

**MUNICIPALITY OF ANCHORAGE**

PHONE (907) 343-4590

P.O. Box 196650

**PURCHASING DEPARTMENT**

ANCHORAGE, ALASKA 99519-6650

**INVITATION TO BID NO. 2023B013**

Issue Date	Time and Date of Opening	Buyer	Phone Number
02/8/2023	9:30 A.M. Alaska Time, February 23, 2023	Vanisha Wyche	907-343-4590

ITB No. **2023B013** – Provide Internet Accessed Food Worker Testing & Certification to the Municipality of Anchorage (MOA), Anchorage Health Department (AHD).

Cover Sheet	Page	1
General Provisions	Pages	2 - 3
Special Provisions	Pages	3 - 4
Bidders Check List	Page	5
Insurance	Pages	6 - 8
Bid Proposal	Pages	9 - 10
Specifications	Consisting of 9 Pages	
Attachment A – Terms and Conditions	Consisting of 3 Pages	
Sample Contract	Consisting of 5 Pages	
Responsible Bidder Questionnaire	Consisting of 3 Pages	

To be considered for award bids **will**:

- Be submitted on the forms provided with this ITB and signed (either manually, electronically, or digitally) by an authorized representative of the bidder;
- Be received by the Purchasing Office, 632 W. 6<sup>th</sup> Avenue, Suite 520, Anchorage, AK 99501, **prior** to the time and date set for the bid opening (time and date of bid receipt will be determined by the time/date stamp in the Purchasing Department);
- Be time and date stamped by the Purchasing Office;
- Be in a sealed envelope in accordance with Special Provisions, Paragraph 7; and,
- Acknowledge all ITB addendums; if any (failure to acknowledge Addenda may result in bid being considered non-responsive.)
- **Faxed or emailed bids will NOT be accepted unless noted otherwise in the bid documents.**

Bids not in compliance with the above requirements may be declared non-responsive and held unopened by the Purchasing Department. The MOA reserves the right to accept or reject any and all bids.

This ITB is available electronically (.pdf) at the MOA, Purchasing Office's website; <http://www.muni.org/Departments/purchasing/Pages/bidding.aspx>. The bidder is responsible for periodically checking the MOA Purchasing website for any addenda.

Bidders interested in participating via teleconference will call 1-907-343-6089 no earlier than **9:25 A.M. Alaska Time, February 23, 2023**. It is respectfully requested bidders participating in the pre-bid conference via teleconference to please use a land line. **FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT AT 907-343-4590 TO REQUEST REASONABLE ACCOMMODATIONS; OR VIA EMAIL AT WWPUR@MUNI.ORG.**

Questions regarding this ITB **will** be submitted in writing via email to [wwpur@muni.org](mailto:wwpur@muni.org). Written questions **will** be received no later than **12:00 P.M. Alaska Time, February 15, 2023**. Questions will include the Buyer's name, the ITB number and ITB Title, on the subject line.

The MOA Purchasing Office is open from 8:00am to 5:00pm Monday through Friday, excluding MOA Holidays.

MUNICIPALITY OF ANCHORAGE

*Chris Hunter*

Chris Hunter  
Deputy Purchasing Director

**GENERAL PROVISIONS**

The attached provisions, as modified by any addendum hereto, will become a part of any Purchase Order resulting from this Invitation to Bid. The Vendor by his acceptance of this order agrees thereto:

1. No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications of this order will be effective without prior consent of the Purchasing Director.
2. No charges will be allowed for packing, wrapping, bags, containers, reels, etc., unless otherwise specified.
3. Time of delivery is part of the essence of this contract and the **order is subject to cancellation for failure to deliver on time.**
4. For any exception to the delivery date as specified on this purchase order, the Vendor will give prior notification and obtain approval thereto from the Purchasing Director.
5. Shipping Instructions: Unless otherwise specified, please ship prepaid via cheapest common carrier FOB Destination. The MOA cannot accept COD Shipments.
6. Materials purchased are subject to the approval of the MOA and, if rejected, are held subject to the Vendor's risk and expenses incurred for their return as approved by the Purchasing Officer.
7. Purchase Order number *WILL* appear on all invoices, packing lists, packages, shipping notices, instruction manuals, and any correspondence.
8. Memorandum of contents will be enclosed in each box or package.
9. The vendor agrees to protect the MOA against all claims for patent or franchise infringement arising from the purchase, installation, or use of the material ordered on this contract, and to assume all expense and damage arising from such claims.
10. If price is not stated on this order, it is agreed that the goods will be billed at the price last quoted or paid, or the prevailing market price, whichever is lower.
11. It is agreed that the waiver or acceptance of any breach of any of the terms of this order will not operate to relieve the Vendor of the responsibility herein under for any prior to subsequent breach.
12. All specifications and plans referred to in this order will form a part of the contract.
13. The Vendor warrants articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purpose manufactured, merchantable, of good material and workmanship, and free from defect.
14. Cash discount period on all invoices will commence on the date the shipment is received by the MOA. If an adjustment or damage occurs on a shipment subject to cash discount, the discount period will commence on the date the shipment is finally accepted.
15. The MOA is exempt from Federal Excise and Transportation Taxes. Exemption certificates will be furnished upon request.
16. Liens: Vendor, by accepting this purchase order, warrants and represents that the goods, wares or merchandise ordered herein are free and clear from all claims and liens of whatsoever nature.
17. Upon opening bid, abstracts will be posted and available on The MOA Website: [www.muni.org](http://www.muni.org)
18. ANTI-DISCRIMINATION: During the performance of this contract the contractor agrees as follows:
  - (A) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status or mental or physical handicap. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to the characteristics listed above. Such action will include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. The Contractor will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7 of the Anchorage Municipal Code.
  - (B) The Contractor will state, in all solicitations or advertisements for employees to work on contract jobs, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, or gender identity, marital status, or physical or mental handicap.

