



## **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 2026-513 Duct Cleaning - Term Contract**

DATE ISSUED:  
November 4, 2025

DUE: **Prior to 1:00 p.m., Local Time**  
DATE: **November 18, 2025**

The Anchorage School District (referred to as the "District") invites sealed bids from qualified vendors to provide Duct Cleaning - Term Contract, in accordance with the following documents that are a part of this ITB 2026-513:

| <b>Section</b>      | <b>Title</b>  | <b>Pages</b>           |
|---------------------|---|------------------------|
| <b>Cover Page</b>   | Invitation to Bid                                   | Consisting of 1 page   |
| <b>Section I</b>    | Instructions to Bidders                             | Consisting of 6 pages  |
| <b>Section II</b>   | Additional Provisions                               | Consisting of 4 pages  |
| <b>Section III</b>  | Departmental Provisions                             | Consisting of 25 pages |
| <b>Attachment A</b> | Signature Page                                      | Consisting of 1 page   |
| <b>Attachment B</b> | Bidder's Checklist                                  | Consisting of 1 page   |
| <b>Attachment C</b> | Bid Form  | Consisting of 1 page   |
| <b>Exhibit 1</b>    | Sex Offender/Child Kidnapper Registry Certification | 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/](http://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/2026/2026-513.xlsx](http://apps.asdk12.org/depts/purchasing/meeting/Plan_Holders/2026/2026-513.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 <https://www.asdk12.org/school-board/policies>. 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](http://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/](http://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 2026-513 Duct Cleaning - Term Contract  
Email: [purchasing@asdk12.org](mailto:purchasing@asdk12.org)  
[OR Fax: Anchorage School District Purchasing Department, 907-243-6293]  
Attn: Lillian Lobato, Contract Administrator/Purchasing Agent

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 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/](http://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 2026-513 Duct Cleaning - Term Contract**  
DUE: **Prior to 1:00 p.m., Local Time, November 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 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.docx](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 - 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 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 - NOT APPLICABLE TO SOLICITATION/CONTRACT**

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 January 31, 2029, 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**  
**DEPARTMENTAL PROVISIONS**

**SECTION 01010 SCOPE OF WORK**

**PART 1. GENERAL**

**1.01 GENERAL REQUIREMENTS OF THE BID**

- A. The annual value of the contract shall not exceed \$90,000 per year.
- B. No individual task order/purchase order shall exceed \$24,999 without the written consent of the Purchasing Department. The District will bid projects individually if the work is \$25,000 or over.
- C. National Air Duct Cleaners Association (NADCA) Certification is required. Please provide this number on the bid form.

**1.02 DESCRIPTION OF WORK**

- A. This project consists of providing the necessary labor, material, equipment, and supervision to complete the cleaning, rehabilitation, and testing of the ventilation systems in accordance with the requirements as specified herein.

Systems to be covered under this contract will require the following:

- 1. Clean and adjust ventilation systems and air handling equipment including air handling units, supply fans, furnaces, supply and return air systems, supply and return air dampers, coils, mixed air plenums, and plenum walls.
  - 2. Clean exhaust air registers and grilles and adjust exhaust and relief air systems. Exhaust and relief air ducts do not require cleaning if there is no recirculation to the building ventilation systems. Ceiling exhaust fans to be cleaned by removing ceiling grille and cleaning fan and grille without removal of fan unit.
  - 3. Clean all acoustical lining in supply, return and transfer air ducts.
  - 4. Clean outside air intake louvers, hoods, plenums and ducts. Repair as needed.
  - 5. Clean all sheet metal outside air and return air ducts in crawl spaces. (Fiberglass ducts do not require cleaning.)
  - 6. Reseal all outside air and return air ducts and plenums located in crawl spaces (applies to sheet metal ductwork only).
  - 7. Clean and adjust supply and return air registers, grilles and diffusers.
  - 8. Clean all unit heaters throughout the building.
  - 9. Clean all cabinet unit heaters throughout the building.
  - 10. Clean all baseboard fin tubes and enclosures throughout the office area.
  - 11. Clean all convectors throughout the building.
  - 12. Cut accesses in duct work where needed to properly clean.
  - 13. Plenums and branch ducts. Patch or plug upon completion.
  - 14. Clean and dust adjacent surfaces.
- B. Contractor shall field verify accordingly to determine actual work required. Consider minor revisions at no additional cost to the Owner. For all work to be undertaken during the term of this contract, the Owner will request a site visit with the project manager and Contractor to go over the scope of work of each individual school site. A cost estimate will be provided to the

ASD project manager by the Contractor using the unit prices bid on the bid form, and reviewed as to estimated footage to be cleaned and additional work to be accomplished. A purchase order will then be issued to the Contractor for the approved not to exceed amount. The purchase order (contract task order) shall be considered the Contractor's notice to proceed.

C. Contractor shall contact the Project Manager upon completion of each task order.

### **1.03 SPECIAL NOTE ON POTENTIAL ASBESTOS HAZARDS**

The Contractor is advised of the potential for asbestos hazard in dust.

### **1.04 CONTRACTOR'S USE OF SITE**

- A. Contractor is responsible for all safety considerations and precautions required during the period of performance and to ensure that all laws pertaining to workplace safety are followed.
- B. Contractor may not use areas specifically designated for use by the Owner without prior approval from the Project Manager.

### **1.05 OWNER'S USE OF SITE**

- A. The Contractor shall have use of the designated area for staging for this project.
- B. Collaborate with the Project Manager during performance of work to minimize conflicts and to facilitate Owner's use of facilities.
- C. Provide clean and easy access to and egress from spaces at all times during the performance of work, unless specifically arranged in advance through the Project Manager.
- D. During the regular school year, conduct operations to minimize interference with normal school operations.
- E. Schedule any work which could interfere with school operations during summer vacation or when the school is not in session during the regular year.
- F. Cooperate with Project Manager in conducting operations to minimize conflict with and to facilitate Owner usage as established by the Project Manager.
- G. Schedule work to maintain Owner's continuous operation. Include in contract sum sufficient funds as may be required for any "after-hours" work caused by this requirement. No additional payment to Contractor will be authorized because of Contractor's failure to anticipate required "after-hours" work. In areas of work in which school events occur, it is intended for the Contractor to accomplish the majority of the work during evenings, weekends, and when the students are not in class. Work may be performed during the school day (8:00 a.m. till 4:00 p.m.) as long as it does not interfere with school operations.
- H. At all times conduct operation as to ensure the least inconvenience to students, staff, visitors, and the general public.
- I. The Contractor shall provide advance notice at least 72 hours prior to any utility outages or other operations anticipated that will inconvenience the school activities. The Project Manager will

review and evaluate the request. The Contractor may have to reschedule the operations to another time that will not impact school activities.

