



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 2027-506 Septic and Cesspool Pumping – Term Contract

DATE ISSUED:
August 11, 2026

DUE: **Prior to 2:00 p.m., Local Time**
DATE: **September 1, 2026**

The Anchorage School District (referred to as the “District”) invites sealed bids from qualified vendors to provide Septic and Cesspool Pumping – Term Contract, in accordance with the following documents that are a part of this ITB 2027-506:

Section	Title	Pages
Cover Page	Invitation to Bid	Consisting of 2 pages
Section I	Instructions to Bidders	Consisting of 6 pages
Section II	Additional Provisions	Consisting of 3 pages
Section III	Scope of Work – Schedule A	Consisting of 2 pages
Section IV	Scope of Work – Schedule B	Consisting of 3 pages
Attachment A	Signature Page	Consisting of 1 page
Attachment B	Bidder’s Checklist	Consisting of 1 page
Attachment C	Bid Form	Consisting of 2 pages
Attachment D	Equipment List	Consisting of 1 page
Exhibit 1	State of Alaska Sex Offender/Child Kidnapper Certification Form	Consisting of 1 page
Exhibit 2	Site Maps – Mirror Lake Middle School and Huffman Elementary School	Consisting of 2 pages
Exhibit 3	Site Maps – Septic Tank Locations at Various District Properties	Consisting of 7 pages

AVAILABILITY OF ITB:

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

AWARD:

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

PLAN HOLDER’S LIST:

A copy of the current plan holder’s list can be viewed at:

http://apps.asdk12.org/depts/purchasing/meeting/Plan_Holders/2027/2027-506.xlsx

PRE-BID CONFERENCE:

A pre-bid conference will be held at 11:00 a.m., Local Time, August 17, 2026 at the Purchasing Department's Conference Room located at 4919 Van Buren Street, Anchorage, Alaska. Prospective bidders who wish to participate by teleconference may participate by calling 907-742-6750. The line will be available approximately five (5) minutes prior to the conference start time.

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.boardpolicyonline.com/?b=anchorage&s=318351>. Bidders should read this ITB and review all instructions contained herein. Incomplete or incorrect bids may be rejected as not conforming to the essential requirements of this ITB. Bids submitted on other than the prescribed forms contained in this ITB will be rejected. Bidders may copy the forms contained in the ITB for use in their bids; however, substitute forms or formats are unacceptable.

B. EXAMINATION OF CONTRACT DOCUMENTS

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

C. DEBARMENT AND SUSPENSION

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

D. CONFLICT OF INTEREST

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

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

District *Disclosure* and *Request for Waiver* forms and instructions may be obtained from the District’s Purchasing Department webpages, <https://www.asdk12.org/Page/8014>.

E. FIRM BID

Bids made in response to this ITB must be good and firm for a period of 90 calendar days from the date specified for submittal of bids.

F. WITHDRAWAL OF BIDS

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

G. MODIFICATION OF BIDS

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

H. AVAILABILITY OF FUNDS

Awards are contingent upon the availability of funds.

I. FEDERAL EXCISE TAXES

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

J. QUESTIONS; METHOD FOR CLARIFICATION

Any bidder in doubt as to the true meaning of any part of this ITB may submit to the District a written request for an interpretation thereof. Questions must be received by the District's Purchasing Department no later than five (5) calendar days prior to the date set for the submission of bids. Oral questions cannot be answered and are not binding for this ITB. Questions can be submitted as follows:

Reference:	ITB 2027-506 Septic and Cesspool Pumping – Term Contract
Email:	purchasing@asdk12.org
[OR Fax:	Anchorage School District Purchasing Department, 907-243-6293]
Attn:	Lillian Lobato, Contract Administrator

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

K. SUBMISSION OF BIDS

1. Complete sealed bids MUST be in the office of the Purchasing Department, Anchorage School District, 4919 Van Buren Street, Anchorage, Alaska prior to the time and date stated on the Cover Page of this ITB. At the submittal deadline, the bids may be opened and publicly read in the conference room of the District's Purchasing Department. It is the responsibility of the bidder to ensure that their complete bid and

acknowledgement of subsequent addenda, if any, are in the office of the Purchasing Department prior to the time of the scheduled bid opening.

