



Fairbanks North Star Borough School District

PURCHASING DEPARTMENT

520 Fifth Ave. Fairbanks, AK 997010

purchasing@k12northstar.org

Main: (907) 452-2000 x11341

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REQUEST FOR PROPOSALS (AM3)

COVER SHEET

Solicitation No: 23-F0018 CAPITAL IMPROVEMENT PLAN (CIP) CONDITION SURVEYS, **PRE-DESIGN**
DEVELOPMENT & COST ESTIMATING

Issue Date: May 05, 2023

AM1 issue Date: May 19, 2023

AM2 issue Date: June 01, 2023

AM3 issue Date: June 08, 2023

Proposals must be received at the Purchasing Office, 3rd Floor of the Administrative Center, 520 Fifth Ave., prior to: **5:00pm, June 12, 2023**. Proposals/Bids shall be submitted in accordance with the instructions herein.

Questions or comments regarding this solicitation shall be directed to:

Emily Proper

FNSBSD Purchasing Department

(907) 452-2000 x11345

Email: emily.proper@k12northstar.org

**THE ATTACHED TERMS & CONDITIONS SHALL BECOME PART OF ANY CONTRACT RESULTING
FROM THIS REQUEST FOR PROPOSAL.**

**PROPOSALS SHALL BE SUBMITTED ON THE FORMS FURNISHED UNDER THIS COVER SHEET
AND MUST INCLUDE ORIGINAL SIGNATURES.**

Business Name:

Alaska Business License No.:

Mailing Address:

Business Address (Physical Address):

By (Name): _____

Signature: _____

IN PROVIDING A SIGNATURE ON THIS COVER SHEET, THE BIDDER AGREES TO ALL TERMS AND CONDITIONS OF THIS RFP.

Phone Number:

Fax Number:

Email:

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SECTION I - INSTRUCTIONS TO OFFERORS RFP

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1. INTRODUCTION

The Fairbanks North Star Borough School District (FNSBSD) hereinafter referred to as the "District" or "Buyer" will receive proposals from firms having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for the project must contain evidence of the firm's experience and abilities in the specified area or other disciplines directly related to the proposed service. Other information required by the School District is specified in the "CONTENTS OF PROPOSAL" clause included in this RFP. A selection committee shall review and evaluate all replies and identify the firm(s) that constitute the "competitive range". The firm(s) included in the competitive range may be invited to submit more detailed information, make oral presentations, and/or enter into competitive negotiations. A contract will be offered to the qualified offeror that makes the most attractive offer to the School District based on the evaluation factors specified herein.

2. ORGANIZATION OF RFP DOCUMENT

This RFP is organized into the following sections:

Instructions to Offerors;
Statement of Work (SOW);
General Provisions; and
Service Contract

The description of the task to be performed is included in the Statement of Work. The General Provisions section is included to provide the offeror with the standard contract clauses included in any contract of this type. Unless otherwise specified in this RFP neither the SOW nor General Provisions are binding. Clauses in these sections may be deleted, modified, or new clauses added in your proposal or during the negotiation phase of this procurement. Any changes in existing language should be identified in your "ACCEPTANCE OF CONDITIONS" submittal tab. Offerors are placed on notice, however, that a proposal that complies with these clauses (few or no exceptions stated and a plan that meets the needs of the District as specified in

SECTION I - INSTRUCTIONS TO OFFERORS (CONT)

the statement of work) will probably score higher than a proposal with exceptions and a deviation from the stated needs.

3. SOLICITATION REVIEW

Offerors shall carefully review this RFP for defects or ambiguities. Offeror's questions or comments concerning defects or ambiguities in the RFP must be made in writing and received by the Buyer at least ten (10) days prior to the proposal submittal deadline to allow time for an addendum to be issued, if one is required. Offerors should send any such comments to the Buyer listed on the front of this RFP. Offerors' protests based upon any omissions, errors, or the content of the RFP will not be considered if not made known prior to the proposal submittal deadline.

4. INTERPRETATION OR REPRESENTATIONS

The FNSBSD assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated in a written addendum to the RFP. No oral interpretation will be made to any Offeror as to the meaning of this solicitation or any part thereof. Every request for such interpretation shall be made in writing to the Buyer. Oral explanations or instructions given before the award of the contract will not be binding. Every interpretation made to an offeror will be in the form of an addendum to this solicitation, but it shall be the offeror's responsibility to make inquiry as to the addenda issued. All such addenda shall become part of the contract and all offerors shall acknowledge receipt of the addenda. Failure to acknowledge receipt of the addenda may be cause for rejection of the proposal as non-responsive.

5. PROPOSAL FORMS

Offerors will submit proposals on the schedules provided herein. Offerors will also submit the cover sheet to this solicitation with their proposal and other documents as provided herein. Forms submitted must be complete, legible, and manually signed. Telegraphic or "FAX" proposals will not be accepted.

6. PRE-PROPOSAL CONFERENCE - NOT APPLICABLE

7. SUBMITTING PROPOSALS

- a. Proposals must be submitted in a sealed envelope, marked and addressed as shown below. Envelopes with proposal numbers written on the outside will not be opened until the scheduled date and time. Proposals must be received prior to the opening date and time.

| Offeror's Return Address
XXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXX

FNSB School District
Purchasing Department
520 Fifth Ave.
Fairbanks, Alaska 99701

RFP No: (insert the request for proposals number on your envelope)
Opening Date: (insert the opening date on your envelope)

- b. Neither the Fairbanks North Star Borough School District nor its officers or employees shall be responsible for the premature opening or failure to open a proposal which is not properly addressed and identified.
- c. The FNSB School District Purchasing Department is located on the 3rd Floor at 520 Fifth Ave., Fairbanks, Alaska, 99701; and is open for business from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday or holidays. The ultimate responsibility for the delivery of the proposal document lies

SECTION I - INSTRUCTIONS TO OFFERORS (CONT)

with the offeror. The FNSB School District shall make no concession regarding postal service or any other form of conveyance of the proposal document even when timely delivery of the proposal fails through no fault of the offeror.

- d. Offerors are encouraged to mail return proposals at least five (5) working days prior to proposal opening. Proposals mailed less than five (5) working days before opening should be sent by Postal Express, UPS, FedEx, or similar service. This is a suggestion only to minimize late proposals received and does not negate the aforementioned disposition of late proposals.
- e. The FNSBSD is not liable for any costs incurred by the proposer in proposal preparation.