- J. Contractor is responsible for ensuring the Fire Alarm and Security systems are fully operational and capable of reporting to Guardian Security during the construction period. If at any time the Fire Alarm or Security Alarm systems are not functional or capable of reporting alarms, the Contractor shall provide at his expense a person for fire and security watches on site for the duration the life safety systems are offline.
- K. The Contractor is responsible to move equipment and furnishings during construction and have them ready for use during school operational times.

**1.06 OVERTIME WORK**

To permit arrangements for inspections, the Contractor shall notify the Project Manager at least 48 hours in advance of any overtime work, including nights, weekends, and holidays. No overtime work is permitted without the Project Manager's prior approval. Overtime work is described as any work outside of the hours of 7:00 a.m. – 6:00 p.m.

**1.07 CONCEALED CONDITIONS UNACCEPTABLE TO CONTRACTOR, IF ANY**

- A. Should Contractor discover in the course of work defined in this Contract, conditions that are inconsistent with the Contract Documents or work of a substandard nature that will affect the satisfactory completion of the Work, the Project Manager shall be notified immediately.
- B. Upon notification from Contractor, and if one Project Manager concurs, the Contract Administrator may issue a Change Order authorizing the Contractor to perform the work necessary for compliance and will adjust the Contract Sum accordingly.

**1.08 USE OF OWNER'S PROPERTY AND EQUIPMENT**

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

END OF SECTION 01010

## **SECTION 01045 CUTTING AND PATCHING**

### **PART 1. GENERAL**

#### **1.01 DESCRIPTION OF WORK**

- A. Cutting and patching is defined to include, but not necessarily limited to, the cutting and patching of nominally completed work, and is defined to exclude integral cutting and patching during the manufacturing, fabricating, erecting, and installing process for individual units of work.
- B. Contractor shall be responsible for all cutting, fitting, and patching required to complete the work or to:
  - 1. Accommodate the coordination of work.
  - 2. Provide for installation of other work.
  - 3. Remove and replace defective work.
  - 4. Remove and replace work not conforming to requirements of Contract Documents.
  - 5. Uncover other work for access or inspection.
  - 6. Obtain samples for testing or similar purposes.
  - 7. Provide routine penetrations of nonstructural surfaces for installation of piping and electrical conduit.
  - 8. Upon request provide access for inspection to completed work

#### **1.02 RELATED REQUIREMENTS**

- A. Individual Specification Sections:
  - 1. Cutting and patching incidental to work of the Section.
  - 2. Advance notification to other Sections of openings required in work of those Sections.
  - 3. Limitations on cutting structural members.

#### **1.03 SUBMITTALS**

- A. Ten (10) days prior to beginning any demolition activities, the Contractor shall provide written notification to EPA, in accordance with NESHAP regulations, with copy to Project Manager. Notice shall indicate asbestos containing materials are or are not anticipated to be encountered. If no asbestos is anticipated, a negative declaration is made addressing 40CFR61.146 (a), (b) and (c, 1-5).
- B. Submit written request in advance of cutting or alteration which affects:
  - 1. Structural integrity of any element of Project.
  - 2. Integrity of weather-exposed or moisture-resistant element.
  - 3. Efficiency, maintenance, or safety of any operational element.
  - 4. Visual qualities of sight-exposed elements.
  - 5. Work of Owner or separate contractor.
- C. Include in Request:
  - 1. Identification of Project.
  - 2. Location and description of affected work.
  - 3. Necessity for cutting and alteration.

4. Description of proposed work. Designate:
  - a. Scope of cutting and patching.
  - b. Contractor and trades to execute work.
  - c. Products proposed to be used.
  - d. Extent of refinishing.
5. Date and time work will be executed.

## **PART 2. PRODUCTS**

### **2.01 MATERIALS**

- A. For replacement of work removed, comply with specifications for type of work to be done, unless otherwise noted.
- B. Provide materials for cutting and patching which will result in equal to or better than the work being cut and patched in terms of performance characteristics and visual effect where applicable.

## **PART 3. EXECUTION**

### **3.01 GENERAL**

- A. Execute cutting, fitting, and patching to complete Work, and to:
  1. Fit the several parts together, to integrate with other Work.
  2. Uncover work to install or correct ill-timed Work.
  3. Remove and replace defective and non-conforming Work.
  4. Remove samples of installed Work for testing.
  5. Provide openings in elements of Work for penetrations of mechanical and electrical work.
  6. Repair surfaces damaged by removal or relocation of surface mounted or built-in items.

### **3.02 INSPECTION**

- A. Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- B. Do not cut and patch work which is exposed to view in a manner resulting in a reduction of visual qualities or resulting in substantial evidence of the cut and patch work. Remove and replace work judged by Project Manager to be visually unsatisfactory.
- C. After uncovering, inspect conditions affecting performance of work.
- D. Beginning of cutting or patching means acceptance of existing conditions.

### **3.03 PREPARATION**

- A. Clean adjacent structures and improvements of dust, dirt, and debris caused by cutting and patching operations, as directed. Return adjacent areas to condition existing prior to start of work.
- B. Provide supports to assure structural integrity of surroundings; devices and methods to protect other portions of Project from damage.

- C. Provide protection from elements for areas which may be exposed by uncovering work; maintain openings free of water.

**3.04 PERFORMANCE**

- A. Execute work by methods to avoid damage to other work, and which will provide proper surfaces to receive patching and finishing.
- B. Restore work with new products in accordance with requirements of Contract Documents.
- C. Fit work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces. Maintain all fire assembly rating wall or area separation construction in accordance with applicable codes.
- D. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.

END OF SECTION 01045

## **SECTION 01060 REGULATORY REQUIREMENTS**

### **PART 1. GENERAL**

#### **1.01 BUILDING CODES**

- A. Construction which is not governed by a local building code or the Contract Specifications will be governed by the more stringent provisions of the latest published edition of Statute adopted edition with Municipality of Anchorage (MOA) local amendments, of the following applicable current codes and regulations:
1. International Building Code (IBC)
  2. International Existing Building Code (IEBC)
  3. International Energy Conservation Code (IECC)
  4. International Fuel Gas Code (IFGC)
  5. International Mechanical Code (IMC)
  6. International Fire Code (IFC)
  7. National Electrical Code (NEC)
  8. Uniform Plumbing Code (UPC)
  9. ASHRAE 90-75 as applicable to Alaska
  10. National Fire Code, Volumes 1-10
  11. National Electrical Safety Code
  12. National Fire Protection Association (NFPA) Life Safety Code
  13. National Fire Protection Association (NFPA) National Fire Code
  14. ADA Guidelines
  15. Accessible and Useable Buildings and Facilities (ICC/ANSI A117.1)

#### **1.02 APPLICABLE STANDARDS**

- A. Where indicated, comply with the requirements and recommendations of the standards and other publications, except to the extent more detailed or more stringent requirements are indicated, including those of applicable codes and governing regulations.
- B. Where two or more standards or recommendations of trade associations apply to the same quality control requirement for the work, comply with the most stringent. Refer uncertain instances to the Project Manager for a decision.

