



Anchorage School District

Educating All Students for Success in Life

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

REQUEST FOR QUOTATION

THIS IS NOT AN ORDER

Show the following on the outside of the offer envelope OR email subject line:

RFQ 2025-718 FPCS CUSTODIAL SERVICES TERM CONTRACT

DATE ISSUED:
June 4, 2025

DUE: **Prior to 10:00 AM, Local Time**
DATE: **June 16, 2025**

The Anchorage School District (referred to as the “District”) invites offers from qualified vendors to provide FPCS CUSTODIAL SERVICES TERM CONTRACT, in accordance with the following documents that are a part of this RFQ 2025-718:

Section	Title	Pages
Cover Page	Request for Quotation	Consisting of 2 pages
Section I	Instructions to Offerors	Consisting of 5 pages
Section II	Scope of Work	Consisting of 5 pages
Attachment A	Signature Page & Offer Form	Consisting of 1 page
Attachment B	Offeror’s Checklist	Consisting of 1 page
Attachment C	State of Alaska Sex Offender/Child Kidnapper Certification	Consisting of 3 page

AVAILABILITY OF RFQ:

This Request for Quotation (.pdf) is available electronically at the District’s Purchasing website: www.asdk12.org/purchasing/.

CONTRACT:

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

AWARD:

Award will be made to the lowest responsive, responsible offeror in accordance with Board Policy 3311, Administrative Regulation 3311.1(a).1, with preference to local offerors applied. Evaluation for determining the lowest offer shall be made in the aggregate. TO BE CONSIDERED FOR AWARD, ALL ITEMS MUST BE OFFERED.

PLAN HOLDER’S LIST:

A copy of the current plan holder’s list can be viewed at: http://apps.asdk12.org/depts/purchasing/meeting/Plan_Holders/2025/2025-718.xlsx

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SITE VISIT:

A pre-offer site visit at Family Partnership Correspondence School (FPCS), 4400 Business Park Blvd., Buildings B and C, Suites B22 and C18, Anchorage, AK 99503 between the times of 8:30 a.m.-3:00 p.m., Local Time, may be requested by contacting Lisa Young, Purchasing Agent, at 907-742-8621.

The District is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with a qualifying disability. If you require a reasonable accommodation in order to participate in this or any other District process, please contact the District's Compliance/Equal Employment Opportunity Department, 907-742-4132.

SECTION I
INSTRUCTIONS TO OFFERORS

A. GENERAL REQUIREMENTS

This solicitation is a REQUEST FOR QUOTATION (referred to as “RFQ”) 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>. Offerors should read this RFQ and review all instructions contained herein. Incomplete or incorrect offers may be rejected as not conforming to the essential requirements of this RFQ. Offers submitted on other than the prescribed forms contained in this RFQ may be rejected. Offerors may copy the forms contained in the RFQ for use in their offers; however, substitute forms or formats are unacceptable.

B. EXAMINATION OF CONTRACT DOCUMENTS

Offerors should read this RFQ and review all instructions contained herein. The submission of an offer shall constitute acknowledgement that the offeror has thoroughly examined and is familiar with the solicitation documents.

C. DEBARMENT AND SUSPENSION

Offerors 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 §3485.12. Offerors 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. Offerors may access the Excluded Parties List System at www.sam.gov.

D. CONFLICT OF INTEREST

The Contractor agrees to certify that Anchorage School District employees, School Board members, or a member of their household are not in conflict of interest with the contract and Board Policy as stated in Board Policy 3311, Administrative Regulation 3311.1(E).1.

E. FIRM OFFER

Offers made in response to this RFQ must be good and firm for a period of 90 calendar days from the date specified for submittal of offers.

F. WITHDRAWAL OF OFFERS

Offers 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. AVAILABILITY OF FUNDS

Awards are contingent upon the availability of funds.

