 grit screen to a uniform dullness. Abrade no more than 250sf per side of pad, following manufacturer’s recommended screening procedure.
- C. Sweep, Vacuum, tack wipe floor using 100% mineral spirits, or another approved tack ragging agent, to remove screening fines and allow to dry at least 1 hour.
- D. Apply Finish per manufacturer’s recommended installation directions using manufacturer’s approved applicator.
- E. Make sure all doors are sealed, secured and clearly marked “*Do Not Enter*”.
- F. Perimeter molding
 - 1. Following the specification requirements of Section III, Part 1.01, Paragraph B., subparagraph 1, install new or reused vented rubber base at all walls with screws and adhesive. Use pre-formed outside corners and neatly miter all inside corners.

PART 4. CLEANING

4.01 Contractor Responsibility

- A. Clean up all unused materials and debris and remove them from the premises.
- B. No waste disposal is allowed onsite.

PART 5. SERVICE DEFICIENCY CLAIMS

- A. The Contractor’s failure to provide goods/services required by this contract will be grounds for the District to issue a Service Deficiency Claim (SDC) to the Contractor. The SDC will be provided to the Contractor in writing. The Contractor will advise the District, in writing, of the corrective action being taken.
- B. If a deficiency is not corrected within thirty (30) days from the time is it issued, the District may issue another SDC and procure, from another contractor, the goods necessary to correct the problem.
- C. Of the Contractor gets more than two (2) substantiated SDC’s in a 60-day period or a total of five (5) substantiated SDC’s in a 90-day period, it will be grounds for the District to declare the Contractor in default.

END OF SECTION III

ATTACHMENT A
SIGNATURE PAGE

This form must be returned with the submission/bid.

We the undersigned, in accordance with ITB 2025-517 Gymnasium Floor Refinishing Services, hereby submit our bid.

Any order(s) placed as a result of this ITB requires delivery within 0 days After Receipt of Order (“ARO”).

Please indicate delivery days ARO: _____/Days ARO

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, Bid Form(s) (consisting of 3 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

___ Copy(ies) of all related Manufacturer Warranties as described in Section II, Paragraph Q. WARRANTY.

___ Descriptive Literature as indicated in Section II, Paragraph J. BRAND.

___ Any other information deemed necessary by the Purchasing Senior Director or their designee.

ATTACHMENT C
BID FORM

Gymnasium Refinishing Services at Various District Locations
 to be provided during the Summer Months of 2025

Item	Qty.	Unit	Description	Unit Price	Extended Price
A1.	1	Lot	Bartlett High School, 18,240 SF, Per attached specifications	Lump Sum	\$ _____
A2.	1	Lot	Begich Middle School, 12,300 SF, Per attached specifications	Lump Sum	\$ _____
A3.	1	Lot	Central Middle School, 9,256 SF, Per attached specifications	Lump Sum	\$ _____
A4.	1	Lot	Chugiak High School, 16,300 SF, Per attached specifications	Lump Sum	\$ _____
A5.	1	Lot	Chugiak High School Auxiliary Gymnasium, 14,300 SF, Per attached specifications	Lump Sum	\$ _____
A6.	1	Lot	Clark Middle School, 10,500 SF, Per attached specifications	Lump Sum	\$ _____
A7.	1	Lot	Eagle River High School, 14,300 SF, Per attached specifications	Lump Sum	\$ _____
A8.	1	Lot	Dimond High School, 15,741 SF, Per attached specifications	Lump Sum	\$ _____
A9.	1	Lot	Dimond High School Auxiliary Gymnasium, 10,660 SF, Per attached specifications	Lump Sum	\$ _____
A10.	1	Lot	Hanshew Middle School, 10,000 SF, Per attached specifications	Lump Sum	\$ _____
A11.	1	Lot	Mears Middle School, 8,850 SF, Per attached specifications	Lump Sum	\$ _____
A12.	1	Lot	Service High School, 16,199 SF, Per attached specifications	Lump Sum	\$ _____
A13.	1	Lot	South High School, 13,640 SF, Per attached specifications	Lump Sum	\$ _____
A14.	1	Lot	West High School, 13,130 SF, Per attached specifications	Lump Sum	\$ _____

Schedule A Total (Items A1 through A14): \$ _____

Local Preference, five percent (5%) of TOTAL: \$ _____
 Preference will not exceed \$5,000

Adjusted Total Proposal \$ _____

QUANTITIES; CONTRACT VOLUME: The work outlined in Section III GENERAL PROVISIONS, SPECIFICATIONS, AND REQUIREMENTS is anticipated to be performed during the Summer of 2025, upon the issuance of an individual Purchase Order, at the lump sum amounts bid. The District reserves the right to remove items from the Bid Form based on the availability of funds and/or changes in the District's program needs. Actual items to be performed will be confirmed in the Spring of 2025.

VENDOR NAME: _____

***Provide Floor Finishing Product Information** (Include two (2) identical sets of descriptive literature, brochures and/or data inclusive of technical specifications and Safety Data Sheets (SDSs) of the Floor Finishing Product with bid):

Manufacturer: _____

Description: _____

VENDOR NAME: _____

APPENDIX 1
SQUARE FOOTAGE BY SCHOOL

High Schools	Square Feet Floor
Bartlett High School	18,240
Chugiak High School	16,300
Chugiak High School Auxiliary Gymnasium	14,300
Dimond High School	15,741
Dimond High School Auxiliary Gymnasium	10,660
Eagle River High School	14,300
Service High School	16,199
South High School	13,640
West High School	13,130

Middle Schools	Square Feet Floor
Begich Middle School	12,300
Central Middle School of Science	9,256
Clark Middle School	10,500
Hanshew Middle School	10,000
Mears Middle School	8,850

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 2025-517 Gymnasium Floor Refinishing Services, 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: _____