### **PART 2. PRODUCTS (NOT APPLICABLE)**

### **PART 3. EXECUTION (NOT APPLICABLE)**

END OF SECTION 01060

## SECTION 01561 AIRBORNE CONTAMINANT CONTROL

### PART 1. GENERAL

#### 1.01 SUMMARY:

A. Related sections:

1. Section 00230 – Hazardous Materials Report (available upon request per location)
- B. Notification of Potential Hazards - Asbestos, lead and other hazardous materials are present in the building that may impact the work of all trades. All trades shall coordinate with other trades and conduct their work to prevent worker exposure or site contamination. Refer to Specification Section 00230, Hazardous Materials Report (available upon request); and for disturbing, removing and disposing of these materials and installing new materials or components. This notification is provided in accordance with EPA and OSHA requirements.

#### 1.02 DEFINITIONS:

- A. “Airborne Contaminants” are those contaminants listed in 29 CFR 1926.55 and 8 AAC 61.1100 that have the potential to become airborne due to various work activities being performed by the Contractor. Additionally, airborne contaminants include those fumes and odors that may be objectionable to personnel in Occupied Areas of the facility even though they are not listed in the reference regulations. Airborne contaminants may be broadly categorized as Pre-Existing or Activity Generated. Contaminant producing activities include, but are not limited to:
1. Demolition, removal, installation and disposal of walls, floors, ceilings, steel, and other architectural or structural materials.
  2. Disturbance or removal of existing settled and concealed dusts.
  3. Demolition, relocation, installation and disposal of plumbing, mechanical and electrical systems and equipment.
  4. Finish operations such as sanding, preparation, painting, and application of special surface coatings.
  5. Any construction activity, which can generate aerosols, dust, smoke, or fumes.
  6. Temporary heat sources.
  7. Other on-site work operations not described above.
- B. “Pre-Existing Contaminants” are those contaminants that are present in the facility prior to the start of any work. These include settled and concealed dust in areas of the facility not subject to routine cleaning, including the roof and inside and on top of architectural, mechanical, electrical and structural elements. The dust generally contains several common components including, but not limited to asbestos, cellulose, cotton, fiberglass, lead, silica and other Particulates Not Otherwise Regulated. Representative dusts throughout the facility have been examined and sampled by an EPA Certified Building Inspector and determined not to be “asbestos debris” from adjacent “Asbestos-Containing Building Materials” (ACBM). The inspector determined that the asbestos content of dust was less than one percent (1%) asbestos by weight and therefore is not an Asbestos-Containing Material (ACM). Reference 40 CFR 763.83. Test results are provided in Section 00230, Hazardous Materials Report (available upon request).
- C. “Activity Generated Contaminants” are those contaminants generated by the various demolition or construction related activities of the Contractor. Examples of typical Activity Generated Contaminants include wood dust (cellulose), cement dust (silica), gypsum dust

(particulates not otherwise regulated), paint fumes, and welding fumes. A complete list of regulated air contaminants is available in 29 CFR 1926.55 and 8 AAC 61.1100.

- D. "Work Areas": Areas of demolition, renovation, construction, adjacent staging and storage areas, and passage areas for workers, supplies, and waste. This may include but is not limited to attic spaces, spaces above ceilings, crawl spaces, mechanical and electrical spaces, confined spaces and other spaces not normally accessed or occupied.
- E. "Occupied Areas": Areas as determined by Owner's Representative and as shown on contract drawings. Typically these include areas adjacent to Work Areas or containment areas, either occupied or used for passage, as well as areas connected to construction area by mechanical system air intake, exhaust, and ductwork. Contaminant control procedures may be relaxed during periods when school is not in session as allowed by the Contractor's approved work plan.
- F. "Critical Clean Areas": Areas inside or outside the Work Area with equipment or occupants that cannot tolerate airborne contamination, and are to be maintained under positive pressure by HEPA filtered equipment relative to the surrounding air. These areas will be described or shown in contract documents or drawings.
- G. "Contractor" is defined to include all trades and all subcontractors performing work on the work site.
- H. "Negative Initial Determination" is a determination made either through air monitoring or other objective data that indicates worker exposure to regulated airborne contaminants are below or expected to be below the regulated limits.

### **1.03 AIRBORNE CONTAMINANT CONTROL**

- A. There is no requirement to remove Pre-Existing Contaminants from the facility. The Contractor may remove Pre-Existing Contaminants from his work areas if he determines that to be a more cost effective means of completing the work.
- B. The Contractor shall establish and maintain control over the generation and containment of all potential airborne contaminants so that facilities, students, staff, educational programs, equipment, and operations are not adversely affected. Construction activities that disturb existing materials or create airborne contaminants must be conducted in Work Areas specifically constructed, ventilated, and/or equipped to prevent the movement of contaminants into Occupied or Critical Clean Areas.
- C. The Contractor shall establish and maintain control over Activity Generated Contaminants within the Work Area to prevent abnormally high levels of airborne contaminants to settle on architectural, mechanical, electrical or structural components within the work areas. The Contractor shall be required to clean all surfaces within a work area where abnormally high levels of Activity Generated Contaminants are deposited.
- D. The Contractor shall ensure that all workers are aware of the Occupied and Critical Clean Areas, the potential air contaminants present and the means and methods established in the work plan to control those contaminants.
- E. The Contractor shall ensure workers have the proper protective equipment needed for the job being performed.

**1.04 TRAINING**

- A. The Contractor shall ensure that all workers/trades performing work on the project site are trained in accordance with OSHA standards for hazard communication (29 CFR 1910.1200) and proper protective equipment (29 CFR 1926), as well as engineering controls and work methods required to prevent exposure to regulated air contaminants that might be generated or encountered as a results of their work.

**1.05 RESPONSIBILITY:**

A. Owner's Responsibilities

- 1. The Owner shall identify in contract documents Occupied Areas and Critical Clean Areas prior to allowing the Contractor to begin work. The Contractor shall be notified of all changes to these areas as work progresses.