H. FEDERAL EXCISE TAXES

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

I. PRICING AND PAYMENT – See SECTION II, PARAGRAPH 1.06-PAYMENTS TO CONTRACTORS

J. DELIVERY REQUIREMENTS - NOT APPLICABLE TO SOLICITATION/CONTRACT

K. QUESTIONS; METHOD FOR CLARIFICATION

Any offeror in doubt as to the true meaning of any part of this RFQ 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 six (6) calendar days prior to the date set for the submission of offers. Oral questions cannot be answered and are not binding for this RFQ. Questions can be submitted as follows:

Reference: RFQ 2025-718 FPCS CUSTODIAL SERVICES TERM CONTRACT
Email: purchasing@asdk12.org
[OR fax: Anchorage School District Purchasing Department @ 907-243-6293]
Attn: LISA YOUNG, Purchasing Agent

L. SUBMISSION OF OFFERS

1. Complete offers 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 RFQ. It is the responsibility of the offeror to ensure that their complete offer and acknowledgement of subsequent addenda, if any, are in the office of the Purchasing Department prior to the time of the scheduled offer opening.
2. Offerors should be aware that addenda may be issued for this RFQ. It is the offeror’s responsibility to ascertain if addenda have been issued by checking the District’s Purchasing website: <https://www.asdk12.org/Page/5417>.
3. No oral change or interpretation of the provisions contained in this RFQ is valid. Written addenda may be issued when changes, clarifications, or amendments to offer documents are deemed necessary by the District.
4. The Signature Page (Attachment A) must be completed and signed by an authorized representative of the firm submitting the offer. Additional information requested in this RFQ shall be submitted as indicated on the Offeror’s Checklist (Attachment B).
5. Offers may be submitted by mail or via email. Offers submitted by mail must be sent to the address provided in the header of the Cover Page of this document and must also reference RFQ 2025-718 FPCS CUSTODIAL SERVICES TERM CONTRACT on the outside of the envelope. Offers submitted via email must be sent to purchasing@asdk12.org and reference RFQ 2025-718 FPCS CUSTODIAL SERVICES TERM CONTRACT in the email Subject line.

M. RIGHT OF REJECTION AND CLARIFICATION

The District reserves the right to reject any and all offers, to request clarification of information from any offeror, and to waive irregularities in the offer procedures. The District is not obligated to enter into a contract on the basis of any offer submitted in response to this RFQ. The District reserves the right, at its

sole discretion, to cancel this RFQ or any part thereof, at any time, prior to the award of contract under this RFQ.

N. REQUEST FOR ADDITIONAL INFORMATION

Prior to the final selection, offerors may be required to submit additional information, which the District may deem necessary to further evaluate the offeror’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 offer. The District shall not be liable for any cost incurred by an offeror 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: offer preparation costs and other costs, including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the lowest responsive, responsible offeror and/or award of contract and/or rejection of offers. By submitting an offer, each offeror agrees to be bound in this respect and waives all claims to such costs and fees.

P. PROTEST AND APPEAL PROCESS FOR AGGRIEVED OFFERORS

1. An interested party may protest a solicitation or a proposed award of a contract in accordance with Board Policy 3311, Administrative Regulation 3311.1(c).1. All protests must conform to the submission requirements established therein.
2. A protest as to the specifications and/or terms and conditions of a solicitation must be received by the Purchasing Senior Director as least five (5) calendar days prior to the due date of the offer; failure to protest as provided herein constitutes a waiver of any objection to the solicitation.
3. Protest of any proposed award must be received by the Purchasing Senior Director within three (3) business days after issuance of the notice of intent to award.
4. Any appeal of a denied protest shall be performed in accordance with Board Policy 3311, Administrative Regulation 3311.1(c).1.
5. This procedure is not applicable to purchases under \$25,000.

Q. PROTECTION OF PROPERTY

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

R. PUBLIC RECORDS CLAUSE

This RFQ and the resulting offers 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 an offer contains any information which is proprietary or confidential, each page of the offer containing such information must be clearly marked. Cost or price information will be open to public inspection.