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

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

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

BID: **ITB 2027-506 Septic and Cesspool Pumping – Term Contract**
DUE: **Prior to 2:00 p.m., Local Time, September 1, 2026**

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.dotx

END OF SECTION I

SECTION II
ADDITIONAL PROVISIONS

A. SEX OFFENDER/CHILD KIDNAPPER CERTIFICATION

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

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

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

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

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

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

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

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

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

D. NONDISCRIMINATION

See sample Form of Contract for Nondiscrimination terms and conditions

E. INDEMNIFICATION

See sample Form of Contract for Indemnification terms and conditions

F. HOLD HARMLESS

See sample Form of Contract for Hold Harmless terms and conditions

G. PROTECTION OF PROPERTY

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

H. ALASKA BUSINESS LICENSE

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

I. LOCAL PREFERENCE

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

J. BRAND - NOT APPLICABLE TO SOLICITATION/CONTRACT

K. QUANTITIES; CONTRACT VOLUME

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

L. PRICING AND PAYMENT

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

M. PROMPT PAYMENT DISCOUNTS

Bidders may offer a cash discount for prompt payment by the District. Bidders are requested to state their cash discount percentage and payment day requirements on Attachment A – Signature Page of this ITB. A one (1) percent discount and a 10 day payment time interval are the minimum amounts allowed to be offered. Discounts for prompt payment will not be considered in computing the low bid; however, discounts will be applied if offered and earned. In this regard, the effective date for calculation of the discount will commence upon receipt and acceptance of the supply or service, receipt of a valid/correct invoice, or completion of tests (if required) occurs, whichever is later.

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 September 30, 2028, with two (2) one-year options, at the same unit prices, upon satisfactory performance of the Contractor(s), and upon mutual consent of the parties.

V. TERMINATION FOR CONVENIENCE

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

W. TERMINATION FOR DEFAULT

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

X. DISPUTES

See sample Form of Contract for Disputes terms and conditions.

END OF SECTION II

SECTION III
SCOPE OF WORK: SCHEDULE A

A. SEPTIC TANK PUMPING SERVICES DESCRIPTION

1. Furnish all labor, materials, equipment, tools, and supervision to properly pump solid waste from Septic Tanks on an “as required” basis from the following holding tanks and to deliver the pumped waste to a certified waste dump station.
 - a. Mirror Lake Middle School, 15,000 gallon tank located at 22901 Lake Hill Drive Chugiak, AK 99567.
 - b. Huffman Elementary School, 32,000 gallon tank located at 12000 Lorraine Street Anchorage, AK 99516
2. The tasks required to do this work include but are not limited to the following:
 - a. The Contractor is to provide the Anchorage School District with a pumping schedule. If a revision to the schedule is needed, the Contractor shall make the request in writing to the Regulatory Manager. The Regulatory Manager must authorize the revision before the revision can take place.
 - b. The Contractor shall provide the Anchorage School District with a telephone number that will be responded to, when called by District Representative/Regulatory Manager, within one hour, twenty-four (24) hours a day in case of a system alarm.
 - i) The Contractor shall respond within two hours upon receiving a call from a District Representative/Regulatory Manager for any unscheduled or emergency pumping needs arising from system alarms. Should the Contractor fail to respond, the Contractor will be held responsible for the cleanup and decontamination of any overflow area.
 - ii) Once the initial pump down is completed, the Contractor will have eight (8) hours to pump the tank empty.
 - c. Contractor shall take appropriate action using industry standards to clean-up any sewage spills that occur during the performance of this contract.
 - d. Contractor must provide services using a Municipality of Anchorage approved/certified truck.
 - e. Contractor shall abide by all Department of Transportation regulations concerning septage hauling and account for seasonal weight restrictions.
 - f. The tank is to be pumped empty between the end of the school year (end-May) and the beginning of the next school year (mid-August).
 - g. Contractor will demonstrate that they have a current account with Anchorage Water and Wastewater Utility.
 - h. The Contractor is to give the Anchorage School District twenty-four (24) hours’ notice when sanding or snow plowing of pumping areas is needed.
 - i. The Contractor shall provide a monthly invoice to the Anchorage School District Maintenance Department, Attn: Regulatory Manager, 1301 Labar Street, Anchorage, Alaska 99515. The invoice will include the school’s name, date pumped, and number of gallons pumped.