B. Contractor's Responsibilities:

- 1. Preparing proposed work plan and procedures for control of airborne contaminants during demolition and construction.
- 2. Identifying and implementing specific means and methods of achieving and maintaining control of airborne contaminants.
- 3. Controlling the generation and spread of airborne contaminants from the Contractor's Work Areas.
- 4. Cleaning and decontaminating all areas contaminated as the result of their operation. The Owner has the right to review and approve of any and all clean- up and decontamination procedures, chemicals, and processes.
- 5. Notifying Owner's Representative a minimum of 48 hours prior to starting construction activities that might be expected to produce excess levels of airborne contaminants in Work Area so that precautions may be taken.

**1.06 SUBMITTALS:**

- A. Submittals Required: Submit the following documentation to the Owner for approval. The submittal shall be coordinated with all the Contractor's subcontractors and trades and be submitted as one submittal for all work covered by this section. Work shall not proceed until the submittal package is approved and a Purchase order has been issued.

- 1. Shop Drawings: Make all shop drawings accurately and to a scale sufficiently large to show all pertinent features of the work. Shop Drawings shall show:
  - a. Boundaries of each Work Area, Occupied Areas and Critical Clean Areas.
  - b. Location of barriers, negative pressure areas, and exhaust fan units (if required).
  - c. Locations of windows, louvers, ducts and other penetrations into Occupied Areas and/or Critical Clean Areas that need to be protected from airborne contamination
  - d. Disposal Routes.
  - e. Locations of contaminant producing operations like painting or sanding which could be moved away from Occupied Areas.
- 2. Work Plan: The Work Plan shall be prepared for this specific job in the form of checklists and shall include:
  - a. Work area set-up and protection procedures during occupied times.

- b. Work area set-up and protection procedures during periods of limited occupancy (vacation and holidays).
  - c. Work procedures to minimize generation of airborne contaminants.
  - d. Worker protection procedures.
  - e. Daily cleanup procedures and activities.
  - f. Procedures to follow if air contaminants enter Occupied or Critical Clean Areas.
  - g. Exposure assessment procedures if a “negative initial determination” has not been completed. A record of “negative initial determinations” shall be maintained by the Contractor and be available on the job site for review by the Owner or regulatory agencies.
3. Material Safety Data Sheets: The Contractor shall identify the location where Material Safety Data Sheets (MSDS) for each chemical proposed to be used or installed will be maintained.
- B. Monitoring Results: The Contractor shall submit copies of all air monitoring and testing results to the Owner within 24 hours of receipt of results.

**1.07 WORKER PROTECTION:**

- A. The Contractor shall review the MSDS for the substances that will be used, data provided by these specifications, proposed means and methods, manufacturers data and other available data to determine the potential for worker exposure.
- B. Conduct air monitoring of worker exposures as necessary to show that workers are not being exposed above the permissible exposure limits established by 29 CFR 1926 and 8 AAC 61.1100 (negative initial determination). Not all contaminants or substances will require exposure monitoring.
- C. In lieu of worker exposure monitoring, the Contractor may rely on objective data from recognized trade groups, manufacturer or previous exposure monitoring data that establish that worker exposure above the permissible exposure limits is not probable under conditions “closely resembling” the processes, types of materials, control methods, work practices and environmental conditions in the current job.

**PART 2. PRODUCTS (NOT APPLICABLE)**

**PART 3. EXECUTION**

**3.01 WORK PRACTICES:**

- A. General: All construction/demolition work shall be isolated, either by enclosures, and/or work practices and equipment to prevent the migration of contaminants (dust, fumes, smoke, etc.) into Occupied Areas and Critical Clean Areas of the facility. If the Contractor’s work practices are not effective in controlling airborne contaminants, as evidenced by dust, fumes, smoke, odors, dust, etc. in Occupied or Critical Clean Areas, the Contractor shall provide a sealed barrier at the perimeter of the work area and exhaust the work area to maintain a negative pressure or provide positive pressure to Critical Clean and Occupied areas to keep airborne contaminants out.
- B. Direct exhaust from fume or smoke producing equipment away from building air intakes, windows and other penetrations into Occupied and Critical Clean Areas.
- C. The Contractor shall provide “walk-off” mats, at all connections between Work Areas and Occupied Areas, vacuumed or changed daily when there is traffic between the Work Area and the Occupied Areas.

- D. Enclosures where used shall be dust tight and withstand air pressure.
- E. Prohibited Materials: The use or application of the following materials is prohibited:
  - 1. All cleaners and aerosol products not submitted and approved by the Owner.
  - 2. All flammable or chlorinated hydrocarbon solvents, unless approved by the Owner.
- F. Any dust or debris tracked outside of Work Areas into Occupied Areas shall be cleaned up immediately. Contractor shall have the necessary manpower and equipment (dust and wet mops, HEPA vacuums, buckets and clean wiping rags) to keep adjacent Occupied Areas clean at all times.
- G. All vacuums used for cleaning shall be equipped with HEPA filters.
- H. Traffic between Work Areas and Occupied Areas shall be kept to a minimum. Keep doors between such areas closed at all times. Transport refuse through Occupied Areas in covered containers.
- I. Notify the Owner's Representative immediately of any release of airborne contaminants into Occupied Areas.

**3.02 ENFORCEMENT:**

- A. The Contractor shall periodically inspect Occupied Areas at the perimeter of the work area and Critical Clean Areas to verify that airborne contaminants have not spread into those areas.
- B. Failure to properly maintain airborne contaminant control in Occupied or Critical Clean Areas will result in issuance of a written warning. If the problem is not corrected immediately, the Owner will have cause to stop work.
- C. Failure of the Contractor to correct deficiencies in controlling airborne contaminants will result in corrective action taken by the Owner and deduction of all costs from the Contract.

**3.03 WORK STOPPAGE:**

- A. The Contractor shall stop work and notify the Owner whenever his work has caused visible dust, smoke, fumes or objectionable odors in Occupied or Critical Clean Areas.
- B. When such work stoppage occurs, the area shall be restored to its original condition by the Contractor at no expense to the Owner. The Contractor is responsible for removing dust, fumes and debris that were generated as a result of his work.

**3.04 WORK COMPLETION:**

- A. Provide thorough cleaning of finished surfaces that become exposed to dust or other airborne contaminants. Cleaning of Pre-Existing contaminants is not required.
- B. Removal of construction barriers and airborne contaminant control equipment shall be performed in a manner to minimize disturbance of airborne contaminants into occupied spaces. HEPA vacuum and clean all finished surfaces free of dust after the removal of barriers and equipment.

END OF SECTION 01561

**SECTION 01600 MATERIALS AND EQUIPMENT**

**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 material:
  - 1. Contractor shall not reuse any materials or equipment which are not specifically noted to be reused without the written permission of the 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 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.

**PART 2. PRODUCTS (NOT APPLICABLE)**

**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 the premises, and will move any stored products which interfere with operations of Owner.
- C. The Contractor is responsible for any and all associated material and labor necessary to provide a finished appearance.