**GENERAL PROVISIONS (Continued)**

- (C) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, as amended, and will post copies of the notice in conspicuous places available to employees and applicants for employment.
- (D) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (E) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the owner of any one the owner will designate for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (F) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further contracts.

In accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (G) By submitting a bid, the contractor certifies they are an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7 of the Anchorage Municipal Code.
- (H) The contractor will include the provisions of paragraph 18 (A) through (G) in every subcontract or purchase order unless exempted by rules and regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, as amended, so such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontractor or purchase order as the owner may direct as a means of enforcing said provisions, including sanctions for noncompliance.

**SPECIAL PROVISIONS**

1. Any bid not meeting the requirements of this Invitation to Bid may be considered non-responsive.
2. Any bids quoting other than F.O.B. Destination, including freight, will be considered non-responsive. **Destination is: Anchorage Health Department Food Safety & Sanitation 825 L St. Anchorage, AK 99501.**
3. Bids **will not be withdrawn for a period of forty-five (45) days** from date of bid opening.
4. The MOA will not be responsible for any bid preparation costs; including but not limited to costs associated with attending the pre-bid conference.
5. The MOA will not be responsible for any costs, including attorney fees (administrative, judicial or otherwise), associated with any challenge as to the determination of the lowest responsive and responsible bidder and/or award of contract, and/or rejection of bids. By submitting a bid, the bidder agrees to be bound in this respect and waives all claims to such costs and fees.
6. The MOA assumes no responsibility for any interpretations or representations made by any of its officers or agents unless such interpretations or representations are made by Addendum to this Solicitation.
7. **Bids will be submitted in a sealed envelope addressed to the MOA Purchasing Department, 632 W. 6<sup>th</sup> Avenue, Suite 520, Anchorage, AK 99501 and will include the following, clearly and legibly written/typed on the outside of the envelope:**
  - a. **Bidder's Name (as indicated on Business License), Address, City, State, and Zip Code**
  - b. **Invitation to Bid #, Invitation to Bid Title and Buyer's Name**
8. At the above indicated time, bids will be opened publicly and read aloud. Bids received after the scheduled bid opening date and time or bids not containing the Purchasing Office time and date stamp will not be considered and will be held unopened by the Purchasing Department.

**SPECIAL PROVISIONS (Continued)**

9. **NO RESPONSIBILITY WILL ATTACH TO ANY OFFICER FOR THE PREMATURE OPENING OF, OR THE FAILURE TO OPEN, A BID NOT PROPERLY ADDRESSED AND IDENTIFIED.**
10. A bidder may withdraw, modify, or correct their bid after it has been deposited with the Purchasing Department. Requests for withdrawal, modification, or correction will be in writing and received by an agent of the MOA Purchasing Department. Requests for withdrawal, modification, or correction will be received **before** the time set for bid opening. Modified or corrected bids will be signed by an authorized bidder representative. Facsimile or emailed modifications or corrections **WILL NOT** be accepted. Modified or corrected bids will be received prior to the date and time set for bid opening. No bidder will be permitted to withdraw an offer after the time set for bids to be opened.
11. Whenever a material, article, or piece of equipment is identified on the plans or in the specifications by reference to manufacturer or vendor name, trade name, catalog number, etc., it is intended merely to establish a standard; unless otherwise specified in the Invitation to Bid. Any material, article, or equipment of other manufacturers and vendors which meet the form, fit, and function imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed is, in the opinion of the MOA, of equal substance in form, fit and function. Any item quoted, as "equal" will be accompanied by complete data and/or brochures to be used in evaluation.
12. Alternate bids are not encouraged unless specifically requested. However, if an alternate bid is submitted, the MOA will have sole discretion in either accepting or rejecting each alternate offered.
13. The Office of the Purchasing Director is located at 632 W. 6th Avenue, Suite 520, Anchorage, Alaska 99501, and is open for business from 8:00am to 5:00pm, Monday – Friday, Excluding MOA Holidays. Acceptance of special delivery mail is not available Saturday or Sunday.
14. The following will be held in the MOA Purchasing Office, 632 W. 6<sup>th</sup> Ave, Suite 525, Anchorage, AK 99501:

**Bids Opened at:****9:30 A.M. Alaska Time, February 23 2023**

15. If more than one bid is offered by any one party for the same product, by or in the name of his clerk, partner, or other person, all such bids will be rejected. A party who has quoted prices to a bidder is not thereby disqualified from quoting prices to other bidders, or from submitting a bid directly for the work.
16. The MOA may reject any unbalanced bid if it is in the best interest of the MOA. A bid is considered unbalanced, when in the opinion of the Purchasing Director, the bid allocates a disproportionate share of costs to one or more bid items and reduces the costs of another bid item or items, and if there is a reasonable possibility that the bid will not result in the lowest overall cost to the MOA.
17. When the Bidding Documents contain a basic bid and additive alternates, the low Bidder will be determined by the lowest combination of the basic bid and as many additive alternates as may be chosen in the order listed in the Bid. The Purchasing Director may bypass any additive alternate whose selection would cause the Contract to exceed the funds available.
18. The Purchasing Director will use the list of priorities in the bid schedule to determine the low bidder only. After determining the low bidder, an award may be made on any combination of the bid items provided: (1) it is in the best interest of the MOA; (2) funds are available at the time of award; and (3) the low bidder's price for the combination to be awarded is less than the price offered by any other responsive, responsible bidder.
19. The MOA standard payment terms are NET 30. Bidders may offer discounts for prompt payment. The minimum prompt payment terms acceptable to the MOA is 1% and net 15 days. Prompt payment terms will be utilized to determine final net price offered. Any prompt payment terms lower than 1% and net 15 will result in payment terms of NET 30. If bid includes prompt payment terms, bidder will include payment terms on the Bid Proposal Page. **NOTE: The prompt payment period will commence upon receipt and acceptance of the supply/service or receipt of a valid invoice; whichever occurs last.**
20. The MOA desires to utilize the MOA Procurement Card (credit card) for purchases made against this ITB. Bidder will indicate on the Bid Proposal Page if the MOA Procurement Card is acceptable.