B. CONTRACTOR'S USE OF SITE

1. Contractor is responsible for all safety considerations and precautions required during the construction period and to ensure that all laws pertaining to workplace safety are followed.
2. Contractor may not use areas specifically designated for use by the Owner without prior approval from the Regulatory Manager.

C. OWNER'S USE OF SITE

1. The Contractor shall have use of the designated area as indicated in Exhibits 2 and 3 for staging for this service. Coordinate with the Regulatory Manager during pumping operations to minimize conflicts and to facilitate Owner's use of facilities.
2. Provide clear and easy access to and egress from spaces at all times during the waste removal, unless specifically arranged through the Regulatory Manager.

D. SURVEYING EXISTING CONDITIONS – NOT APPLICABLE

E. CONCEALED CONDITIONS UNACCEPTABLE TO CONTRACTOR, IF ANY

1. 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 Contractor shall immediately notify the Regulatory Manager.
2. Upon notification from Contractor, and if Regulatory Manager concurs, the Purchasing Contract Administrator may issue a Change Order authorizing Contractor to perform the work necessary for compliance and will adjust the Contract Sum accordingly.

F. USE OF OWNER'S PROPERTY AND EQUIPMENT

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

G. HISTORICAL DATA

1. Owner's historical volumes are between 750,000 – 950,000 gallons pumped per year, including Mirror Lake Middle School and Huffman Elementary School.

END OF SECTION III

SECTION IV
SCOPE OF WORK: SCHEDULE B

A. CESSPOOL PUMPING SERVICES DESCRIPTION

1. The Contractor is required to furnish all labor, materials, equipment, tools, and supervision required to: (1) regularly pump waste from cesspool holding tanks located at six (6) schools (as listed in Tables l and m below) within the Anchorage School District; (2) pump out key boxes, sewer lines, clay traps and other miscellaneous locations on an as-required basis; and (3) provide emergency pumping services on an as-required basis.
2. The tasks required to do this work include but are not limited to the following:
 - a. The work shall be conducted without disruption of normal school activities.
 - b. If the Contractor is called during school hours to respond to an alarm, prior to driving on to the school grounds, the Contractor must notify the school office to ensure that a safety observer is present to monitor student safety.
 - c. The pumped wastes are to be removed from the school property by tank truck or tanker allowing no spilling and deposited in a Municipality of Anchorage certified dumping area.
 - d. The Contractor shall provide the Anchorage School District with a telephone number that will be responded to, when called by Regulatory Manager or Designee, within one hour, twenty-four hours a day in case of a system alarm.
 - e. The Contractor is to provide the Regulatory Manager with a pumping schedule. If a revision to the schedule is needed, the Contractor shall make the request in writing to the Regulatory Manager. The Regulatory Manager must authorize the revision before the revision can take place.
 - f. The contractor shall provide a monthly invoice to the Anchorage School District Maintenance Department, Attn: Regulatory Manager, 1301 Labar Street, Anchorage, Alaska 99515. The invoice will include school name, date pumped, and number of gallons pumped.
 - g. All tanks are to be pumped empty between the end of the school year (end-May) and the beginning of the next school year (mid-August) as scheduled by the Regulatory Manager.
 - h. All schools listed have a septic field that requires yearly pumping prior to school opening in August.
 - i. The Contractor shall notify the Regulatory Manager within 24 hours when the pumping of the tanks at the following schools is completed: Bear Valley Elementary School, Birchwood ABC Elementary School, Chugiak Elementary School, Chugiak High School, O'Malley Elementary School, and Ravenwood Elementary School.
 - j. Unscheduled call-outs for miscellaneous pump-outs of various additional Anchorage School District facilities such as key boxes, manholes, backed up sewer lines, art room clay traps, etc. should be bid on a price per gallon plus a charge per call on an hourly basis. Bids will identify line items for both regular time and emergency call outs.
 - k. The Contractor is to give the Anchorage School District twenty-four (24) hours' notice, when sanding or snow plowing of pumping areas is needed.