END OF SECTION 01600

## **SECTION 01710 CLEANING**

### **PART 1. GENERAL**

#### **1.01 DESCRIPTION**

- A. Execute cleaning, during progress of the work, and at completion of the work.
- B. Cleaning, repair, and restoration must be accomplished prior to substantial completion inspection to the satisfaction of and at no additional cost to the Owner.

#### **1.02 DISPOSAL REQUIREMENTS**

- A. Conduct cleaning and disposal operations to comply with codes, ordinances, regulations, and anti-pollution laws.
- B. All debris shall be removed from the site and legally disposed of.

### **PART 2. PRODUCTS**

#### **2.01 MATERIALS**

- A. Use only those cleaning materials which will not create hazards to health or property and which will not damage surfaces.
- B. Use only those cleaning materials and methods recommended by manufacturer of the surface material to be cleaned.
- C. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.

### **PART 3. EXECUTION**

#### **3.01 DURING CONSTRUCTION**

- A. Execute periodic cleaning to keep the work, the site, and adjacent areas free from accumulations of waste materials, rubbish, and debris, resulting from construction operations.
- B. Remove all crates, cartons, and other flammable waste materials or trash from the work areas at the end of each working day.
- C. Provide on-site containers for the collection of waste materials, debris, and rubbish.
- D. Remove waste materials, debris, and rubbish from the site periodically and dispose of at legal disposal areas away from the site.

#### **3.02 FINAL CLEANING**

- A. Employ skilled workmen for final cleaning.
- B. Remove grease, mastic, adhesives, dust, dirt, stains, fingerprints, labels, and other foreign materials from sight-exposed interior and exterior surfaces.

- C. Prior to final completion, or Owner occupancy, the Contractor shall conduct an inspection of sight-exposed interior surfaces and all work areas to verify that the entire work is clean.

END OF SECTION 01710

## **SECTION 02050 DEMOLITION**

### **PART 1. GENERAL**

#### **1.01 DESCRIPTION OF WORK**

- A. Remove existing work, materials, and items as required by jobsite conditions, as scheduled and as specified herein, to accomplish new work and alteration work.
- B. Patch all existing surfaces which are disturbed, damaged, or otherwise made defective in appearance or function by the execution of required work under this contract.
- C. Remove all materials and debris resulting from demolition.

### **PART 2. PRODUCTS**

#### **2.01 DISPOSITION OF MATERIALS**

- A. Store any materials and equipment salvaged for the Owner on the site in the Contractor's work and storage area.
- B. Remove debris resulting from demolition operation from the site promptly. No accumulation of debris will be permitted.
- C. The burning of wood and/or other inflammable debris resulting from demolition operations on the site is expressly forbidden.
- D. The Contractor shall be responsible for the storage, transportation and disposal of all hazardous waste materials generated from the work performed under this contract. All said waste handling shall be in conformity with all applicable Federal, State, and local laws and/or regulations promulgated thereunder. All costs associated with the implementation of this paragraph shall be borne by the Contractor.

### **PART 3. EXECUTION**

#### **3.01 PREPARATION**

- A. Plan all work in advance, informing the Project Manager of procedure and provide written schedule to the same prior to beginning work.

#### **3.02 PERFORMANCE OF WORK**

- A. Protect existing buildings and adjacent surfaces, features and property. Restore all work damaged or otherwise made defective in appearance or function by the execution or required work under this contract to original condition. Interference with Owner's use of existing building and facilities shall be kept to a minimum and all work resulting in such interference shall be performed at a time approved beforehand by Project Manager.
- B. Remove all work carefully and only to the extent required for the final work. Remove all loose or damaged materials, caused by demolition or noted or specified to be removed.
- C. Carefully remove any materials and equipment noted or specified to be reused or salvaged and

handle with care to minimize damage.

- D. After demolition work in any area is completed, the Contractor shall clean all floors, walls, and ceilings, etc., marred by demolition, before any new construction is started.
- E. Remove debris being transported for removal through the finished spaces on rubber tired trucks or dollies properly covered to minimize spread of dust.
- F. Restoration of Existing Work:
  - 1. Where existing construction is, in any respect, marred, damaged, defaced or altered as a result of work performed in execution, the existing construction shall be restored to its original condition.
    - a. Where restoration is indicated or required, such work shall be corrected to the extent that all materials and workmanship are congruous with existing.
    - b. Where existing materials cannot be reused for repair or where new materials cannot be obtained to match existing, submit samples to the Project Manager for approval of new materials which are compatible with existing.
    - c. Where similar or compatible new materials are used, all work shall be replaced with such new materials to the nearest logical juncture such as a joint, corner or edge.

### **3.03 PROTECTION**

- A. Take reasonable adequate precautions to protect the Owner's property from damage during demolition work, moving of debris and damage by the elements. Restore any damage to Owner's property due to the aforesaid work or replace in a manner satisfactory to the Project Manager.
- B. Provide and maintain suitable barricades, shelters, lights and danger signals during the progress of the work. They shall meet the requirements of the state and/or local building codes. Assume the responsibility of barriers to completion of contract and remove same.
- C. Carefully remove any all existing sidewalks, curbs, and streets with planking as may be necessary during demolition operations. Following demolition, remove such protective planking and repair all damage caused by the demolition to sidewalks, curbs, and streets.
- D. Damage to any property existing prior to construction must be noted, in writing, and given to the Project Manager before work in that are begins.
- E. Do not disconnect any telephones without prior authorization from the Project Manager.

END OF SECTION 02050

## **SECTION 02075 VENTILATION SYSTEM REHABILITATION**

### **PART 1. GENERAL**

#### **1.01 SECTION INCLUDES**

- A. Cleaning of air distribution systems including, but not limited to, fans, air handling equipment, duct work and accessories, air plenums, terminal units, supply and return air distribution devices, coils, and, unitary heating and ventilation equipment including, but not limited to, fin-tube baseboards, classroom unit ventilators, unit heaters, cabinet unit heaters and convectors as applicable under the scope of this project specified herein and elsewhere in this document.
- B. The following systems and equipment do not require cleaning: ceiling spaces used as return air plenums, kiln exhaust systems, fume hoods, kitchen exhaust systems, welding exhaust systems, paint spray exhaust systems, boiler room ventilation systems, combustion air systems, or make-up air systems used exclusively in conjunction with any of these exhaust systems.