8. CONTENTS OF PROPOSAL

The original and two (2) copies of the proposal must be submitted under the Request for Proposal cover sheet. The Request for Proposal Cover Sheet must be completed and signed and shall be the face document of the proposal. Offerors shall present their responses to the items in the order that the items are listed, identifying each response by the tab numeral. Failure to submit proposals in the format specified below shall be considered just cause for rejection of the proposal at the sole discretion of the District. Brochures or other promotional presentations beyond that sufficient to present a complete and effective proposal are not desired. Alternate proposals will not be considered unless specifically requested. Elaborate artwork, expensive paper or binders, and expensive visuals are not necessary. The proposal shall include, as a minimum, the following:

TAB ITEM

- a. Management Summary. Provide a cover letter indicating the underlying philosophy of the firm providing the service.
- b. Policy and Operations. Describe in detail how the service will be provided. Include a description of the major tasks and subtasks.
- c. Corporate Experience and Capacity. Describe the experience of the firm in providing the service, the number of years that the service has been delivered, and provide a statement on the extent of any corporate expansion required to handle the service.
- d. Personnel. Attach the resumes of all those that will be involved in the delivery of the service - from the principals to field technicians - that includes experience in this area of service delivery. Indicate the level of involvement by the principals of the firm in the day-to-day operation of the contract.
- e. References. Provide at least five references for contracts of similar size and scope, including at least two references for current contracts or those awarded during the last three years. The School District reserves the right to ask for additional references or to seek references from other sources.
- f. Financial Stability. Submit an audited financial statement for 2022. If you have not been audited, submit your 2022 IRS return with reviewed, compiled, or your in-house annual statement.
- g. Acceptance of Conditions. Indicate any exceptions to the clauses contained in Section II (Statement of Work), Section III (General Provisions - Service Contracts), or any enclosures/attachments contained in this solicitation.
- h. Additional Data. Provide any additional information that will aid in evaluation of the response.
- i. Cost Data. Cost Data submitted at this stage is not binding and are subject to negotiation if you are chosen as a finalist.
- j. Amendment Acknowledgement.
- k. Non-Collusion Certificate.

SECTION I - INSTRUCTIONS TO OFFERORS (CONT)

9. **RECEIPT AND OPENING OF PROPOSALS**

- a. Proposals received prior to the advertised hour of opening will be kept secured and sealed. The District representative whose duty it is to open them will decide when the specified time has arrived, and no proposal received thereafter will be considered.
- b. No responsibility will attach to the District or its representatives for the premature opening of, or the failure to open, a proposal not properly addressed and identified in accordance with the instructions contained herein.
- c. At the time and place fixed for the opening of proposals, the School District's representative will cause the proposals to be opened and recorded. The number of offers received, the identity of offerors, or the contents of a proposal will not be disclosed to the public until all proposals have been evaluated, negotiations completed if required, and a recommendation for award has been prepared for the School Board.

10. **LATE PROPOSALS**

Proposals received after the exact date and time specified for opening shall not be considered, and shall be held unopened by the FNSB School District until after the award of the contract. The District reserves the right, at its discretion, to consider proposals which have been delayed or mishandled by the District.

11. **PRICES**

- a. The offeror shall state prices in the units of issue on this RFP. Prices quoted for commodities or services must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized, or the services can be provided without further cost.
- b. Prices quoted in proposals must be exclusive of federal, state, and local taxes. If the offeror believes that certain taxes are payable by the FNSB School District, the offeror may list such taxes separately, directly below the proposal price for the affected item.
- c. The School District shall receive the benefit of any general reduction in Seller's price prior to delivery and in no event shall the District be charged higher prices than the Seller's similar customers who take delivery in substantially the same amounts and substantially similar circumstances.

12. **CONTRACTOR'S TAX ID NUMBER**

If goods or services procured through this RFP must be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the District before payment will be made.

13. **MODIFICATION, CORRECTION, OR WITHDRAWAL OF PROPOSALS**

Proposals may be modified, corrected, or withdrawn on written, FAX or telegraphic request received prior to the time fixed for the Proposal opening, provided that written confirmation of any telegraphic withdrawal over the signature of the offeror is placed in the mail and postmarked prior to the time set for proposal Opening. Proposals may not be modified or corrected verbally. The offeror bears the same responsibility for delivery of proposal modifications, corrections, or withdrawals as for the original document. All modifications, corrections, or requests for withdrawal must be clearly marked as such. Any attempt to make additions, deletion, corrections, or withdrawals of the proposal not in compliance with these provisions may be construed as a lack of "Good Faith" and may be cause for forfeiture of a bid bond and/or rejection of the proposal.

SECTION I - INSTRUCTIONS TO OFFERORS (CONT)

14. EVALUATION OF PROPOSALS

Evaluation shall be based on, but not limited to, the information provided in the proposal submittal tabs as it applies to each of the Evaluation Factors and as determined by the School District. Each Evaluation Factor has been assigned a weight (whole number between 1 and 100) which will be used to establish the relative importance of each factor. Proposals will be ranked in order of the highest numerical score. The School District may select as many of the top ranked proposers as it deems necessary for inclusion within the negotiating list. The School District retains the sole right to determine best value offered to the District with consideration to the following evaluation factors.

a. Evaluation Factors:

- | | |
|---|----------------------------|
| i. <u>Accuracy and Completeness of information presented in Proposal,</u> | <u>Weight: (10)</u> |
| ii. <u>Experience, qualifications and financial stability of the Offeror's Firm</u> | <u>Weight: (30)</u> |
| iii. <u>Overall administrative simplicity of program offered</u> | <u>Weight: (10)</u> |
| iv. <u>Capacity to fulfill Scope of Service</u> | <u>Weight: (30)</u> |
| v. <u>Technical merit of program offered</u> | <u>Weight: (20)</u> |

b. Negotiations

The District may conduct negotiations in accordance with the following at the District's option:

- i. With the offeror of the most attractive proposal in an attempt to modify the proposal to be acceptable to the District.
- ii. With the offerors who have submitted proposals that are within the established competitive range; or
- iii. With all offerors.

Negotiations, if conducted, will occur after the opening date of the request for proposal. Offerors shall be accorded fair and equal treatment during negotiations with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

c. Best and Final Offer

Upon completion of negotiations, if any, the School District may call for "best and final offers" (BAFO) at its discretion.

15. CONTRACT DOCUMENTS

If a formal contract is not prepared upon award, the final agreement shall include and shall constitute the entire agreement:

- a. This RFP;
- b. Amendments to this RFP (if any);
- c. Offeror's proposal;
- d. Amendments to the Offeror's proposal and/or BAFO generated during the negotiation process. If a formal contract is prepared and executed, it shall constitute the final agreement.

16. AWARD OF CONTRACT

- a. The resulting contract will be awarded to the responsible offeror submitting the most attractive proposal as determined by the evaluation factors and complying with the requirements of this solicitation, provided his proposal is reasonable and it is in the best interest of the School District to accept it. The School District retains the sole right to determine best value. The School District, however, reserves the right to reject any and all proposals and to waive any informality or irregularity in proposals received whenever such rejection or waiver is in the School District's interest.

SECTION I - INSTRUCTIONS TO OFFERORS (CONT)

- b. The School District reserves the right to accept or reject any or all items of any proposal, where such acceptance or rejection is appropriate and does not affect the basic proposal.
- c. The School District reserves the right to reject any or all proposals, to waive deviations from the specifications and to waive informalities in the proposals received whenever such rejection or waiver is considered to be in the best interest of the School District.
- d. The School District reserves the right to reject the offer of an offeror who has previously failed to perform properly or complete on time contracts of a similar nature; to reject the proposal of an offeror who is not, in the opinion of the School District, in a position or qualified to perform the Contract; and any or all offers when such rejection is in the interest of the School District.
- e. Award in part or in whole is contingent upon available funding.