- l. The following tanks are currently in service:

SCHOOL	NUMBER OF TANKS	TANK CAPACITY
Bear Valley Elementary 15001 Mountain Air Drive Anchorage, AK 99516	1-Each	8,000 Gallons
Chugiak Elementary 19932 Old Glenn Hwy Chugiak, AK 99567	1-Each	6,000 Gallons
O'Malley Elementary 11100 Rockridge Drive Anchorage, AK 99516	1-Each	10,000 Gallons
Ravenwood Elementary 9500 Wren Lane Eagle River, AK 99577	1-Each	8,000 Gallons

- m. The following tanks are not active but need to be pumped annually.

SCHOOL	NUMBER OF TANKS	TANK CAPACITY
Chugiak High School 16525 S. Birchwood Loop Rd Eagle River, AK 99567	3-Each	6,000 Gallons
Birchwood Elementary 17010 Birchtree Street Chugiak, AK 99567	1-Each	4,000 Gallons

B. CONTRACTOR'S USE OF SITE

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

C. OWNER'S USE OF SITE

- The Contractor shall have use of the designated area for staging for this project. Coordinate with the Regulatory Manager during construction operations to minimize conflicts and to facilitate Owner's use of facilities.
- Provide clear and easy access to and egress from spaces at all times during the construction, unless specifically arranged through the Regulatory Manager.

D. OVERTIME WORK – NO OVERTIME WORK IS AUTHORIZED

Overtime work must have prior approval by the Regulatory Manager or his designee. The Contractor shall notify the Regulatory Manager in advance of any overtime work, including nights, weekends, and holidays.

E. EMERGENCY HOURS

Emergency hours shall be charged any time that the Regulatory Manager calls the contractor out to perform additional pumping not included in the regular pumping schedule. For bidding purposes, the District's regular business hours are Monday through Friday, excluding federal Holidays, 6:00 a.m. to 5:00 p.m. (Alaska Local Time).

F. CONCEALED CONDITIONS UNACCEPTABLE TO CONTRACTOR, IF ANY

1. 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 Contractor shall immediately notify the District Regulatory Manager.
2. Upon notification from Contractor, and if Regulatory Manager concurs, the Purchasing Contract Administrator may issue a Change Order authorizing Contractor to perform the work necessary for compliance and will adjust the Contract Sum accordingly.

G. USE OF OWNER'S PROPERTY AND EQUIPMENT

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

END OF SECTION IV

ATTACHMENT A
SIGNATURE PAGE

This form must be returned with the submission/bid.

We the undersigned, in accordance with ITB 2027-506 Septic and Cesspool Pumping – Term Contract, hereby submit our bid.

Prompt Payment Discount Offered: _____% (Minimum of 1%) _____ Days (Typically within 10 days after acceptance of order)

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

FOR BIDDERS USE ONLY
PLEASE COMPLETE ALL APPROPRIATE INFORMATION

Date: _____

Bidder: _____

Mailing Address: _____

City/State/Zip: _____

Physical Business Address: _____

City/State/Zip: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

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

Bidder Signature: _____

Printed Name: _____

Printed Title: _____

ATTACHMENT B
BIDDER'S CHECKLIST

INSTRUCTIONS

A. GENERAL

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

B. REQUIRED DOCUMENTS FOR BID SUBMISSION

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

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

- ___ Attachment D, Equipment List (Consisting of 1 page)
- ___ Any other information deemed necessary by the Purchasing Senior Director or their designee.

ATTACHMENT C
BID FORM

SCHEDULE A – SEPTIC TANK PUMPING SERVICES

Item	Est. Qty	Unit	Description	Unit Price	Extended Price
A1	600,000	Gallons	Septic Tank Pumping Services at Mirror Lake Middle School on an “As Required” Basis, per the Attached Specifications.	\$_____ (Per Gallon)	\$_____
A2	300,000	Gallons	Septic Tank Pumping Services at Huffman Elementary School on an “As Required” Basis, per the Attached Specifications.	\$_____ (Per Gallon)	\$_____

SCHEDULE A TOTAL (Items A1 & A2): \$_____

CONTRACT VOLUME: The items and quantities listed are for award evaluation only. The District expects, but does not guarantee to purchase the quantities listed on an annual basis. The estimated quantities are based on historical data and are subject to change.