**BIDDER'S CHECK LIST****I. GENERAL**

Bidders are advised, notwithstanding any instructions or implications elsewhere in this Invitation to Bid, only the documents shown and detailed on this sheet need be submitted with and made part of their bid. Other documents may be required to be submitted after bid opening, but prior to award. Bidders are hereby advised failure to submit all required documents shall be justification for rendering the bid non-responsive. Evaluation of bids for responsiveness shall be accomplished in accordance with Anchorage Municipal Code, Title 7.

**II. REQUIRED DOCUMENTS FOR BID**

- A. BID PROPOSAL: Pages 6-7. **Page 7** shall be signed by an authorized representative of the Bidder.
- B. ADDENDA: All addenda issued against this Invitation to Bid shall be acknowledged on the Bid Proposal page or by manually signing the Addenda sheet(s) and submitting the Addenda sheet(s) to the Municipality Purchasing Office prior to the time and date set for bid opening.
- C. **Contractor Experience: Contractor must provide evidence of a five-year history of providing online food worker training, testing and data management.**

**III. RESPONSIBLE BIDDER/CONTRACTOR QUESTIONNAIRE – IF APPLICABLE**

Per AMC 7.20.030.B. the required certifications or disclosures must be submitted to the Purchasing Officer within five calendar (5) days of the request of Purchasing. The certifications and disclosures will be utilized by the Purchasing Officer to determine vendor responsibility. The required questionnaire is attached for review.

(Remainder of Page Intentionally left Blank)

**INSURANCE**

By submitting a bid, the bidder agrees, if they are the successful bidder, to obtain and maintain the insurance required by this section. The bidder also agrees to provide the Municipality a copy of their Certificate of Liability Insurance prior to signing the contract and prior to commencement of any work under this contract.

**GENERAL:** The Contractor will not allow any subcontractor to commence work until the subcontractor has obtained insurance as listed in this section. The contractor and each subcontractor will maintain this insurance throughout the life of this contract, including any maintenance and/or guarantee/warranty period. The contractor will obtain separate insurance certificates for each contract.

**ADDITIONAL INSURED:** The Municipality of Anchorage will be listed as an additional insured on all General and Auto Liability policies required by this contract. All policies will contain a waiver of subrogation against the Municipality, except Professional Liability. All policies will remain in effect during the life of the contract. The Contractors insurance certificate will also indicate the Municipality of Anchorage as a certificate holder of the policy.

**WORKERS COMPENSATION:** The Contractor will purchase and maintain during the life of this contract, workers compensation insurance for all employees who will work on this project and, if any work is sublet, the Contractor will require the subcontractor similarly to provide such insurance. Employers' Liability with a minimum limit of \$500,000 will be maintained and Workers Compensation with minimum limits as required by Alaska State Workers Compensation Statutes. The policy will contain a waiver of subrogation against the Municipality.

**NOTICE TO "OUT-OF-STATE" CONTRACTORS WORKING IN ALASKA:** The Contractor will provide evidence of Workers Compensation insurance, either State of Alaska Workers Compensation coverage or an endorsement to the Contractor's home state Workers Compensation policy, evidencing coverage for "other states" including Alaska, prior to execution of a contract or, if approved, before commencement of contract performance in Alaska.

**GENERAL LIABILITY:** The Contractor will purchase and maintain, in force, during the life of this contract such general liability insurance as will protect the Owner and the Contractor against losses which may result from claims for damages for bodily injury, including accidental death, as well as from claims for property damages which may arise from any operations under this contract whether such operations be those of the Contractor, a subcontractor or anyone directly or indirectly employed by either of them.

<b><u>Commercial General Liability</u></b>	<b><u>Minimum Limits</u></b>
Products/Completed Operations	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Medical Payments	\$5,000
<b><u>Commercial Auto Liability</u></b>	<b><u>Minimum Limits</u></b>
Combined single limit (Bodily Injury and Property Damage)	Not required
Including all owned, hired, and non-owned	
<b><u>Workers Compensation and Employers Liability</u></b>	<b><u>Minimum Limits</u></b>
Per Alaska statute	\$500,000
<b><u>Errors and Omissions</u></b>	<b><u>Minimum Limits</u></b>
Professional Liability (Not required unless limits appear in space provided)	limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
<b><u>Umbrella Liability</u></b>	<b><u>Minimum Limits</u></b>
(Not required unless limits appear in space provided)	
\$	S.I.R.

Each insurance policy required by this section will require the insurer to give advance notice to the MOA/Contract Administrator prior to the cancellation of the policy. IF the insurer does not notify the MOA upon policy cancellation, it will be the Contractor's responsibility to notify the MOA of such cancellation.

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**COMPLIANCE WITH LAWS**

The Contractor will observe and abide by all applicable laws, regulations, ordinances and other rules of the State of Alaska and/or any political subdivisions thereof, or any other duly constituted public authority wherein work is done or services performed, and further agrees to indemnify and save the Municipality of Anchorage harmless from any and all liability or penalty which may be imposed or asserted by reason of the Contractor's failure or alleged failure to observe and abide thereby.