#### **1.02 REFERENCE**

- A. North American Insulation Manufacturers Association (NAIMA) Cleaning Fibrous Glass Insulated Air Duct Systems, Recommended Practice Publication #AH122, September 2002 edition.
- B. National Air Duct Cleaners Association (NADCA) General Specifications for the Cleaning of Commercial Heating, Ventilating and Air Conditioning Systems, ARC Standard, 2006 edition.
- C. National Air Duct Cleaners Association (NADCA) Assessment, Cleaning and Restoration of HVAC System ACR 2002, 2001 edition.
- D. Asbestos Hazard Emergency Response Action (AHERA) Documentation

#### **1.03 SUBMITTALS**

- A. Initial Contractor Work Plan Submittal
  - 1. Initial Contractor Work Plan shall be submitted by the Contractor within one week of award of Contract for review and approval by the Owner. Two copies shall be submitted.
  - 2. Initial Contractor Work Plan shall consist of two separate parts, a Project Work Plan manual and a separate set of Contractor Project Drawings.
  - 3. Project Work Plan manual shall include the following information presented in a report, bound 8-1/2"x11" format, arranged in the sections as follows:
    - a. Cover sheet bearing the title and date of the project and the name, address, and contact number of the Contractor.
    - b. PROJECT SUMMARY: This section shall outline the intended approach to be exercised by the Contractor to successfully perform this project. It shall also include the work plan, work practices, and other steps the Contractor will take to minimize and measure his worker's exposure to asbestos. A statement shall be explicitly made certifying that the Contractor has full knowledge of the extent of the services required to complete this project.
    - c. PROJECT SCHEDULE: This section shall outline the preliminary schedule of the project identifying specific critical points with respect to inspections of system for partial acceptance by the Owner.

- d. **PROJECT PERSONNEL:** This section shall include information concerning personnel to be assigned to specific tasks.
  - e. **MEANS AND METHODS:** This section shall include information concerning equipment that will be utilized for this project. Specific approved methods shall be identified with respect to each equipment type, air handling unit, coils, ductwork, etc., to be cleaned. **INCLUDE HEPA EQUIPMENT PERFORMANCE DATA** showing capture efficiency of 99.97% rated at 0.3 micron particulate.
  - f. **QUALITY CONTROL PROCEDURE:** This section shall include, in statement form, Contractor's own inspection procedure to be executed prior to submission of work for inspection by the Owner.
4. Contractor Project Drawing shall consist of markup of project plans by the Contractor showing location of required demolition and repair and showing proposed new access points, access panels, access doors, and shall identify all equipment and areas to be cleaned. The Contractor Project Drawing shall form the basis and record of inspection during the progress of this project.

**B. Final Submittal/Project Completion Report**

1. The Contractor shall make final submittal of an updated Contractor Project Work Plan and Contractor Project Drawing reflecting the actual work performed and the as-built conditions and revise the report title as the Project Completion Reports. The Contractor Project Drawings shall accurately depict the as-built locations of all access points, access panels, access doors, etc. Final submittal shall be submitted minimum of one week prior to request for final inspection to allow the Owner sufficient time for review and approval.
2. The Contractor shall include an appendix in the Project Completion Report for the inclusion of photographic records of selected duct sections, duct work accessories such as turning vanes, etc., and other system equipment demonstrating conditions before and after the cleaning. Number of photo documented locations shall be a minimum of 5 distinct system locations per single system set. Arrange photographs on 8-1/2" x 11" pages with captions denoting information presented. Photographs shall be color of sufficient clarity to show the intended information. Black and white photocopies not allowed.
3. The Contractor shall include an appendix in the Project Completion Report for the documentation of observed deficiencies relating to this project observed during the work of this project and those not addressed as part of this project. Provide sufficient information for use by the Owner in separate follow-up remediation efforts.
4. The Contractor shall submit three copies of Project Completion Report for Owner's record.

**1.04 APPROVED CLEANING METHODS**

**A. Direct Impact Removal Method**

1. This method involves the direct removal of embedded dirt and debris using hand tools or hand held power tools such as scrapers and brushes from surfaces that are capable of sustaining significant degree of impact without permanent deformation.
2. Tools for this method are limited to that which will not damage surface coating or removal of base material as a result of the application.
3. Where application of this method may introduce airborne dust, negative pressure HEPA vacuum collection equipment must be utilized as a means of capturing the airborne dust while work is in progress. HEPA vacuum equipment exhaust must be exhausted to the outside of the facility.

B. Contact Vacuuming Method

1. This method involves the application of HEPA vacuum-cleaning equipment with hand operated brush head in direct contact with the surface to be cleaned.
2. Tools for this method are limited to that which will not damage surface coating as a result of the application.
3. Where application of this method may introduce air borne dust, negative pressure HEPA vacuum collection equipment must be utilized as a means of capturing the airborne dust while work is in progress. HEPA vacuum equipment exhaust must be exhausted to the outside of the facility.

C. Air Wash Method

1. This method involves the direct application of compressed air as a means to loosen dirt and debris which is then drawn into a HEPA vacuum collection equipment utilized to develop a negative pressure in the area to be cleaned. HEPA vacuum equipment exhaust must be exhausted to the outside of the facility.

D. Power Wash Method

1. This method involves the use of pneumatic or electrically powered rotary bristle brush to loosen dirt and debris which is then drawn into a HEPA vacuum collection equipment utilized to develop a negative pressure in the area to be cleaned. HEPA vacuum equipment exhaust must be exhausted to the outside of the facility.

**1.05 QUALITY ASSURANCE**

- A. The Contractor shall arrange work in such manner as to not impact the normal operation of the facility.
- B. The Contractor shall assign only personnel regularly engaged in the specific tasks assigned throughout the project.
- C. The Contractor shall make available the entire project for inspection by the Owner at all times. Where such inspection may require specific access, observation, or, personnel protective equipment, the Contractor shall make such equipment available for use by the Owner.
- D. The Owner reserves the right to make inspections of work site, work in progress, and re-inspection of completed work regardless of previous inspection performed. The Contractor shall make arrangements to allow for inspection by the Owner.
- E. The Owner reserves the right to issue Stop Work Order affecting the project either in part or its entirety to the Contractor with no further remedy to the Contractor if the Owner determines the action of the Contractor or the condition of work represents a potential impact to the safety and operation of the facility. The Contractor shall comply with such Stop Work Order and proceed to make any necessary remediation or supplement as deemed appropriate by the Owner. The Contractor shall not resume work without formal written authorization by the Owner. Cost associated with the Stop Work Order shall be borne by the Contractor and will not be a basis for increase of contract amount or time extension.