By submitting a bid, the bidder acknowledges he/she has received, carefully reviewed and possesses full knowledge of all documents listed on the Invitation to Bid Cover Page.

For purposes of bid evaluation and contract award, in the event of inconsistency between the unit price and extended amount, the unit price will govern.

DATE:_____

COMPANY NAME:_____

BIDDER SIGNATURE:_____

PRINTED NAME:_____ PRINTED TITLE:_____

ATTACHMENT C
BID FORM

SCHEDULE B – CESSPOOL PUMPING SERVICES

Item	Est. Qty	Unit	Description	Unit Price	Extended Price
B1	40,000	Gallons	Cesspool Pumping Services at Various District Schools on an “As Required” Basis, per the Attached Specifications.	\$_____ (Per Gallon)	\$_____
B2	50	Hours	Hourly Rate for Emergency Cesspool Pump Out Services during regular business hours , Monday through Friday, from 6:00 a.m. to 5:00 p.m. at Various District Schools, Per prior approval by the District.	\$_____ (Per Hour)	\$_____
B3	50	Hours	Hourly Rate for Emergency Cesspool Pump Out Services during non-business hours , at Various District Schools, Per prior approval by the District.	\$_____ (Per Hour)	\$_____
B4	50	Hours	Hourly Rate for an Additional Man , when job requires two persons during regular business hours , Monday through Friday, from 6:00 a.m. to 5:00 p.m. at Various District Schools, Per the prior approval by the District.	\$_____ (Per Hour)	\$_____

SCHEDULE B TOTAL (Items B1 through B4): \$_____

CONTRACT VOLUME: The items and quantities listed are for award evaluation only. The District expects but does not guarantee to purchase the quantities listed on an annual basis. The estimated quantities are based on historical data and are subject to change.

By submitting a bid, the bidder acknowledges he/she has received, carefully reviewed and possesses full knowledge of all documents listed on the Invitation to Bid Cover Page.

For purposes of bid evaluation and contract award, in the event of inconsistency between the unit price and extended amount, the unit price will govern.

DATE:_____

COMPANY NAME:_____

BIDDER SIGNATURE:_____

PRINTED NAME:_____ PRINTED TITLE:_____

ATTACHMENT D
EQUIPMENT LIST

1. Is your repair yard facility at the address provided on the Signature Page? ☐ YES ☐ No
2. If not, please provide the address of your yard facility:

Physical Address:
City/State:
ZIP:

3. Provide the presently owned septic/cesspool pumping equipment available for operational use below:

Equipment	Year	Make	Model

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

Pursuant to Section II – Additional Provisions, Paragraph A, I _____ the undersigned Principal for _____ on Solicitation ITB 2027-506 Septic and Cesspool Pumping – Term Contract, certify:

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

Bidder Name: _____

Dated: _____

By: _____
Signature

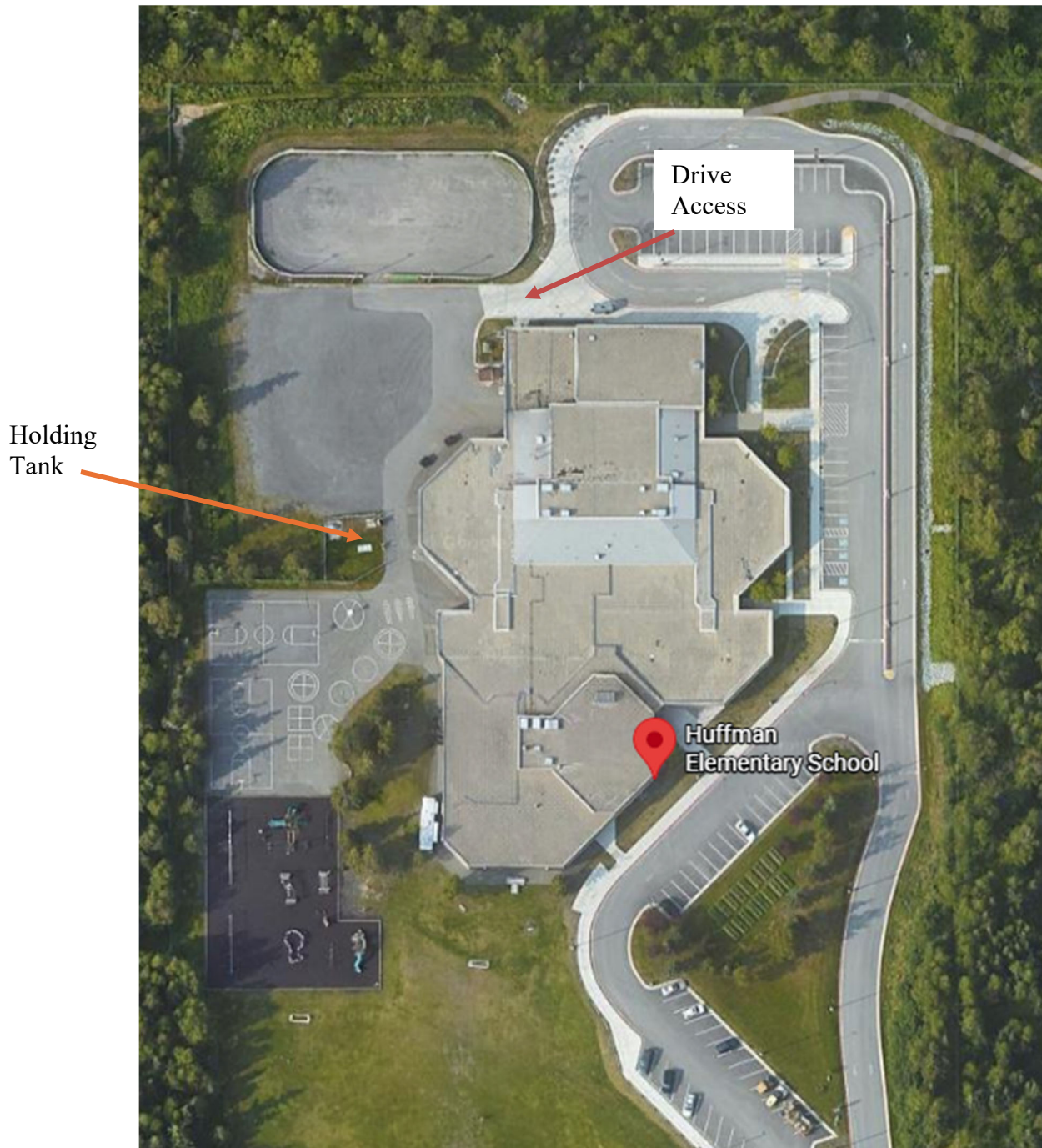
Printed Name

Title: _____

EXHIBIT 2
SITE MAPS – MIRROR LAKE MIDDLE SCHOOL AND
HUFFMAN ELEMENTARY SCHOOL



Mirror Lake Middle School
22901 Lake Hill Drive
Chugiak, Alaska 99567



Huffman Elementary School
12000 Lorraine Street
Anchorage, Alaska 99516

EXHIBIT 3
SITE MAPS - SEPTIC TANK LOCATIONS AT
VARIOUS DISTRICT PROPERTIES

The following aerial images show approximate locations of existing septic system tanks that require annual cleaning and maintenance.



Bear Valley Elementary
15001 Mountain Air Drive
Anchorage, Alaska 99516



Chugiak Elementary School

19932 Old Glenn Highway

Chugiak AK, 99567



O'Malley Elementary School

11100 Rockridge Drive

Anchorage, AK 99516



Ravenwood Elementary School

9500 Wren Lane

Eagle River, AK 99577



Birchwood Elementary School

17010 Birchtree Street

Chugiak , AK 99567



Chugiak High School
16525 Birchwood Loop Road
Chugiak , AK 99567