(Remainder of Page Initially left Blank)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
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**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) will be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">CONTACT NAME:</td> </tr> <tr> <td style="width: 80%; padding: 2px;">PHONE (A/C, No, Ext):</td> <td style="width: 20%; padding: 2px;">FAX (A/C,</td> </tr> <tr> <td colspan="2" style="padding: 2px;">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><b>INSURER(S) AFFORDING COVERAGE</b></td> </tr> <tr> <td style="padding: 2px;"><b>INSURER A :</b></td> <td style="padding: 2px;"><b>NAIC #</b></td> </tr> <tr> <td style="padding: 2px;"><b>INSURER B :</b></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><b>INSURER C :</b></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><b>INSURER D :</b></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><b>INSURER E :</b></td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"><b>INSURER F :</b></td> <td style="padding: 2px;"></td> </tr> </table>	CONTACT NAME:		PHONE (A/C, No, Ext):	FAX (A/C,	E-MAIL ADDRESS:		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>INSURER A :</b>	<b>NAIC #</b>	<b>INSURER B :</b>		<b>INSURER C :</b>		<b>INSURER D :</b>		<b>INSURER E :</b>		<b>INSURER F :</b>	
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE      OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$								
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULE D AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
	<b>UMBRELLA LIAB</b> OCCUR <b>EXCESS LIAB</b> CLAIMS- DED      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE      Y / N <input type="checkbox"/> N / A OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px;">WC STATUTORY LIMITS</td> <td style="width: 20%; padding: 2px;">OTHER</td> </tr> <tr> <td style="padding: 2px;">E.L. EACH ACCIDENT</td> <td style="padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;">E.L. DISEASE - EA</td> <td style="padding: 2px;">\$</td> </tr> <tr> <td style="padding: 2px;">E.L. DISEASE - POLICY LIMIT</td> <td style="padding: 2px;">\$</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA	\$	E.L. DISEASE - POLICY LIMIT	\$
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E.L. DISEASE - POLICY LIMIT	\$														

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

- The Municipality of Anchorage is an additional insured on Auto and General Liability policies. All policies, including workers compensation, contain a WAIVER OF SUBROGATION against the Municipality, except Professional Liability, .
- CANCELLATION: "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the Policy Provisions."

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  Authorized Representative



**BID PROPOSAL****Internet Accessed Food Worker Testing and Certification Services  
Municipality of Anchorage Environmental Health Program**Contractor will charge customers \$10.00 for Item 1, and \$5.00 for Item 2.

Item	Description	Estimated Quantity	Unit	Amount Retained by Contractor	Extended Price
1	New Certificate, Per Attached Specifications	6,000	EA	\$ _____ (Cannot exceed \$5.00)	\$ _____
2	Replacement Certificate, Per Attached Specifications	200	EA	\$ _____ (Cannot exceed \$2.00)	\$ _____
				<b>Total (Item 1 and 2)</b>	\$ _____

**NOTE: Erasures or other changes made on the Bid Proposal page or the signature page shall be initialed by the person signing the bid.**

Prompt Payment Discount - Payment Terms Offered
_____% Net 15 OR Net 30 (default) 1% is the minimum amount allowed (As referenced in Special Provisions, paragraph 19)

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

**The bidder will accept CREDIT CARDS FOR PURCHASES against this ITB.**

- YES  
 NO

**BASIS OF AWARD**

Award will be made to the lowest responsive and responsible bidder in accordance with Anchorage Municipal Code Sections 7.15.040, 7.20.020, 7.20.030, and 7.20.040, with preference to local bidders applied in accordance with Section 7.20.040. Evaluation for determining the lowest bid will be made in the **aggregate**. **TO BE CONSIDERED FOR AWARD ALL ITEMS MUST BE BID**. All items must be new and come with manufacturer's warranty, if supplied by the manufacturer. The purchasing Director will have the sole discretion to determine whether the bid submitted meets specifications of the Invitation to Bid, whether a bidder is responsive, and whether a deviation is material.

**CONTRACT VOLUME**

The MOA does not guarantee any minimum or maximum purchase quantities and/or dollar amounts. The above quantities are for evaluation purposes only. The MOA reserves the right to increase or decrease the quantities listed at the same unit price.

Vendor Name \_\_\_\_\_

**BID PROPOSAL (CONTINUED)**

**PERIOD OF PERFORMANCE**

Period of performance will be from the effective date the contract is fully executed to February 7, 2025 unless terminated sooner with (2) two (2) two-year option periods, **at the same unit prices, upon mutual consent of both parties and lawful appropriation of funds.**

By submitting a bid, the bidder acknowledges receipt, has reviewed and has an understanding of all documents listed on the Invitation to Bid Cover Sheet. For purposes of bid evaluation and contract award, in the event of inconsistency between the unit price and extended amount, the unit price will govern.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Company Email Address

\_\_\_\_\_  
Physical Address of Company (if different from above)

\_\_\_\_\_  
City, State, Zip Code

By signing above the bidder certifies they are an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7 of the Anchorage Municipal Code.

## **SPECIFICATIONS**

### **Internet Accessed Food Worker Testing and Certification Services Municipality of Anchorage Environmental Health Program**

#### **Section 1: Overview**

The Municipality of Anchorage (Municipality) Food Code is based on the 2013 US Food and Drug Administration Food Code. The Municipal Food Code was revised in 2017 requiring certification for every food worker effective January 12, 2017. To better serve the public in a more efficient and effective manner, Municipality is seeking a Contractor to provide an online system that will allow the public 24/7 access to and payment for training, testing, and certification.

Under the current Anchorage Municipal Code, the maximum dollar amount allowed to be collected for training, testing and issuance of a Certified Food Worker Card is \$10 and, the maximum dollar amount allowed to be collected for a replacement Certified Food Worker Card is \$5.

Through the Vendor Contract Municipality will recover a minimum of \$5 for every Certified Food Worker Card issued leaving the maximum compensation amount of \$5 for the Contractor. Municipality will recover a minimum of \$3 for every replacement Certified Food Worker Card issued leaving the maximum compensation amount of \$2 for the Contractor.

#### **Section 2: Contractor Qualifications**

##### **A. Contractor Experience:**

Contractor must provide evidence of a five-year history of providing online food worker training, testing and data management.