**1.06 PROJECT/SITE CONDITIONS**

- A. The Contractor shall arrange the work in such manner as to minimize potential for contamination of occupied spaces.
- B. The Contractor shall be responsible for the condition of the occupied areas served by the systems under this project and shall provide the necessary cleaning effort on a daily basis.
- C. The Contractor shall be responsible for the safety of the workers and building occupants. Where overhead work is performed, provide hard hats for workers in place and for any building occupants that may enter into the work area. Provide minimum of six hard hats on site for use by building occupants.
- D. **SPECIAL NOTE ON POTENTIAL ASBESTOS HAZARDS**
  - 1. The Contractor is advised of the potential for asbestos hazard. Specific information concerning asbestos hazard is contained in the AHERA reports and the EHS reports for these facilities included elsewhere in these specifications.
  - 2. The Contractor will conduct monitoring of airborne concentrations of asbestos fibers. Air sampling will be conducted on the Contractor's employees at the initial onset of duct cleaning operations. Monitoring will be conducted by a trained industrial hygiene professional. Monitoring results will be averaged over an 8-hour, time weighted average (TWA) for comparison to the OSHA permissible exposure limit (PEL) of 0.1 fibers per cubic centimeter (flee), and a 30-minute average excursion limit to be must notify the Owner immediately. The Owner will consider stopping the work and evaluating the Contractor's means and methods. If required, corrective action must be taken by the Contractor to prevent a potential OSHA violation.

**1.07 INSPECTION OF PARTIAL WORK/PARTIAL ACCEPTANCE**

- A. The Contractor shall coordinate for the Owner's inspection and acceptance of components of systems that may not be available at time of final inspection. Submit request for inspection in writing to the Owner a minimum of 24 hours prior to the requested inspection.
- B. Partial inspection shall be on a system basis. In general, an entire ductwork system and accessories associated with one air handling system shall be covered under one inspection.

**1.08 SYSTEM START-UP/FINAL INSPECTION**

- A. The Contractor shall coordinate for the Owner's witness of the Startup and Final Inspection of all equipment at the completion of the project. Submit request for inspection in writing to the Owner a minimum of 24 hours prior to the requested inspection and only after the approval of the Final Submittal.
- B. Upon completion of Final Inspection, the Contractor shall perform the startup of the equipment and, after the initial start-up period, conduct a walk-through of the facility with the Owner to verify the condition of the spaces served by the equipment is ready for final air quality clearance monitoring.
- C. At completion of the project, proper operation of Fire/Smoke dampers shall be demonstrated. Deficiencies shall be identified for potential change order notified through the Contractor to the Owner.

**1.09 AIR QUALITY CLEARANCE MONITORING**

- A. The Owner will, at his own expense, contract a separate testing agency to provide air quality

clearance monitoring to support this project. The air quality clearance monitoring testing shall monitor the airborne dust level to detect possible release of asbestos fibers into the building atmosphere.

- B. An initial air quality clearance monitoring test will be conducted prior to the beginning of the Contractor's work to establish the base line data of airborne dust level.
- C. Upon completion of the work by the Contractor, and after the acceptance by the Owner and the start-up process, the Owner will initiate post-cleaning air quality clearance monitoring by a separate Contractor. If the post-cleaning air quality clearance monitoring test results show a higher level of dust in the air than the base line results, or if asbestos fiber has been introduced into the building atmosphere, the Contractor shall immediately arrange for the air purging of the affected areas. The additional cost of the air purging shall be the responsibility of the Contractor and shall not constitute grounds for additional compensation.
- D. Upon completion of the Contractor's air purging operation, the Contractor shall, at his own expense, contract and provide a follow-up air quality clearance monitoring to determine if the air purging operation was effective. A surface and equipment cleaning regiment will be required if air purging is unable to produce a final air quality clearance monitoring test which shows levels below the base line results.

**PART 2. PRODUCT (NOT APPLICABLE)**

**PART 3. EXECUTION**

**3.01 PREPARATION**

A. Temporary Filters

- 1. The Contractor shall provide temporary filters in all equipment where filters are installed and in operation during this project. Existing filters may not be reused and shall be disposed of by the Contractor. The Contractor-installed temporary filters shall remain in place during the project until the time of final inspection except when the filter section is being cleaned. Prior to system start-up/final inspection, new final service shall be installed.

B. Work Area Preparation

- 1. Prior to start of work, the Contractor shall provide sufficient covering over all surfaces around work area with plastic sheets or drop cloth. Pay particular attention to any equipment that may be damaged by dust or debris.
- 2. Provide floor covering where the contractor may store material or tools to avoid damage to the flooring.
- 3. Provide temporary plastic covering over smoke detectors to avoid accidental trip due to airborne dust and to minimize dust build-up in the detector sensor components.

**3.02 CLEANING PROCEDURE**

A. Fans

- 1. Fans shall be cleaned free of dirt and debris on all surfaces including fan housing, fan scroll, fan blades.
- 2. Methods approved for cleaning of fans shall be Direct Impact Removal and Contact Vacuuming Methods.

B. Air Handling Equipment

1. Interior of air handling units shall be cleaned free of dirt and debris on all surfaces.
2. Exposed internal acoustical and thermal lining within air handling units to be cleaned in place. Contractor shall immediately notify Owner if lining is found to be damaged upon initial inspection. If lining is damaged during cleaning, Contractor is responsible for replacement of damaged lining. Owner will visually inspect damage and determine whether lining is to be resurfaced or replaced.
3. Clean unit coil where applicable in accordance with procedure prescribed elsewhere in this section.
4. Clean unit fan in accordance with procedure prescribed elsewhere in this section.
5. Methods approved for cleaning of air handling units shall be Direct Impact Removal and Contact Vacuuming Methods.

C. Ductwork and Accessories

1. Provide adequate access to allow cleaning of sections of ductwork and accessories.
2. Interior of ductwork shall be cleaned free of dirt and debris on all surfaces. Interior and exterior surfaces including operating mechanism and linkage on all balancing dampers, fire and fire/smoke dampers shall be cleaned in place. Replace fusible links with matching type and temperature ratings.
3. Exposed internal acoustical and thermal lining to be cleaned in place. Contractor shall immediately notify Owner if lining is found to be damaged upon initial inspection. If lining is damaged during cleaning, Contractor is responsible for replacement of damaged lining. Owner will visually inspect damage and determine whether lining is to be resurfaced or replaced.
4. Avoid damage to ductwork and accessories. Ensure ductwork integrity is maintained and ductwork accessories are fully functional after cleaning operation.
5. Where existing ductwork is located under floor slab, remove grilles, registers and diffusers and clean all accessible surfaces. Access points or panels not required in under slab ductwork,
6. Sawdust collection system ductwork to be cleaned using existing cleanouts and access points or panels to greatest extent possible. Where necessary, install new access panels rated for system design pressure.
7. Methods approved for cleaning of ductwork and accessories shall be Direct Impact Removal, Contact Vacuuming Methods, Air Wash Method, and Power Brush Method.