17. **ACCEPTANCE PERIOD**

To provide time for evaluation of offers received and approval of proposed awards, all offers submitted shall remain firm and valid for a period of ninety (90) days.

Any extension of this 90 days acceptance period shall be requested by the District in writing.

18. **AGGRIEVED OFFERORS**

Any actual or prospective proposer or contractor who is aggrieved in connection with the proposal or aware of the resulting contract may, within ten days from issuing the Notice of Intent to award, appeal. All appeals must be in writing and shall include the name of the person submitting the protest, the name of the offeror represented by that person, the specific proposal which is being appealed, a detailed explanation of the reasons for the appeal including a complete statement of the legal and factual grounds of the protest and copies of relevant documents, and a non-refundable filing fee of \$75. The aggrieved offeror must serve all other offerors with the notice of appeal in order to afford them the opportunity to rebut. Failure to give written notice of the appeal as provided herein constitutes a waiver by the aggrieved offerors right of any objections to the award.

19. **ORDER OF PRECEDENCE**

The following order of precedence shall govern in the event of a conflict between documents of this Solicitation:

- a. Section II entitled "Statement of Work".
- b. Section III entitled "General Provisions Service Contracts".
- c. Section I entitled "Instructions to Offerors".

**SECTION II - STATEMENT OF WORK (SOW)
RFP**

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1. BACKGROUND

The Facilities assessments and preliminary design and estimating reports will be attached to the school districts Capital Improvements Plan applications in 2024 and following years. Upon approval of the CIP funding application by the State of Alaska, the Fairbanks North Star Borough School District (FNSBSD) School District will forward the data to the Borough (FNSB) to be factored into their Capital Improvement Plans.

The FNSBSD 2024 six (6) year CIP list is available online, at: <https://www.k12northstar.org/fnsbsd> > School Board > Public Reports > “FNSBSD Six-Year School Capital Improvement Projects Plan”.

2. SCOPE

In accordance with 4 AAC 31.065, the FNSBSD is requesting proposals for: Capital Improvement Plan (CIP) Facilities Condition Surveys, Programming, Pre-Design Schematics and Cost Estimation reports. The reports will be produced as a comprehensive assessment of the existing systems to be included in the following priority projects by a registered design professional.

- a) North Pole High School Mechanical, Electrical and Plumbing renovations.
- b) Arctic Light Elementary School exterior renovations
- c) Tanana Middle School interior/classroom renovation

FNSBSD Facilities Management Department Facility Condition Surveys, Design Developments and Cost estimates (reports) produced by a registered design professional. These reports will cover the FNSBSD’s Top Ten Priority Facilities. The reports produced will cover items outlined in section 6 and 7 of the state of Alaska Department of Education and Early Development’s Capital Improvement Project application instructions.

3. PREREQUISITES

Professional registration is applicable to this RFP. Alaska Statute AS.08.48.281 prohibits the practice of or offer to practice the profession of architecture, engineering, or land surveying in Alaska, or to use or otherwise assume or advertise a title or description tending to convey the impression that a firm or individual is registered in accordance with the statute, or is one to whom the statute does not apply.

4. CONTRACTOR'S RESPONSIBILITIES

In alignment with the FNSBSD 2015 Design Standards and State of Alaska Department of Education and Early Development 2022 School Design and Construction Guidelines complete production of reports representative of facilities conditions, preliminary design concepts, schematics, and cost estimates which would be representative of the work necessary to perform renovations for the top three (3) school facilities prioritized in the School District’s six (6) year plan.

The Consultant's services shall include normal architectural and engineering services, cost estimating, and miscellaneous services as required to complete the project as outlined. A Specialist versed in the practice as it relates to the relative standards shall be included as part of the design team, this specialist need not be a registered professional in the state of Alaska. The condition survey will establish the needs of the facility. The programming will establish the measures required to satisfy those needs with an early cost estimate. The 35% schematic design will delineate construction and renovation work required and provide an accurate professional cost estimate. The consultant will be reporting to the FNSBSD directly for this phase, although the District will refer the schematics for review by FNSB Public works.

The Consultant's services shall include Quality Control to ensure a coordinated design effort between the various Architectural and Engineering disciplines, and Quality Control to ensure that the deliverables for each Phase are a completed and coordinated set of documents. All applicable life safety codes, standards, and other regulations in force at time of design shall be adhered to and consider design for energy efficiency Design shall comply with ASHRAE Standard 90.1- 2019. The facility must comply with the latest International Building Code (IBC) and the Americans with Disabilities Act (ADA) requirements. Coordinate with authority having jurisdiction (AHJ) on specific codes as they pertain to the new facility.

The project shall consist of two (2) phases:

Phase I – Programming and Concept Design

Consultant shall conduct an initial inspection of the site, review available documentation, research applicable codes and standards, and meet with FNSBSD personnel. Provide programming and conceptual design work as required for subsequent development of the project. The Consultant shall provide a preliminary evaluation of the program and the project budget requirements, each in terms of the other. The Consultant shall review with the FNSBSD alternative approaches to design and construction of the project.

Phase II – 35% Schematic Design:

Based on the mutually agreed upon program and project budget requirements, the Consultant shall prepare, for approval by the FNSBSD schematic design documents consisting of a narrative, drawings, specifications, ASHRAE 90.1-2019 Design Plan Review Checklist, and other documents illustrating the scale and relationship of project components.

The Consultant shall meet with the FNSBSD to determine which work items can be accomplished within the construction budget and to prioritize the work items. The Consultant and the Borough shall determine which scope items will proceed to the next design stage and which items will be alternates in order to maintain the construction budget.

The Consultant shall submit to the FNSBSD a Statement of Probable Construction Cost based on schematic design documents. The cost estimate will be divided to clearly demonstrate the total project costs. Civil engineering cost estimates will be based on current area, volume, or other unit costs.

5. DISTRICT'S RESPONSIBILITIES

Upon request, shall provide maps, and access to the three (3) school facilities.

6. OTHER TERMS

Offerors shall refer to the State of Alaska Department of Education and Early Development (DEED) Facility's resources, including Alaska DEED's School Design & Construction Standards, and Alaska DEED Professional Services for School Capital Projects as a guideline for the production of the surveys, designs and estimates (reports).

7. CONTRACT PERIOD

June 1, 2023 (**or upon execution of contract**), through September 30, 2024.

8. CONTRACT ADMINISTRATOR

FNSB School District Executive Director of Facilities Management

**SECTION III - GENERAL PROVISIONS SERVICE CONTRACTS
RFP**

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SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

1. **APPLICABLE LAW AND DISPUTES**

Any dispute with respect to this contract shall be governed by the laws of Alaska and FNSB School Board Policies. Any appeal of an administrative order and any original action to enforce any provision of this agreement or to obtain any relief from remedy in connection with this agreement may be brought only in the Superior Court for the Fourth Judicial District of Alaska.