##### **B. Contractor Insurance:**

1. The Contractor shall maintain in good standing, for the entire period of the contact, the insurance described in subsection 2 of this section. Before rendering any services under this contract, the Contractor shall furnish the Administrator with a Certificate of Insurance in accordance with subsection 2 of this section in a form acceptable to the Risk Manager for Anchorage.
2. The Contractor shall provide the following insurance:
  - a. \$500,000 Employers Liability and Workers Compensation as required by Alaska Law.

b. Commercial General Liability including:

\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations  
\$1,000,000 Personal & Advertising Injury  
\$1,000,000 Each Occurrence  
\$5,000 Medical Payments

c. Professional liability insurance with limits of not less than \$5,000,000 per occurrence and in the aggregate

d. Cyber/Privacy Liability insurance with limits not less than \$3,000,000. The Cyber Coverage shall include, but not be limited to, claims involving invasion of privacy violations (including HIPPA), information theft, and release of private information. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses.

Policies written on a "claims-made basis" must have a two (2) year tail of coverage, or an unbroken continuation of coverage for two (2) years from the completion of the contract requirements.

3. Each policy of insurance required by this section shall provide for advance notice to the MOA/Contract Administrator prior to cancellation in accordance with the policy. IF the insurer does not notify the MOA on policy cancellation it shall be the contractor's responsibility to notify the MOA of such cancellation.
4. With the exception of Workers Compensation and Professional Liability each policy shall name The Municipality as an "additional insured" and the actual policy endorsement shall accompany each Certificate of Insurance.
5. General Liability, Workers Compensation, and Automobile policies shall be endorsed to waive all rights of subrogation against the Municipality of Anchorage by reason of any payment made for claims under the above coverage. This policy endorsement shall accompany each Certificate of Insurance.
6. All policies for general liability shall be primary and noncontributing with any insurance that may be carried by the Municipality.
7. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Municipality requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Municipality.

8. Contractor shall require and verify that all subcontractors maintain insurance meeting all requirements stated herein, and Contractor shall ensure that the Municipality is an additional insured on insurance required from subcontractors.

**Section 3: Project Timeline**

The Certified Food Worker Card web-based program shall be fully configured and functional within 30 days of execution of contract by Municipality.

**Section 4: Price of Services**

- A. Contractor will charge \$10 for each original Certified Food Worker Card issued. Contractor will charge \$5 for each replacement card requested by current Certified Food Worker Card holders.
- B. Municipality is not responsible for any fees or costs incurred by Contractor and does not guarantee any specified amount of services. Municipality shall not be responsible for payment of any of Contractor's expenses related to this Agreement.
- C. No increase in Contractor's compensation will be permitted during the term of this Agreement. However, 60 days prior to the end of the first contract period and each subsequent option to extend the contract, Contractor may request a per unit rate increase. Municipality will reserve the right to accept, negotiate, or refuse the request. Contractor shall include in its request detailed and documented examples of industry cost increases directly related to the contract unit costs.
- D. If at any time during the contracted period the Municipal Code is changed resulting in an increase in the cost of the Certified Food Worker Card or the replacement card, Municipality will provide written notice to Contractor. Contractor will have 30 days to update the web-based program at no additional fee. Fee paid to Contract will not change.
- E. Nothing in this Agreement shall prohibit Municipality from providing food worker training or testing for individuals that are unable or unwilling to use Contractor's online product. Municipality will, however, encourage individuals to use Contractor's on-line services.

**Section 5: Scope of Work**

A. Website Requirements

Contractor shall:

1. Provide a web-based system to deliver Food Worker Certification Cards based on Anchorage Municipal Food Code enacted January 1, 2010. The website will provide training; testing; issue new certification cards; track issued certification cards, reissue lost certification cards; collect and track fees, and manage data.
2. Provide the website address to Municipality no less than 30 days prior to going live. The website address must be clearly identifiable as the access to the Municipality of Anchorage's Food Worker site and is subject to approval by Municipality. Contractor may change the website address upon written approval by Municipality. Contractor must maintain re-direction to a new site through the life of the contract with a minimum of thirty (30) days advance notice to Municipality of any changes.
3. Provide technical support to Municipality authorized users, current card holders and applicants accessing the website. Contractor shall provide technical support via a toll-free number, email or other form mutually agreeable by the parties. Technical support for non-English speakers/readers must be available.
4. Keep the website accessible and operational continuously (24 hours per day, 7 days per week). Allowable down time for scheduled and unscheduled (emergency) maintenance and repairs shall be limited to an aggregate of 48 hours per year. Provide Municipality a minimum of 72 hours advance notice of scheduled downtime.
5. Work cooperatively with Municipality to provide an appropriately branded site using approved color schemes and logos. Contractor may not display or popup any advertising for services or products not directly related to food safety training on Municipality's page(s).
6. Establish a secure online payment gateway and service that will permit online payment by all users via credit cards, including but not limited to, Visa and MasterCard, as well as debit cards. Payments will be processed by the Contractor's credit card processor, credit card processing fees will be paid by Contractor. Payment gateway must include support for non-English speaking/reading users.
7. Ensure appropriate website encryption and data security. Protect all data collected on the website from any and all unauthorized access and/or intentional and unintentional disclosure. Contractor will take full responsibility for security of data and be held liable for any and all data breaches. No credit card information or personally identifiable information of food safety workers shall be stored on Municipality's network. All Municipal data shall be stored on servers physically in the United States of America.