D. Air Plenum, Terminal Units, VAV boxes

1. Provide adequate access to allow cleaning of sections of air plenum, terminal units, and VAV boxes.
2. Interior of air plenum, terminal units, and VAV boxes shall be cleaned free of dirt and debris on all surfaces. Interior and exterior surfaces including operating mechanism and linkage on control dampers shall be cleaned in place. Replace fusible links with matching type and temperature ratings.
3. Exposed internal acoustical and thermal lining within air plenum, terminal units and VAV boxes to be cleaned in place. Contractor shall immediately notify Owner if lining is found to be damaged upon initial inspection. If lining is damaged during cleaning, Contractor is responsible for replacement of damaged lining. Owner will visually inspect damage and determine whether lining is to be resurfaced or replaced.
4. Mark existing control dampers setting and ensure are fully functional after cleaning operation.
5. Clean unit coil where applicable in accordance with procedure prescribed elsewhere in this section.
6. Clean unit fan where applicable in accordance with procedure prescribed elsewhere in this

section.

7. Clean interior of outside air intake plenums. Remove and clean roof intake hoods.
8. Methods approved for cleaning of air plenum, terminal units, and VAV boxes shall be Direct Impact Removal, Contact Vacuuming Methods and Power Brush Method. Power brush method limited to air plenums of significant size only.

E. Supply, Return and Exhaust Air Registers, Grilles, and Diffusers

1. Remove supply, return, and exhaust air distribution devices to allow thorough cleaning of all surfaces and takeoff connections.
2. Immediate building surfaces around locations where supply and return air distribution devices are installed shall be cleaned free of dirt and debris buildup prior to reinstallation.
3. Methods approved for cleaning of registers, grilles, and diffusers shall be Direct Impact Removal and Contact Vacuuming Methods.

F. Coils

1. Provide access panels as necessary to allow cleaning of both sides of coils.
2. Coils shall be cleaned free of dirt and debris.
3. Avoid damage to coil fins. At the end of cleaning operation, comb the entire fin section on both sides.
4. Methods approved for cleaning of coils shall be Contact Vacuuming Method.

G. Unitary Heating and Ventilation Equipment

1. Fin-Tube Baseboards

- a. Clean all surfaces including fin-tube and fin-tube baseboard enclosures free of dirt and debris.
- b. Where fin tube is located behind built-in cabinetry, remove grilles in cabinet top and toe plate and clean to greatest extent possible.
- c. Avoid damage to fins sections. At the end of cleaning operation, comb the entire fin section.
- d. Method approved for cleaning of fin tube shall be Contact Vacuuming Method.

2. Classroom Unit Ventilators, Unit heaters, Cabinet Unit Heaters and Convectors

- a. Clean all surfaces free of dirt and debris including compartment not directly in air stream but containing controls or piping.
- b. Clean unit coil section in accordance with procedure prescribed elsewhere in this section.
- c. Clean unit fan in accordance with procedure prescribed elsewhere in this section.
- d. Method approved for cleaning shall be Contact Vacuuming Method.
- e. Grease fan parts that require lubrication.

**3.03 INSPECTIONS BY THE OWNER**

- A. The Contractor shall be responsible for providing adequate and safe access including ladders, lighting devices, and bore-scope equipment as appropriate for use by the Owner to perform the necessary inspection activities.
- B. The Contractor shall arrange the equipment for inspection to demonstrate the following:
  1. All affected equipment shall be turned off during the inspection.

2. All access doors on air handling units in open position for the inspection of interior surfaces.
3. All filter racks shall be visible for inspection showing new air filters and filter bracket in place.
4. Control linkage and balancing devices connected and locked in the position after the balancing and with the new position identified with appropriate marking.

C. Owner's Acceptance of Contractor's Performance

1. The Owner shall, based on the inspection result, accept the systems as having been cleaned or reject all or part of the systems as deficient work requiring immediate remediation by the Contractor.
2. If the work is considered to be deficient, the Contractor shall immediately remediate the deficiencies reported and request for re-inspection upon completion.

**3.04 START-UP OF SYSTEMS WITH DUCTWORK CONNECTIONS**

- A. The Contractor may start up the system upon acceptance by the Owner. Prior to system start-up, the Contractor shall provide filter media at all system outlets to protect the occupied spaces and replace the temporary construction filters in all air moving equipment with new final service filters.
- B. Upon start-up of systems, conduct an initial purge run. The Contractor shall coordinate with the Owner as appropriate to allow system to operate a minimum of 4 hours at full flow condition with outlet filter media in place.
- C. At the end of the initial purge run, the Contractor shall remove all outlet filter media and return the system to normal operation.
- D. The Contractor shall re-inspect the system and the affected occupied spaces within 12 hours of normal operation to ensure no dirt and debris is present from the operation of the system. If dirt and debris is evident due to the operation of the system, the Contractor shall bear the cost of the necessary remedial cleaning.

END OF SECTION 02075

**END OF SECTION III**

**ATTACHMENT A**  
**SIGNATURE PAGE**

**This form must be returned with the submission/bid.**

---

We the undersigned, in accordance with ITB 2026-513 Duct Cleaning - Term Contract, 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

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Addendum Number(s) \_\_\_\_\_ is/are hereby acknowledged.

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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 1 page).
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**

\_\_\_Any other information deemed necessary by the Purchasing Senior Director or their designee.

**ATTACHMENT C**  
**BID FORM**

| Item | Est. Qty.     | Unit        | Description   | Unit Price                             | Extended Price |
|------|---------------|-------------|---|--|----------------|
| 1.   | <b>50,000</b> | Lineal Foot | Provide labor, materials, equipment, tools, and supervision for standard duct work maintenance cleaning on an "as required" basis per lineal feet. Lineal Feet are estimated, actual quantities will be paid at the unit price bid. | \$ _____                               | \$ _____       |
| 2.   | <b>100</b>    | Hours       | Hourly Rate, Per Man, for performing additional services on an "as required" basis. The labor hours are estimated. Actual labor quantities will be paid at the unit price bid.  | \$ _____                               | \$ _____       |
|      |               |             |   | <b>TOTAL (Items 1 and 2): \$ _____</b> |                |

**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 in no way indicative of the actual items or quantities the District may purchase. The estimated quantities are based historical data and are subject to change due to several factors, including availability of funding and program priorities.

**VENDOR NAME:** \_\_\_\_\_

**STATE OF ALASKA SEX OFFENDER/CHILD KIDNAPPER REGISTRY**  
**CONTRACTOR CERTIFICATION**

Pursuant to Anchorage School Board Policy 3515.5, I, \_\_\_\_\_ the undersigned Principal for \_\_\_\_\_ on 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 any employee or agent of bidder, or any sub-contractor or sub-sub-contractor 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.

\_\_\_\_\_  
Contractor Name

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Signature Printed Name

Title: \_\_\_\_\_