2. **ASSIGNMENT AND SUBCONTRACTING**

This Contract or any interest hereunder shall not be assigned or transferred by the Seller without the prior written consent of the Buyer and subject to such terms and conditions that the Buyer may impose. The Buyer shall not consent to any proposed assignment unless and until the Seller furnishes the Buyer with two (2) executed copies of the assignment. The Seller shall not subcontract the furnishing of any of the complete or substantially complete items required by this Contract, without the prior written approval of the Buyer.

3. **AUDIT OF RECORDS**

Seller shall keep adequate records of direct labor costs and all other costs of the performance of this Contract, which shall be subject to audit by the Buyer in the event of termination for convenience or with respect to any work for which the price or any part thereof is based on time and cost of materials.

4. **BANKRUPTCY**

The Buyer may terminate this Contract in whole or in part by written or telegraphic notice:

- a. If the Seller shall become insolvent or make a general assignment for the benefit of creditors; or
- b. If a petition under any bankruptcy act or similar statute is filed by or against the Seller and is not vacated with ten (10) days after it is filed.

Termination under this clause shall be in accordance with "Termination for Default" clause.

5. **BUYER FURNISHED PROPERTY**

a. **Furnished Property**

The Buyer shall deliver to the Seller for incorporation into the work to be performed, the property described in the SOW as Buyer furnished property, hereinafter referred to as "property". All property shall be identified as property of the Buyer. The property shall be used exclusively on the work required by this Contract. The Seller shall establish procedures for the inventorying, storage, maintenance, and inspection of the property. Records of such shall be made available to the Buyer upon request.

b. **Delivery**

The performance schedule of this Contract is based upon the premise that property suitable for use will be delivered to the Seller at the times stated in the SOW or, if not so stated, in sufficient time to enable the Seller to meet the performance schedule. If the property is not delivered to the Seller by such time or times, the Buyer shall, upon timely written request made by the Seller, make a determination of the extent of the delay, if any, incurred by the Seller thereby, and shall equitably adjust the performance schedule or the Contract price, or both, and any other contractual provision affected by such delay, in accordance with the "Changes" clause. If the property is received by the Seller in a condition which makes it not suitable for its intended use, the Seller shall, upon receipt thereof, notify the Buyer of such fact. Upon such notice, the Buyer shall advise the Seller of the disposition to be made of the property and issue a change order, with respect to such property, under the "Changes" clause.

c. **Risk of Loss**

SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

The Seller assumes the risk of, and shall be responsible for, any loss or damage to property furnished under this clause upon its delivery to the Seller. Seller shall maintain adequate insurance to cover this risk.

d. Access

The Buyer, and any persons designated by the Buyer, shall at all reasonable times have access to the premises where the property is located for the purpose of inspecting the property.

e. Changes in Property

i. By notice in writing, the Buyer may:

- (1) increase, decrease or withdraw the property provided or to be provided by the Buyer under this clause, or
- (2) substitute other property for property to be provided by the Buyer. The Seller shall promptly take such action as the Buyer may direct with respect to the removal and shipping of property delivered and later withdrawn by such notice.

ii. Upon any increase, decrease, withdrawal or substitution of property pursuant to paragraph E.1 above, the Buyer, upon the written request of the Seller or on the Buyer's own accord, shall equitably adjust such contractual provisions as may be affected by the increase, decrease, withdrawal or substitution in accordance with the "Changes" clause.

f. Title

Title to all property shall remain in the Buyer.

6. **BUYER'S INSPECTORS**

The work shall be subject to inspection by the Buyer's appointed inspectors to insure strict compliance with the terms of the Contract. The inspectors are not authorized to change any provision of the specifications or any other part of this Contract without written authorization of the Buyer, nor shall the presence or absence of an inspector relieve the Seller from any requirements of the Contract.

7. **BUYER'S RIGHT TO USE INFORMATION DISCLOSED BY SELLER**

Unless otherwise expressly set forth to the contrary in this Contract, the Buyer shall have the right to use and have used, for any purpose, unpatented information concerning the services performed by the Seller hereunder which Seller may disclose to the Buyer during performance of this Contract if such information is furnished without restrictions on its use.

8. **CALENDAR DATES**

All periods of days referred to in this Contract shall be measured in calendar days.

9. **CHANGES**

The Buyer may, at any time, and from time to time, by a written order, make changes, within the general scope of this Contract, including but not limited to the definition of services to be performed, and the time (i.e., hours of the day, days of the week, etc.) and place of performance thereof. If any such change causes an increase or decrease in the cost of, or the time required for the performance of any part of the work under this Contract, whether changed or not changed by any such order, an equitable adjustment shall be made in the Contract price or performance schedule, or both, and the Contract shall be modified in writing accordingly. Any claim by the Seller for adjustment under this clause must be asserted, by the Seller, in writing within fifteen (15) days from the date of receipt by the Seller of the written Change Order unless the Buyer grants, in writing, an extension to the fifteen (15) day period. Where the cost of property made obsolete or excess as result of a change is included in the Seller's claim for adjustment, the Buyer shall have the right to prescribe the manner of disposition of such property. Failure to agree to any adjustment shall be a dispute within the meaning of the "Applicable Law and Disputes" clause. Charges for any extra work or material will not be allowed unless made pursuant to this clause.

SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

10. **CLAUSE HEADINGS**

The headings and subheadings of clauses contained herein are used for convenience and ease of reference and shall not limit the scope or intent of the clause.

11. **CONFIDENTIAL RELATIONSHIP**

The Seller shall treat as confidential all information supplied by Buyer or obtained by the Seller as a result of performance under this Contract unless such is in the public domain. The Seller shall not disclose any information related to this Contract to any person not authorized by the Buyer in writing to receive it.

12. **LOBBYING & ETHICS**

LOBBYING - The Contractor and its employees shall avoid all circumstances and actions which would place the Contractor in a position of divided loyalty with respect to the obligations undertaken under this Contract. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form (SF-LLL), "Disclosure Form to Report Lobbying," in accordance with the instructions therein.

a. The purpose of this section is to assure that the RFP selection process is not distorted or compromised by private lobbying outside the procedures designed to produce the best proposal for the FNSBSD and the public.

b. No proposer may disclose his proposal, outside the formal selection process, to members of the selection committee, nor to members of the FNSBSD Board, prior to the issuance of the Notice of Intent to Award.

c. The FNSBSD shall select those proposals which are responsive and which merit further discussion. Any person whose proposal is selected for further discussion shall confine all contacts with the FNSBSD to those permitted by the formal selection procedures. Any person whose proposal is not selected must not discuss the matter with committee members nor with board members, but may file a protest in accordance with the terms of this solicitation.

d. Notwithstanding any other provision of this section, an interested person is free at any time to contact the purchasing agent for the purpose of clarifying selection procedures.

e. The prohibitions in this section apply whether or not the committee member or board member has a personal or financial interest in the outcome of the selection process.