8. Not use any data collected via the website for any purpose other than carrying out Contractor's obligations under this Agreement. Contractor shall not disclose, except as specifically permitted by this Agreement or authorized in writing by Municipality, any information to any party other than Municipality. Any and all requests for public information must be referred to Municipality.
9. Not contact or solicit food safety permit holders for any reason whatsoever, except as needed to resolve technical issues related to accessing the website and the issuance of safety cards.
10. Provide a mechanism to setup and maintain Corporate Accounts. Provide the following functionality related to Corporate Accounts:
  - a. Corporate Account holders may pre-purchase training and testing for their employees in increments of 5.
  - b. Corporate Accounts may monitor and verify their employee's training.
  - c. Corporate Account holders may print their employee's certifications and rosters.
  - d. System shall track and decrement account balances according to use allowing the account holder to control who can consume their pre-purchased courses.
  - e. System shall protect and secure data allowing only the registered Corporate Account manager access to the Corporate Account record.
11. Convert and load existing food worker certification data. Approximately 12,000 records exist and can be provided to Contractor in Excel, Comma Separated, or other mutually agreed format.
12. Include all standard data safeguards including daily backups. Contractor shall provide a restore test before the first productive use of the system. The restore test shall include a full data set restore.
13. Include the ability to conduct full audits including records and fields accessed, changed, and removed.
14. Upon request, modify at no additional cost, website text and or content. Modifications shall be accomplished within 30 days of written request to Contractor by Municipality. Modifications will not be required more than once per annum unless as required to fix errors.
15. Include in the opening/welcome page of the website notification that the Municipality of Anchorage Certified Food Worker Card is being accepted in most locations statewide and, that it is the responsibility of the card holder to verify acceptance outside of the

geographic boundaries of the Municipality of Anchorage. In addition, the opening/welcome page must include text that notifies the purchaser that no refunds will be issued. All of this information shall also be included in a text box that requires the applicant to acknowledge by checking the box prior to processing payment.

16. Provide translation for non-English speaking/reading users. Access to these options must be easily identifiable with languages listed in a dropdown menu. Selecting a non-English language shall not redirect the user to an outside website. Initial translations shall include but are not limited to Spanish, Korean, Tagalog, Chinese and Vietnamese. Additional languages will be provided by Contractor on an as need basis with no additional cost to Municipality. Additional language translations must be complete and available to users within 30 days of written request by Municipality.
17. Ensure all areas of the website are compliant with the American's with Disabilities Act including but not limited to assistance for those with hearing and vision impairments.
18. Obtain Municipality written approval of all aspects of the website including but not limited to design, implementation, user interface, content, database access, food worker card disbursement, payment collection and remittance and any subsequent modifications and prior to going live.

B. Online Training Course Requirements

Contractor shall:

1. Develop and implement a web-based training course, based on the Anchorage Municipal Food Code enacted January 12, 2017.
2. Prepare a web-based training course consisting of seven (7) modules to include the following:
  - a. Supervision and Person-In-Charge
  - b. Employee Health
  - c. Personal Hygiene
  - d. Preventing Contamination
  - e. Time & Temperature Control
  - f. Cleaning & Sanitizing
  - g. Good Retail Practices
3. Allot users 60 minutes to complete the training course.
4. Ensure the training course is completed by the user prior to access to the testing module.



5. Exempt current Certified Food Worker Card holders requesting a replacement card from testing. System shall include the capability of avoiding account duplication by searching for existing records that closely match the account being created. For example, if a user were creating a new account, the system would look for matches on last name+firstname, e-mail address, phone number. If a match were found, user would be notified and asked to confirm if the match is really them.

C. Online Testing Module Requirements

Contractor shall:

1. Configure and implement a web-based testing module based on a bank of 80 questions prepared by Municipality.
2. Randomize the 80 questions to generate a minimum of five (5) unique tests each comprised of thirty (30) questions.
3. Randomly assign one of the five tests to the online test taker.
4. Allot 60 minutes to complete the test. The test must be completed within 3 days of completing of training.
5. Set the minimum percentage required for passing as determined by Municipality.
6. Provide results to the user on the testing module webpage (scoring percentage and pass / fail) within thirty (30) seconds of test completion.
7. Ensure the user has completed the training course prior to accessing the test module.

D. Issuance of the Certified Food Worker Card

Contractor shall:

1. Prepare a Certified Food Worker Card for those that have paid the appropriate fee, completed the online training course and passed the test.
2. Issue cards that:
  - a. Are individually customized to include the full name of the certified food worker, date of issuance, date of expiration, and a unique identification number;

- b. Include the Municipality of Anchorage logo;
  - c. Are easily identifiable as a Certified Food Worker Card;
  - d. Can be emailed to the Certified Food Worker Card as an Adobe Acrobat “pdf” formatted attachment to the cardholder immediately upon notification of passing the test;
  - e. Are printable on an 8.5” x 11” sheet of paper with appropriate instructions and borders for cutting the card to pocket size. (2”x3½”);
  - f. Include a unique eight (8) character certification number in the format YY-xxxxx. YY notes the expiration year of the certificate (e.g., 15-00436).
3. Upon request and payment of the appropriate fee, prepare and e-mail replacement cards to food workers whose certificate has not expired. The replacement card shall be prepared in identical format and contain the same information as the original card issued.

E. Fee Remittance and Reporting

Contractor shall:

1. Remit payment of fees due to Municipality for the prior month no later than the 5<sup>th</sup> of the following month. Make checks payable to Municipality of Anchorage.
2. Provide reports detailing the prior month’s training and testing activity. Reports will be in MS Excel to allow sorting and queries. Reports will include a breakout of the following:
  - Names, address, telephone number, and email address;
  - Place of employment when applicable;
  - Expiration date of certification (3 years from date of issuance);
  - Number of tests taken; success/failure rate; questions missed;
  - Certification unique identification numbers;
  - Delineation between newly issued and replacement cards.
3. Provide a report detailing the prior month’s financial activity. Reports will be in MS Excel to allow sorting and queries. Reports will include a breakout of the following:
  - Number of new cards issued;
  - Number of replacement cards issued;

- Amount collected for issuance of all cards;
- Corporate Account holder transactions;
- Amount of Contractor's fee;

All reports must be sent electronically via email and accompany the remittance check.