S. NONDISCRIMINATION

1. No bidder/offeror on any District contract shall illegally discriminate on the basis of race; color; gender; sex (including pregnancy); national origin; age; marital status; political or religious beliefs; physical or mental disabilities; genetic information; family, social, or cultural background; sexual orientation; veteran status; or any other classification set forth in federal, state, or municipality of Anchorage law relating to equal employment opportunity.
2. The submission of a offer or proposal constitutes certification that if awarded a contract with the District, the offeror or offeror shall fully comply with the requirements of paragraph 1. above. This section of the Instructions to Offerors shall be deemed a part of the contract entered into by the successful bidder/offeror.
3. The successful bidder/offeror shall post in conspicuous places at its business operations a copy of this section, or notice setting forth the contents of this section, so that employees and job applicants are made aware of the protections against discrimination that this section provides.
4. Minority Business Enterprises:

The District requires adherence to the Anchorage Municipal Code, relating to Minority Business Enterprises and will monitor and implement these policies through the District's Equal Employment Opportunity Director (EEO).

- a. It is the policy of the District that socially and economically disadvantaged minority businesses located within the Municipality of Anchorage be afforded an equitable opportunity to participate in District contracts.
- b. Any appeal from a decision of the Equal Employment Opportunity Director shall be to the Superintendent and, if not satisfied, to the Board.

T. ALASKA BUSINESS LICENSE

The selected offeror must provide the District with the offeror's Alaska business license number prior to award. Offerors 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 www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx.

U. LOCAL PREFERENCE

Contracts shall be awarded by written notice issued by the Purchasing Senior Director to the lowest responsive, responsible offeror; however, some preferences may be given to local offerors 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.

V. BRAND - NOT APPLICABLE TO SOLICITATION/CONTRACT

W. ASSIGNMENT

The successful offeror(s) shall not sell, assign, transfer or convey any contract resulting from this RFQ, in whole or in part, without the prior written consent of the District.

X. WARRANTY - NOT APPLICABLE TO SOLICITATION/CONTRACT

Y. OCCUPATIONAL SAFETY AND HEALTH WARRANTY

Offeror, if awarded a contract, warrants that the products sold or services rendered to the District shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29 U.S.C. 651, pl 91-596). In the event the product sold does not conform to the OSHA standards and/or regulations, the buyer may return the product for correction or replacement at seller's option and at the seller's expense. Services performed by the seller which do not conform to the OSHA standards and/or regulations must be corrected by seller at seller's expense or by buyer at seller's expense in the event seller fails to make the appropriate correction within a reasonable time.

Z. INDEMNIFICATION

The Contractor shall indemnify, defend, and hold harmless the District from and against any and all claims of, or liability for, error, omission or negligent act of the Contractor under the contract or in any way arising from the Contractor's performance of the work under the contract, breach of warranties set forth in the contract, or from any defect in equipment furnished by the Contractor. The Contractor shall not be required to indemnify the District for a claim of, or liability for, the independent negligence of the District. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the District, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "District", as used within this Section, including the board members, officers, employees, agents and other Contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the District's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

AA.HOLD HARMLESS

Offerors shall defend and hold the District, its officers, employees, agents and insurers harmless from any and all claims arising from the use or consumption of product provided by offeror unless offeror can establish that such claims arise from the District's improper handling, storage, or use of the product.

BB.TERMINATION

See sample Form of Contract for Termination terms and conditions

END OF SECTION I

SECTION II
SCOPE OF WORK

PART 1. GENERAL

1.01 GENERAL REQUIREMENTS

It is the intent of the District to solicit offers from licensed, insured, and bonded firms to provide custodial services at Family Partnership Correspondence School (FPCS), located at 4400 Business Park Blvd. Buildings B and C, Suites B22 and C18, Anchorage, AK 99503 (a leased facility), as required by the Contract Administrator or designee.