f. **Sanctions.** The following provisions apply to violations of this section:

i. If the violation is discovered prior to award,

a). and the selection process has not been compromised, then the proposal offered by the violator shall be disqualified from further consideration;

b). and the selection process has been compromised such that the FNSBSD must cancel this RFP and issue a new one, then the proposer shall be liable to the FNSBSD for all costs of issuing a new RFP for similar or substantially similar services.

ii. If the violation is discovered after the award,

a). then the contract is voidable at the sole option of the FNSBSD, and the vendor

SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

shall be liable to the FNSBSD for: (1) the difference, if any, between the cost of the vendor's services under the existing contract, and the cost of any new vendor's services under a new contract for similar or substantially similar services; in no case shall the FNSBSD be liable to the vendor for any savings under a new contract, and (2) for the reasonable costs of issuing a new RFP for similar or substantially similar services, and (3) for any costs of obtaining such services on an emergency or expedited basis;

b). the violator is liable to other proposers under the same RFP for their costs of proposal preparation. The purpose of this subsection, and only this subsection, is to create enforceable rights in third parties. The provisions of this subsection apply to those persons not submitting proposals, but who would have done so if not for the actions of the violator. Such third parties may assert such claims only after the FNSBSD makes a finding that such a violation has occurred. No other provision of this RFP creates enforceable rights in third parties.

iii. The provisions of this subparagraph relating to sanctions does not limit the power of the FNSBSD, or any third party, to seek other remedies under the FNSBSD policies, Borough Code, the Statutes, or the laws of the United States.

ETHICS - It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be further unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.

13. **CONTRACT ADMINISTRATION**

Notwithstanding any other provisions of this Contract or any document referenced herein, the Buyer's Director of Procurement, or cognizant Contract Administrator are the only individuals authorized to make the changes in or redirect the work required by this Contract. Where the Buyer's approval is required under the terms of this Contract, it shall be construed to mean the approval of the Buyer's Director of Procurement or the cognizant Contract Administrator. In the event the Seller effects any change at the direction of any other person, the change will be considered as having been made without authority and an adjustment shall not be made in Contract price or performance schedule as a result thereof.

14. **DEFINITIONS**

As used in this Contract, the following terms shall have the meanings set forth below:

	TERM	MEANING
a.	"Advise"	Advise in writing.
b.	"Appoint"	Appoint in writing.
c.	"Approval"	Approval in writing.
d.	"Buyer"	Person or persons designated in writing who are authorized to act on behalf of the Buyer. This designation shall be made by the Buyer on or before the date work commences under this Contract.

SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

e.	"Change Order"	A written order signed by the Buyer directing the Offeror to make changes in the work without the consent of the Offeror.
f.	"Amendment", "Modification"	A written alteration in any part of the RFP or Contract whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties. It includes change orders and notices of termination.
g.	"Designate"	Designate in writing.
h.	"Direction"	Direction in writing.
i.	"Includes"	Includes but is not limited to.
j.	"Item"	Hardware, data, software, materials, spare parts and other articles to be delivered or services to be performed.
k.	"May"	May is permissive, however, the words "no person may" mean that no person is required, authorized, or permitted to do the act prohibited,
l.	"Shall"	Shall is imperative.
m.	"Statement of Work"	All specifications, drawings, data and other information included or referenced in the Statement of Work "SOW".
n.	"Subcontractor(s)"	All persons, vendors and entities furnishing work, property or services to the Offeror for use on this Contract.
o.	"Work"	Includes equipment, installation, material and services.

15. **EXCUSABLE DELAYS**

The Seller shall not be liable for damages, including liquidated damages, if any, for delays in performance or failure to perform due to causes beyond the control and without the fault or negligence of the Seller. Such causes include but are not limited to, acts of God, acts of the public enemy, acts of the United States Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather.

16. **IDENTIFICATION OF SELLER'S EMPLOYEES**

The Seller shall be responsible for furnishing to each employee and for requiring each employee engaged on the work site to display such identification as may be approved and directed by the Buyer. All prescribed identification shall be delivered immediately to the Buyer, for cancellation upon the release of any Seller's employee. The Seller shall include a clause containing the substance of this clause in all subcontracts hereunder.

17. **INDUSTRIAL LAWS AND BENEFITS**

In all matters relating to this Contract, the Seller shall be acting as an independent contractor. Neither the Seller nor any of the persons furnishing materials or performing work or services which are required by this Contract are employees of the Buyer within the meaning of or the application of any Federal, or State Unemployment Insurance Law, or other Social Security, or any Workmen's Compensation, Industrial Accident Law, or other Industrial or Labor Law. At its own expense, the Seller shall comply with such laws, and assume all obligations imposed by any one or more of such laws with respect to this Contract.

18. **INSPECTION OF SERVICES**

- a. All services shall be subject to inspection and test by the Buyer, to the extent practicable at all times and places during the term of the Contract and during PIPO operations. All inspections and tests by the Buyer shall be made in such a manner as not to unduly delay the work.

SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

- b. If any services performed hereunder are not in conformity with the requirements of this Contract, the Buyer shall have the right to require the Seller to perform the services again in conformity with the requirements of the Contract, at no expense to the Buyer. When the defective services performed are of such a nature that the defect cannot be corrected by reperformance of the services, the Buyer shall have the right to: (1) require the Seller to immediately take all steps necessary to ensure future performance of the services in conformity with the requirements of the Contract; (2) and reduce the Contract price to reflect the reduced value of the services performed. If the Seller fails to perform promptly the services again or to take necessary steps to ensure future performance of the services in conformity with the requirements of the Contract, the Buyer shall have the right to either (a) by Contract or otherwise have the services performed in conformity with the Contract requirements and charge the Seller any cost incurred by the Buyer that is directly related to the performance of such services; or (b) terminate this Contract for default pursuant to the "Termination for Default" clause.
- c. Records of all inspections and tests by Seller shall be kept complete and available to Buyer during performance of this Contract and for a longer period as may be specified elsewhere in this Contract.

19. **INSURANCE**

Before commencing work, Seller shall procure and maintain insurance of the limits and kinds enumerated hereunder with an insurance company rated as "Excellent" or "Superior" by A. M. Best Company. Certificates of such insurance issued by the Seller's insurance carrier shall be filed with the Buyer before commencement of work and shall set forth the following:

- a. **LIMITS** The contractor shall obtain insurance for not less than the following limits:
 - i. Commercial general liability: \$1,000,000 limit.
 - ii. Professional Liability: \$1,000,000.00 limit per incident, \$3,000,000.00 aggregate.
 - iii. Comprehensive automotive liability: \$1,000,000 combined single limit
 - iii. Workers compensation: \$100,000 each accident, \$500,000 disease-policy limit, and \$100,000 disease-each employee. This policy must be endorsed with a waiver of subrogation in favor of the School District.
- b. **AUTOMOBILE LIABILITY INSURANCE.**
 - i. All vendors using motor vehicles must demonstrate compliance with Alaska statutes by providing proof of automobile liability insurance for any autos used to perform services under the contract. If the use of autos is material to the scope of work, e.g. delivery services; the limit in Section 19.a. shall apply. If the use of autos is not material to the scope of work, they shall be insured at no less than the state's minimum limit. Vendors who do not use a motor vehicle for any business purpose, may sign an affidavit to that effect. Affidavit forms are available at Purchasing Department or Risk Management office.
 - ii. If the limits in Section (b) apply the automobile liability policy must cover: All Autos or
 - iii. All owned, non-owned and hired autos
 - iv. Automobile liability insurance for scheduled autos only may or may not be acceptable.