2. Send remittance and reports to:

Municipality of Anchorage  
Anchorage Health Department  
Environmental Health Program.  
825 L Street  
Anchorage, Alaska 99501

F. Data Access

Contractor shall:

Provide Municipality the capability to view and access all data including financial information gathered on the website as well as export all data into MS Excel for queries and reports. Access must be made available at all times. Municipality shall have the right to access any and all data, regardless of who created the content and for what purpose.

**Section 7: Data and Product Ownership**

All data, including training and testing courses and modules will remain the property of Municipality. Upon contract termination, Contractor shall provide Municipality with an electronic copy of the full and complete dataset in Excel, comma separated, or XML file(s) within 5 days.

Contractor will retain all proprietary data and software.

**Section 8: Period of Performance**

The contract shall be for two (2) years from the date of award with two (2) two-year option periods at the same unit prices, upon mutual consent of both parties.

**Section 9: Attachments**

Attachment A – Municipality of Anchorage Cloud and/or Offsite Hosting Terms and Conditions

**Attachment A. Municipality of Anchorage Cloud and/or Off-site Hosting Terms and Conditions****NON-PUBLIC DATA OWNED BY THE MUNICIPALITY OF ANCHORAGE****Municipality of Anchorage Cloud and/or Offsite Hosting Specific Terms and Conditions**

Contract # \_\_\_\_\_, Appendix \_\_\_\_\_

between Municipality of Anchorage and \_\_\_\_\_ dated \_\_\_\_\_

This document shall become part of the final contract.

<b>Terms and Conditions Clauses 1-13 are mandatory for every engagement. Exceptions will be considered non-compliant and non-responsive.</b>	
<b>1</b>	<b>Data Ownership:</b> The Municipality of Anchorage (MOA) shall own all right, title and interest in its data that is related to the services provided by this contract. The Service Provider shall not access MOA User accounts, or MOA Data, except (i) in the course of data center operations, (ii) response to service or technical issues, (iii) as required by the express terms of this contract, or (iv) at MOA's written request.
<b>2</b>	<b>Data Protection:</b> Protection of personal privacy and sensitive data shall be an integral part of the business activities of the Service Provider to ensure that there is no inappropriate or unauthorized use of MOA information at any time. To this end, the Service Provider shall safeguard the confidentiality, integrity, and availability of MOA information and comply with the following conditions: <ul style="list-style-type: none"> <li>a) All information obtained by the Service Provider under this contract shall become and remain property of the MOA.</li> <li>b) At no time shall any data or processes which either belongs to or are intended for the use of MOA or its officers, agents, or employees, be copied, disclosed, or retained by the Service Provider or any party related to the Service Provider for subsequent use in any transaction that does not include the MOA.</li> </ul>
<b>3</b>	<b>Data Location:</b> The Service Provider shall not store or transfer non-public MOA data outside of the United States. This includes backup data and Disaster Recovery locations. The Service Provider will permit its personnel and contractors to access MOA data remotely only as required to provide technical support and must notify the MOA about this requirement.
<b>4</b>	<b>Encryption:</b> <ul style="list-style-type: none"> <li>a) The Service Provider shall encrypt all non-public <b>data in transit</b> regardless of the transit mechanism.</li> <li>b) For engagements where the Service Provider stores sensitive personally identifiable or otherwise confidential information, this data shall be <b>encrypted at rest</b>. Examples are social security number, date of birth, driver's license number, financial data, federal/state tax information, and hashed passwords. The Service Provider's encryption shall be consistent with validated cryptography standards as specified in National Institute of Standards and Technology <a href="#">FIPS140-2</a>, Security Requirements. The key location and other key management details will be discussed and negotiated by both parties. When the Service Provider cannot offer encryption at rest, they must maintain, for the duration of the contract, cyber security liability insurance coverage for any loss resulting from a data breach in accordance with the MOA Cloud and Offsite Hosting Policy. Additionally, where encryption of data at rest is not possible, vendor must describe existing security measures that provide a similar level of protection.</li> </ul>

**NON-PUBLIC DATA OWNED BY THE MUNICIPALITY OF ANCHORAGE**  
**Municipality of Anchorage Cloud and/or Offsite Hosting Specific Terms and Conditions**

Contract # \_\_\_\_\_, Appendix \_\_\_\_\_  
 between Municipality of Anchorage and \_\_\_\_\_ dated \_\_\_\_\_  
 This document shall become part of the final contract.