1.02 CONTRACT ADMINISTRATION

- A. Contractor is to provide all supervision, labor, uniforms, tools, equipment, materials, supplies, and transportation to satisfactorily perform the custodial services in the manner and the frequencies to properly provide services outside normal office hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.
- B. Contractor shall supply the names of at least two (2) representatives able to represent the Contractor in every aspect pertaining to the work required by these specifications within twenty-four hours of any resulting contract. The representatives, their location, and their availability must be satisfactory to the Contract Administrator or designee.
- C. Contractor shall maintain phone service twenty-four (24) hours a day for the purpose of receiving call-out notices only and business calls within reasonable operating hours. The appropriate phone numbers shall be supplied to the Contract Administrator or designee within twenty-four (24) hours of award of any resulting contract.

1.03 WORK AND SERVICES REQUIRED

- A. Routine Custodial Services:
 - 1. Perform all necessary custodial services to assure the occupational safety of employees and their visitors at the above location up to 5-days per week, Sunday through Thursday, except scheduled District holidays and designated district closure days, as follows:
 - a. Empty and re-line all trash receptacles.
 - b. Dust or wipe down hard surfaces such as desks, switch covers, railings, doorknobs, door kick panels, tables, countertops, and windowsills in each room/area of the facility.
 - c. Clean restrooms including all plumbing fixtures, mirrors, and floors. An EPA listed disinfectant is to be used on bathroom plumbing fixtures and floors.
 - d. Clean and sanitize and/all breakroom area sinks and drinking fountains in the facility.
 - e. Re-fill all paper products and hand soap dispensers as needed.
 - f. Sweep and mop all hard floors.
 - g. Vacuum all carpeted areas and rugs.
 - h. Spot-clean all carpeted areas as needed to maintain a clean appearance and avoid the buildup of soil.
 - i. Spot-clean all walls and interior glass as needed to maintain a clean appearance and avoid the buildup of soil.
 - j. All supplies such as cleaning products and equipment, hand soap and paper products to be provided by the contractor.

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2. The Contractor shall be responsible to see that his employees do not disturb papers on desks, open desk drawers or cabinets, or use District telephones or other property, except as authorized.

B. Hazardous Conditions

Report daily to the Contract Administrator or his/her designee, potentially hazardous conditions and items in need of repair, including inoperative lights, leaky faucets, toilet stoppages, broken or slippery floor surfaces, and etc.

C. Unauthorized Access

Discover and detain persons gaining unauthorized access to the property, contact the Anchorage Police Department for assistance, if necessary.

D. Reports and Records

Prepare required orders, instructions, and special and daily reports, including reports on accidents and fires, and maintain and make available all records in connection with the duties and responsibilities of the contract.

E. Additional Duties

Turn off unnecessary lights, fans, coffee pots, etc., lock doors, close windows, open and secure doors and gates, as required.

F. Key Control

Receive, issue, and account for all keys to secured buildings (see paragraph 1.09 below).

G. Emergency Assistance

In the event of emergency or unusual occurrence adversely affecting the interest of the District, summon appropriate assistance, such as the local fire and/or police departments, and immediately notify the Contract Administrator or other designated officials.

H. Building Rules and Regulations

Observe and enforce rules and regulations governing the District or public buildings or grounds.

I. Change of Duties

The District reserves the right to act through its Contract Administrator or designee to amend, modify assignments which directly affect the man-hours required to perform the services provided under the contract will be accounted for through the billing process.

1.04 CONTRACTOR'S USE OF SITE

- A. Contractor is responsible for all safety considerations and precautions required while performing custodial services 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 Contract Administrator or designee.

1.05 QUALIFICATIONS OF PERSONNEL

A. General

Background Check and Interested Person's Report Information.

The District may require removal from work sites, those security personnel who are deemed objectionable and whose continued employment on District premises is deemed contrary to the public interest or inconsistent with the best interests of the District.

B. Custodians

Experience, Training and Communication: Each custodian dispatched to District locations will have a complete background check made by the Contractor and the results of such checks shall be made available to the District upon request.

1. Shall be U.S. citizens or have a valid resident alien status.
2. Be fully literate in the English language (i.e. be able to read, write, speak and be understood) Oral command of the English language must be sufficient to permit full communication, particularly in times of stress.
3. Have a valid driver's license.
4. High school diploma or equivalents, with at least one-year experience in a responsible custodial position.