If the contractor submits insurance covering only scheduled autos, then

 - a.) The insurance coverage must also include all non-owned autos
 - b.) The contract must provide a copy of the scheduled vehicles, and
 - c.) The contractor must assure the School District in writing that any additional vehicles are covered by liability insurance at the required limits before the vehicles are used for work under this agreement.

SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

- c. **WORKER'S COMPENSATION** The contractor understands that all employees must be covered by worker's compensation insurance during the term of the contract with the School District.
- d. **ALTERNATE COVERAGE** A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of the section.
- e. **ADDITIONAL INSURED** The School District must be listed as an additional insured in the contractor's commercial general liability policy.
- f. **CERTIFICATE OF INSURANCE** Before starting work, the contractor will provide a certificate of insurance in a form acceptable to the School District showing that the contractor has the required insurance coverage.
- g. **CANCELLATION** The School District must receive notice if the contractor's insurance is going to be canceled, not renewed, or changed in some important way. The certificate of insurance must say that the insurer will notify the School District at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.
- h. **INCREASED COVERAGE** During the contract term, the School District might require higher limits of insurance than those listed in this section. If the School District requires such insurance, and the insurer raises its premium as a result of higher limits, then the Borough will pay the contractor the difference between the old and the new premiums.
- i. Certificates of Insurance shall be issued to:

Fairbanks North Star Borough and School District
P.O. Box 71267
Fairbanks, AK 99707

20. **LAWS AND ORDINANCES**

The Seller shall comply with all applicable laws, ordinances, rules and regulations including Federal, State and Municipal authorities and departments relating to or affecting the work hereunder or any part thereof, and shall secure and obtain any and all permits, licenses and consents as may be necessary in connection therewith. The Seller agrees to indemnify and hold harmless the Buyer from and against any and all liability or direct consequential damage, including but not limited to, any fines, penalties, or other corrective measures the School District may suffer resulting from any violation by the contractor of such laws, ordinances, rules, and regulations.

21. **NON-DISCRIMINATION**

The Fairbanks North Star Borough School District and all covered subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 29 CFR Part 741, Appendix A to Subpart A, 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

The Offeror shall comply with the applicable provisions of the Federal Civil Rights Act of 1964 and all amendments thereto, and the Equal Employment Opportunity Act and all amendments thereto, the FNSB School Board Policy, article 441, and all regulations issued thereunder by the Federal and State governments. If the contractor fails to comply with such acts and regulations, the School District shall have the right to immediately terminate this contract.

22. **MATERIAL AND WORKMANSHIP**

All equipment, material and articles used in the work covered by this Contract are to be of the most suitable grade for the purpose intended. Unless otherwise specified herein, reference to any equipment, material,

SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

article, or patented process by trade name, make, or catalog number shall be regarded as establishing a standard or quality and the Seller may, with the Buyer's prior written approval, substitute any equipment, material, article or process which in the judgment of the Buyer is equal to that named.

23. **MODIFICATION OF CONTRACT**

This Contract contains all the agreements and conditions under which the work is to be performed and no course of dealing or usage of the trade shall be applicable unless expressly incorporated in this Contract. The terms and conditions contained in this Contract may not be added to, modified, superseded or otherwise altered except by written modification signed by authorized representatives of the Buyer's Procurement Department and the Seller.

24. **NO WAIVER OF CONDITIONS**

Failure of the Buyer to insist on strict performance shall not constitute a waiver of any of the provisions of this Contract or waiver of any other default of the Seller.

25. **NONAPPROPRIATION**

All funds for payment by the School District under this contract are subject to the availability of annual appropriations for this purpose by the state legislature and the Fairbanks North Star Borough Assembly. In the event of nonappropriation of funds by the above governing bodies for the services provided under the contract, the School District will terminate the contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty days' prior written notice, but failure to give such notice shall be of no effect and the School District shall not be obligated under this contract beyond the date of termination.

26. **NOTICE TO THE BUYER OF LABOR DISPUTES**

- a. Whenever the Seller has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this Contract, the Seller shall immediately give notice thereof, including all relevant information with respect thereto, to the Buyer.
- b. The Seller shall insert the substance of this clause, including this paragraph B., in any subcontracts hereunder. Each such subcontract shall provide that in the event of its timely performance is delayed or threatened by delay by any actual or potential labor dispute, the subcontractor shall immediately notify the Seller of all relevant information with respect to such dispute.

27. **OPERATION AND STORAGE AREAS**

All operations of the Seller, including storage of materials, shall be confined to areas authorized or approved by the Buyer. No unauthorized or unwarranted entry upon, passage through, or storage or disposal of materials shall be made upon other premises. The Seller shall hold and save the Buyer, its employees, officers and agents, free and harmless from liability of any nature of kind arising from any use, trespass or damage incurred by Seller's operations on premises of third persons.

28. **OTHER CONTRACTS**

The Buyer may undertake or award other contracts for additional work, and the Seller shall fully cooperate with such other contractors and Buyer's employees and carefully fit its own work to such additional work as may be contracted for by the Buyer. The Seller shall not commit or permit any act which will interfere with the performance of work by any other contractor or by Buyer's employees.

29. **PERMITS AND RESPONSIBILITIES**

Without additional expense to the Buyer, the Seller shall be responsible for obtaining any necessary licenses and permits, and for complying with all applicable laws, codes, and regulations, in connection with the prosecution of the work. The Seller shall be responsible for all damages to persons or property that occur as a result of its fault or negligence. Seller shall take proper safety and health precautions to protect the work, employees of the Buyer and Seller, the public, and the property of others.

SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

30. **PROTECTION OF BUILDINGS, EQUIPMENT AND VEGETATION**

The Seller shall use reasonable care to avoid damaging existing buildings, structures, equipment and vegetation such as trees, shrubs and grass on the Buyer's facility. If the Seller fails to do so and damages any such buildings, structures, equipment, or vegetation, Seller shall replace or repair the damage at no expense to the Buyer as directed by the Buyer. If Seller fails or refuses to make such repair or replacement, the Seller shall be liable for the cost thereof which may be deducted by the Buyer from payments due or which may become due to the Seller.

31. **PUBLIC RELEASE OF INFORMATION**

Unless the prior written consent of the Buyer is obtained, the Seller shall not, except as may be required by law or regulations, in any manner advertise or publish or release for publication any statement or information mentioning the Buyer, or the fact that the Seller has furnished or contracted to furnish to the Buyer the services required by this Contract, or quote the opinion of any employee of Buyer.

32. **REMOVAL OF SELLER'S UNSATISFACTORY EMPLOYEES**

By written notice, the Buyer may require the Seller to remove from the work any employee the Buyer deems incompetent, careless, or otherwise objectionable.

33. **SAFETY**

- a. Seller shall be responsible for safety related to and during the performance of the work hereunder. Seller shall insure that its employees and the employees of its subcontractors are notified of and observe and abide by all safety regulations and laws including but not limited to those issued by the Buyer, and any revisions of the foregoing that may hereinafter be applicable.
- b. Said laws and regulations are minimum requirements for the Seller. Seller shall take any additional precautions necessary or proper under the circumstances to prevent injury to or death of persons and/or damage to property. Compliance with such laws and regulations by the Seller, or Buyer's approval of any actions or procedures of the Seller, as provided herein shall not relieve the Seller of its obligations to use due care in performing the work required under this Contract.
- c. Seller shall immediately notify Buyer of any damage to property and/or injury to, or death of, persons which occurs in connection with or is in any way related to the work. Seller shall furnish Buyer a written report of the aforesaid as soon as possible.

34. **SUPERINTENDENCE BY SELLER**

The Seller shall have a competent foreman or superintendent, satisfactory to the Buyer, on the work site at all times during the performance of work. Said foreman or superintendent shall have the authority to act for the Seller.

35. **TAXES**

Unless prohibited by law or otherwise stated to the contrary in this Contract, the Seller shall pay and has included in the price of this Contract, any Federal, State or Local Sales Tax, Transportation Tax, or other similar levy which is required to be imposed upon the work or services to be performed.

36. **TERMINATIONS**

a. **TERMINATION FOR CONVENIENCE**

The School District may terminate a contract, in whole or in part, without showing cause upon giving written notice to the Contractor. The School District shall pay all reasonable costs incurred by the Contractor up to the date of termination. The Contractor will not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

b. **TERMINATION FOR DEFAULT**

If the contractor refuses or fails to prosecute the work or any separate part, with the diligence that will ensure its completion within the time specified in this contract including any extension, or

SECTION III - GENERAL PROVISIONS - SERVICE CONTRACTS

fails to complete the work within this time, the School District may, by written notice to the Contractor, terminate the right to proceed with the work (or the separable part of the work) that has been delayed. In this event, the School District may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the School District resulting from the Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the School District in completing the work.

37. **UTILITY SERVICES**

The Buyer will make available to the Seller, from existing outlets and connections, the utilities specified in the SOW. Except as otherwise provided in the SOW, utilities shall be furnished without charge. The Seller shall conserve utilities furnished without charge.

38. **WARRANTY OF SERVICES**

Notwithstanding inspection and acceptance by the Buyer or any provision concerning the conclusiveness thereof, the Seller warrants that all services performed under this Contract shall, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this Contract. The Buyer shall give written notice of any such defect or nonconformance to the Seller within five (5) days after date of acceptance by Buyer. Such notice shall state either (1) that the Seller shall correct or reperform any defective or nonconforming services, or (2) that the Buyer does not require correction or reperformance. If the Seller is required to correct or reperform, it shall be at no cost to the Buyer, and any services corrected or reperformed by the Seller pursuant to this clause shall be subject to all provisions of this clause to the same extent as work initially performed. If the Seller fails or refuses to correct or reperform, the Buyer may, by contract or otherwise, correct or replace with similar services and charge to the Seller the cost incurred to the Buyer thereby or obtain an equitable adjustment in the Contract price. If the Buyer does not require correction or reperformance, the Buyer shall make an equitable adjustment in the Contract price. Except as otherwise provided herein, the Seller warrants that all articles, materials, and equipment supplied under this contract are new, conform to the specifications of this contract, to be of merchantable quality, are fit for the use intended, and are free from defects in materials and workmanship. The Buyer requires that the Seller honor guarantees and warranties offered by the manufacturer.

39. **PAYMENT**

Unless otherwise stated in the SOW, payment will be tendered after all work is complete, has been inspected by the appropriate School District inspector and found to be in compliance with commonly accepted industry standards, building codes and regulations, and the terms and conditions of this document. Contingent with the above, payment will be made within 30 days of receipt of an invoice by the School District.

40. **INDEMNITY**

Except for claims arising out of acts caused by the sole negligence of the School District, its agents, servants or employees, the contractor agrees to indemnify and hold harmless the School District, its agents, servants and employees, from acts or omissions of any nature whatsoever of the contractor, its agents, servants and employees, causing injury to, or death of person(s) or damage to property during the term of this contract, and from any expense incident to the defense of the School District therefrom.

SECTION IV – SERVICE CONTRACT

Clause:

1. SUPERSEDING EFFECT
2. SCOPE OF WORK
3. PERIOD OF PERFORMANCE
4. CONSIDERATION AND PAYMENT
5. INSPECTION AND ACCEPTANCE
6. DOCUMENT INCORPORATED BY REFERENCE
7. ORDER OF PRECEDENCE
8. NOTICES AND CORRESPONDENCE

Signatures

Exhibit “A” – Statement of Work,

Exhibit “B” – General Provisions – Service Contracts

Exhibit “C” – Payment Schedule

BETWEEN Fairbanks North Star Borough School District
A Political Subdivision of the State of Alaska
Having a place of business at 520 5 th Ave., Fairbanks, AK 99701
Hereinafter referred to as “Buyer”

AND

a _____ Corporation having a place of business at
(State)

(Phone): _____

(FAX): _____

(Email): _____

(Alaska Business License Number): _____
hereinafter referred to as “Contractor”

WITNESSETH THAT:

IN CONSIDERATION OF the promises and mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. SUPERSEDING EFFECT

This contract supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed under this Contract.

2. SCOPE OF WORK

The Seller shall furnish all the services and materials necessary to perform the work associated with Section II, hereinafter referred to as the “SOW.”

3. PERIOD OF PERFORMANCE

- a. Work to be accomplished under this Contract shall be performed during the period: June 1, 2023 (**or upon execution of contract**), through September 30, 2024.
- b. Specific periods of performance, if any, and completion dates are set forth in the SOW.

4. CONSIDERATION AND PAYMENT

Payment will be made in accordance with Submittal Tab i.

5. INSPECTION AND ACCEPTANCE

All work performed under this Contract shall be inspected and accepted in accordance with the provisions of the SOW.

SECTION IV – SERVICE CONTRACT

6. DOCUMENT INCORPORATED BY REFERENCE

The following documents are hereby incorporated by reference:

- a Section II entitled “Statement of Work”, including Submittal Tabs a - k.
- b Section III entitled “General Provisions – Service Contracts”

7. ORDER OF PRECEDENCE

The following order of precedence shall govern in the event of a conflict between documents of this Contract:

- a Articles 1 through 8 hereof.
- b Section II entitled “Statement of Work”, including Submittal Tabs a - k.
- c Section III entitled “General Provisions – Service Contracts”

8. NOTICES AND CORRESPONDENCE

All notices and correspondence shall be sent by either party to the other party, in all matters dealing with this Contract, to the following addresses:

a. To the Buyer: FNSB School District
520 Fifth Ave Fairbanks, AK 99701
Attention (Name): _____
Email: _____

b. To the Seller: _____

Attention (Name): _____
Email: _____

Or any other address provided prior written notice is given to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Contract which is effective upon Buyer’s signature.