C. Physical Capabilities: Custodian(s) must successfully pass the minimum requirements are as follows:

1. Freedom from any communicable disease.
2. Binocular vision, which is correctable to 20/20 vision.
3. Ability to distinguish shades of colors.
4. Ability to hear ordinary conversation at a distance of 20-feet, without the use of artificial hearing devices and whispered conversation at 10-feet without the benefit of artificial hearing devices.
5. Freedom from drug use, except prescribed medication as evidenced by urinalysis test.
6. Freedom from disease or conditions that results in indistinct speech.
7. Free from any physical or emotional disorder, or any hindrance that may inhibit or preclude meeting the professional standards required by the contract.

D. Appearance

Uniformed in appropriate company attire with identification badge, typical of a professional custodian.

E. Consumption of tobacco products, liquor and/or drugs

The consumption and/or use of tobacco products, drugs or alcoholic beverages while on duty in District facilities or grounds are strictly prohibited. Although the Contractor shall be responsible for insuring compliance with this provision, the Contract Administrator or designee reserves the right to make such dismissals 'on the spot' when required.

F. Standards of Conduct

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary. The custodian(s) are expected to be in frequent contact with District employees, students, public and contractors. A custodial staff is expected to be effective in establishing and maintaining a good relationship between the company, individuals in the District, and its customers.

1.06 PAYMENTS TO CONTRACTORS

A. Payment Method

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

B. Invoices

Each invoice for services must reference the contract number, indicate the facility where services were provided, the project name/number for each call-out for work, reflect the dates, when performing additional work the number of hours worked, and names of the District representative(s) authorizing the services. The invoice is to be forwarded to the Contract Administrator or designee within five (5) working days after the completion of additional work.

C. Overtime Compensation

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

1.07 SURVEYING EXISTING CONDITIONS

A. Prior to commencement of Work, Contractor and Contract Administrator or designee shall jointly survey existing conditions, noting and recording any site directives.

1.08 USE OF OWNER'S PROPERTY AND EQUIPMENT

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

1.09 KEY AND ACCESS CODE CONTROLS

- A. Following orders for assignment of contractor’s staff to building(s) or area(s), the Contractor may be required to obtain facility keys and the security system access code from the Contract Administrator and obtain the facility keys by contacting the Contract Administrator or designee.
1. A unique security code will be assigned to the Contractor.
 2. The Contractor’s signature on the key receipt acknowledges liability for the Owner’s loss or damage due to unauthorized access with the facility key(s) and/or access code issued to the Contractor. The Contractor’s Superintendent is solely responsible for opening and closing of the facility.
 3. Lost or stolen key(s) issued to the Contractor are to be reported immediately to the Contract Administrator. A written report shall be required for each incident.
 4. Upon completion of the contract term and prior to final payment, the Contractor will return all key(s) to the Contract Administrator or designee. The following per facility charge will apply to any key not returned to the Contract Administrator.

<u>Facility Type</u>	<u>Charge</u>
Other ASD Facilities	\$5,000

END OF SECTION II

ATTACHMENT A
SIGNATURE PAGE

This form must be returned with the submission/offer.

We the undersigned, in accordance with RFQ 2025-718 FPCS CUSTODIAL SERVICES TERM CONTRACT, hereby submit our offer.

By submitting a quote, the offeror acknowledges that he/she has received all documents listed on the Request for Quotation Cover Sheet and has carefully reviewed and has full knowledge of those listed documents.