Attest: FNSB School District

Signature: _____
Buyer
Date: _____
(Date Signed)

Attest: _____
(Bidder’s typed or printed name)
Signature: _____
(Individual authorized to bind firm)
Title: _____
Date: _____
(Date Signed)

Submittal Tab a - Management Summary

Provide a cover letter indicating the underlying philosophy of the firm providing the service. Identify the office location, city and state for the Project Manager. The Project Manager will be in charge of all decisions regarding this project, including contract issues. The Project Manager's office must be staffed between the hours of 8AM to 5PM, Monday thru Friday of the typical work week, (excluding holidays). The office shall be separate from any personal residence.

Attach a description of your approach to performing the proposed agreement. Include a detailed description of services to be provided and constraints (procedures, time, money, personnel, equipment, etc.) to be offered. Attach a management plan which describes the organization and management processes of your firm and a specific outline of the structure of the proposed project staff. The plan should answer the questions: Who will have overall responsibility for the project? Who will oversee daily operations? Discuss your approach to construction administration. Discuss your firm's total workload, particularly current and future commitment of key personnel, equipment, facilities and other resources, including capabilities for providing services within schedule or under accelerated schedule. Joint proposals should be well coordinated and the existence of previous working relationships should be noted.

Submittal Tab b - Policy and Operations

Describe in detail how the service will be provided. Include a description of the major tasks and subtasks. Elaborate on the tasks, conditions, project work plan, and other specifics deemed significant and necessary to demonstrate a complete understanding of the technical and substantive issues to be addressed.

Submittal Tab c - Corporate Experience and Capacity

Describe the experience of the firm in providing the service, the number of years that the service has been delivered, and provide a statement on the extent of any corporate expansion required to handle the service.

Include information which demonstrates that the respondent and proposed firm have adequate qualifications and experience to provide the services required. Project summaries of prior projects should be brief, emphasizing their relevance to the proposed agreement. They should identify a contact person, giving name, telephone number, and address as well as describing the products, services, dates involved, and costs of the projects.

Attach a narrative discussion and/or materials which demonstrates why the firm(s) submitting this proposal is especially qualified to undertake the agreement. Information provided would include, but not be limited to, such data as specialized equipment available, any awards or recognition received by a firm or individuals for similar services and special approaches or concepts developed by the firm(s) relevant to the required services, including, if possible, services involving the remodel of educational facilities which were continuously occupied during remodel. Information provided in response to this criterion shall be supplementary to that attached for specific response to other criteria.

Submittal Tab d - Personnel

Information provided should address two areas:

- a. Proposed key personnel who would have major responsibilities for performance of the services required.
- b. Individual's function, and Alaska Registration Number, if an Architect, Engineer, or Land Surveyor. List any special certificates and/or training relevant to the discipline of submittal. If the firm is a corporation, it also must be registered in Alaska for the discipline listed.

Include information concerning the qualifications and experience of each individual listed. Each should be described in terms of their educational, managerial and substantive experience relevant to the proposed agreement, position in the firm, relevant projects that she/he has worked on and the extent of responsibilities, substantive and/or administrative.

Proposals which do not include named personnel registered in Alaska for the disciplines specified below shall be disqualified from consideration:

- Architecture
- Electrical Engineering
- Civil Engineering
- Structural
- Land Surveying
- Mechanical Engineering

Submittal Tab e - References

Provide at least five references for contracts.

Submittal Tab f - Financial Stability

Financial Stability. Submit an audited financial statement for **2022**. If you have not been audited, submit your **2022** IRS return with reviewed, compiled, or your in-house annual statement.

Submittal Tab g - Acceptance of Conditions

Acceptance of Conditions. Indicate any exceptions to the clauses contained in Section III (General Provisions - Service Contracts), Section II (Statement of Work), or any enclosures/attachments contained in this solicitation.

Submittal Tab h - Additional Data

Additional Data. Provide any additional information that will aid in evaluation of the response.

Submittal Tab i – *Estimated* Cost Data

Provide an outline for the basis of Compensation: Progress Payments for Phases/Tasks/Work Products Completed. Progress payments will be made based on approved invoices which shall segregate costs for each phase, task, or work product listed below or in attached schedules. The sum of payments for each phase, task, or work product shall not exceed an amount equal to the fixed price multiplied by the percentage completed (as determined by the Borough or School District) plus the sum of any reimbursements for direct non-salary costs. ***Estimated Cost Data is requested for budgetary purposes, and shall be submitted in a sealed envelope along with the other required proposal forms and documents.***

Element of Cost	<i>Estimated Cost Range (Minimum – Maximum)</i>	<i>Estimated # of Days for Phase Completion</i>
Professional Services		
to include:		
Expenditures; Phase I		
Expenditures; Phase II		
Insurance		
Other:		
<i>Estimated</i> Fixed Price		
<i>Estimated</i> Direct Non-Salary Costs:		
<i>Estimated</i> Maximum Amount Payable:		

Submittal Tab j - Amendment Acknowledgement

Please indicate each amendment received and sign to acknowledge receipt. Return this form with your proposal packet. Failure to acknowledge receipt of amendments may result in a determination of your proposal as nonresponsive.

Amendment No.	Receipt Acknowledged (Signature)	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submittal Tab k - Non-collusion Certificate

THE OFFEROR CERTIFIES THAT;

- a. THE **INFORMATION PRESENTED** IN THIS OFFER HAVE BEEN ARRIVED AT INDEPENDENTLY, WITHOUT, FOR THE PURPOSE OF RESTRICTING COMPETITION, ANY CONSULTATION, COMMUNICATION, OR AGREEMENT WITH ANY OTHER OFFEROR OR COMPETITOR RELATING TO (I) THOSE PRICES, (II) THE INTENTION TO SUBMIT AN OFFER, OR (III) THE METHODS OR FACTORS USED TO CALCULATE THE PRICES OFFERED,
- b. THE **PRICING, IF INCLUDED** IN THIS OFFER HAVE NOT AND WILL NOT BE KNOWINGLY DISCLOSED BY THE OFFEROR, DIRECTLY OR INDIRECTLY, TO ANY OTHER OFFEROR OR COMPETITOR BEFORE CONTRACT AWARD UNLESS OTHERWISE REQUIRED BY LAW, AND
- c. NO ATTEMPT HAS BEEN MADE OR WILL BE MADE BY THE OFFEROR TO INDUCE ANY OTHER CONCERN TO SUBMIT OR NOT TO SUBMIT AN OFFER FOR THE PURPOSE OF RESTRICTING COMPETITION.
- d. EXCEPT AS DISCLOSED HEREIN UNDER SUBMITTAL TAB (g), THERE ARE NO RELEVANT FACTS OF CIRCUMSTANCES NOW GIVING RISE OR WHICH COULD, IN THE FUTURE, GIVE RISE TO A CONFLICT OF INTEREST. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the FNSBSD, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage, AS PER (FAR 2.101)

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

(Signature)

(Title)

(Business Name)

(Date)