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

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

FOR OFFERORS USE ONLY
PLEASE COMPLETE ALL APPROPRIATE INFORMATION

Date: _____

Offeror: _____

Mailing Address: _____

City/State/Zip: _____

Physical Business Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Federal Tax ID Number: _____

Alaska Business License Number: _____

Offeror Signature: _____

Printed Name: _____

Printed Title _____

OFFER FORM

Item	Est. Qty	Unit	Description	Unit Price	Extended Price
1.	12	Months	Monthly Rate , for performing custodial services.	\$ _____	\$ _____
2.	5	Hours	Overtime Rate , Per Custodian, for performing overtime custodial services. The labor hours are estimated. Actual labor quantities will be paid at the unit price offered).	\$ _____	\$ _____

Total (Items 1 & 2): \$ _____

CONTRACT VOLUME:

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

PERIOD OF PERFORMANCE: The contract period will be for a three (3) year period from date of award through June 30, 2028, with two (2) additional one-year option periods, at the same unit prices, upon satisfactory performance of the contractor, and upon mutual consent of both parties.

The District reserves the right to remove or add facilities at any time during the term of the contract, by contract amendment.

DATE: _____

COMPANY NAME: _____

BIDDER SIGNATURE: _____

PRINTED NAME: _____

PRINTED TITLE: _____

ATTACHMENT B
OFFEROR'S CHECKLIST

INSTRUCTIONS

A. GENERAL

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

B. REQUIRED DOCUMENTS FOR OFFER SUBMISSION

1. Attachment A, Signature Page & Offer Form, both must be manually or electronically signed
2. Attachment C, State of Alaska Sex Offender/Child Kidnapper Registry Certifications (consisting of 3 pages).
3. Erasures and/or other corrections made to the Quote Form must be initialed by the person signing the offer.
4. All addenda issued shall be acknowledged by manually or electronically signing each addendum and submitting prior to the offer opening, or by indicating acknowledgement in the space provided on the Signature Page - Attachment A.

C. REQUIRED DOCUMENTS FROM APPARENT LOW OFFEROR 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

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

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

1. That I, either personally or through a person designated by me, have researched the State of Alaska Sex Offender/Child Kidnapper Registry to confirm that no employee or agent who may enter Anchorage School District property in connection with the contract is listed in the Registry.
2. That I have required all subconsultants and any of their sub-subconsultants to certify, or they will require all subconsultants and any of their sub-subconsultants to certify, that they researched the State of Alaska Sex Offender/Child Kidnapper Registry to confirm that no employee or agent who may enter district property in connection with the contract is listed in the Registry. I will provide all such certification to the district upon request.
3. To my knowledge, not any employee or agent of the proposer, or any sub-consultant or sub-sub-consultant of the proposers, 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 proposer will comply with Board Policy 3515.5. Proposer 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 .

Consultant Name: _____ Dated: _____

By: _____
Signature Printed Name

Title: _____

STATE OF ALASKA SEX OFFENDER/CHILD KIDNAPPER REGISTRY
SUBCONSULTANT CERTIFICATION

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

1. That I, either personally or through a person designated by me, have researched the State of Alaska Sex Offender/Child Kidnapper Registry to confirm that no employee or agent who may enter Anchorage School District property in connection with the contract is listed in the Registry.
2. That I have required all subconsultants and any of their sub-subconsultants to certify, or they will require all subconsultants and any of their sub-subconsultants to certify, that they researched the State of Alaska Sex Offender/Child Kidnapper Registry to confirm that no employee or agent who may enter District property in connection with the contract is listed in the Registry. I will provide all such certification to the District upon request.
3. That if my firm enters into an agreement to perform work as a subconsultant for _____ the Prime Consultant for the District under solicitation No. _____, my firm will not allow any worker whose name appears on the State of Alaska Sex Offender/Child Kidnapper Registry to perform work on or at the Project site.

By: _____
Signature Printed Name

Title: _____ Dated: _____

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

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

1. That I, either personally or through a person designated by me, have researched the State of Alaska Sex Offender/Child Kidnapper Registry to confirm that no employee or agent who may enter Anchorage School District property in connection with the contract is listed in the Registry.
2. That if my firm enters into an agreement to perform work as a Subconsultant for _____ the Prime Consultant for the District under Solicitation No. _____, my firm will not allow any worker whose name appears on the State of Alaska Sex Offender/Child Kidnapper Registry to perform work on or at the Project site.

By: _____
Signature Printed Name

Title: _____ Dated: _____