<b>Terms and Conditions Clauses 1-13 are mandatory for every engagement. Exceptions will be considered non-compliant and non-responsive.</b>	
<b>5</b>	<p><b>Breach Notification and Recovery:</b> Alaska law (<a href="#">Chapter 45.48 Personal Information Protection Act</a>) requires that an agency who owns or licenses personal information in any form that included personal information on a state resident, and a breach of the security of the information system that contains personal information occurs then that agency shall, after discovering or being notified of the breach, disclose the breach to each state resident whose personal information was subject to the breach and do so in the most expeditious time possible and without unreasonable delay, except as provided in Section 45.48.020 of the same chapter.</p> <p>Additionally, unauthorized access or disclosure of non-public data is considered to be a breach. The Service Provider will provide notification without unreasonable delay and all communication shall be coordinated with the MOA. When the Service Provider or their sub-contractors are liable for the loss, the Service Provider shall assume all costs associated with the investigation, response and recovery from the breach, for example: 3-year credit monitoring services, mailing costs, website, and toll free telephone call center services. The MOA shall not agree to any limitation on liability that relieves a Contractor from its own negligence or to the extent that it creates an obligation on the part of the MOA to hold a Contractor harmless.</p>
<b>6</b>	<p><b>Notification of Legal Requests:</b> The Service Provider shall contact the MOA upon receipt of any electronic discovery, litigation holds, discovery searches, and expert testimonies related to, or which in any way might reasonably require access to the data of the MOA. The Service Provider shall not respond to subpoenas, service of process, and other legal requests related to the MOA without first notifying the MOA unless prohibited by law from providing such notice.</p>
<b>7</b>	<p><b>Termination and Suspension of Service:</b> In the event of termination of the contract, the Service Provider shall implement an orderly return of MOA data in mutually agreeable format. The Service Provider shall guarantee the subsequent secure disposal of MOA data.</p> <ul style="list-style-type: none"> <li>a) <b>Suspension of services:</b> During any period of suspension or contract negotiation or disputes, the Service Provider shall not take any action to intentionally erase any MOA data.</li> <li>b) <b>Termination of any services or agreement in entirety:</b> In the event of termination of any services or agreement in entirety, the Service Provider shall not take any action to intentionally erase any MOA data for a period of 90 days after the effective date of the termination. After such 90 day period, the Service Provider shall have no obligation to maintain or provide any MOA data and shall thereafter, unless legally prohibited, dispose of all MOA data in its systems or otherwise in its possession or under its control as specified in section 7d) below. Within this 90 day timeframe, vendor will continue to secure and back up MOA data covered under the contract.</li> <li>c) <b>Post-Termination Assistance:</b> The MOA shall be entitled to any post-termination assistance generally made available with respect to the Services unless a unique data retrieval arrangement has been established as part of the Service Level Agreement.</li> <li>d) <b>Secure Data Disposal:</b> When requested by the MOA, the provider shall destroy all requested data in all of its forms, for example: disk, CD/DVD, backup tape, and paper. Data shall be permanently deleted and shall not be recoverable, according to National Institute of Standards and Technology (NIST) approved methods and certificates of destruction shall be provided to the MOA.</li> </ul>

**NON-PUBLIC DATA OWNED BY THE MUNICIPALITY OF ANCHORAGE**  
**Municipality of Anchorage Cloud and/or Offsite Hosting Specific Terms and Conditions**

Contract # \_\_\_\_\_, Appendix \_\_\_\_\_  
 between Municipality of Anchorage and \_\_\_\_\_ dated \_\_\_\_\_  
 This document shall become part of the final contract.

<b>Terms and Conditions Clauses 1-13 are mandatory for every engagement. Exceptions will be considered non-compliant and non-responsive.</b>	
<b>8</b>	<b>Background Checks:</b> The Service Provider shall conduct criminal background checks and not utilize any staff, including sub-contractors, to fulfill the obligations of the contract who has been convicted of any crime of dishonesty, including but not limited to criminal fraud, or otherwise convicted of any felony or any misdemeanor offense for which incarceration for a minimum of 1 year is an authorized penalty. The Service Provider shall promote and maintain an awareness of the importance of securing the MOA's information among the Service Provider's employees and agents.
<b>9</b>	<b>Data Dictionary:</b> Prior to go-live, the Service Provider shall provide a data dictionary in accordance with the MOA's Data Modeling Standard.
<b>10</b>	<b>Security Logs and Reports:</b> The Service Provider shall allow the MOA access to system security logs that affect this engagement, its data and or processes. This includes the ability for the MOA to request a report of the records that a specific user accessed over a specified period of time.
<b>11</b>	<b>Contract Audit:</b> The Service Provider shall allow the MOA to audit conformance including contract terms, system security and data centers as appropriate. The MOA may perform this audit or contract with a third party at its discretion at the MOA's expense. Such reviews shall be conducted with at least 30 days advance written notice and shall not unreasonably interfere with the Service Provider's business.
<b>12</b>	<b>Sub-contractor Disclosure:</b> The Service Provider shall identify all of its strategic business partners related to services provided under this contract, including but not limited to, all subcontractors or other entities or individuals who may be a party to a joint venture or similar agreement with the Service Provider, who will be involved in any application development and/or operations.
<b>13</b>	<b>Operational Metrics:</b> The Service Provider and the MOA shall reach agreement on operational metrics and document said metrics in the Service Level Agreement. Examples include but are not limited to: <ul style="list-style-type: none"> <li>a) Advance notice and change control for major upgrades and system changes</li> <li>b) System availability/uptime guarantee/agreed-upon maintenance downtime</li> <li>c) Recovery Time Objective/Recovery Point Objective</li> <li>d) Security Vulnerability Scanning</li> </ul>

**By signing this Agreement, the Service Provider agrees to abide by all of the above Terms and Conditions.**

**Service Provider Name/Address (print):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Service Provider Authorizing Official Name (print):** \_\_\_\_\_

**Service Provider Authorizing Official Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# CONTRACT SERVICE/SUPPLY

NAME AND ADDRESS OF CONTRACTOR

NAME AND ADDRESS OF DEPARTMENT OR AGENCY OF THE MUNICIPALITY ADMINISTERING THIS CONTRACT:

**MUNICIPALITY OF ANCHORAGE  
ANCHORAGE, AK 99510**

THIS CONTRACT, entered into by the MUNICIPALITY OF ANCHORAGE and the Contractor named above, WITNESSETH that the parties hereto mutually agree as follows:

1. **Scope of the Contract**

.....in accordance with the attached Scope of Work or Specifications.

2. **Total Contract Value**

The not to exceed contract amount is \_\_\_\_\_ Dollars (\$ \_\_\_\_\_). **This is a non-encumbering contract. Purchase Orders will be issued to fund projects/services applicable to this contract. Contractor shall not begin work authorized under this Contract until a purchase order is issued.** The Municipality of Anchorage does not guarantee any minimum or maximum quantity of material or services to be processed under this contract. The Contractor shall furnish all services described above, for the amount stated, in strict accordance with the Contract Documents.

3. **Period of Performance**

Time Schedule for performance shall be Month X, XXXX through Month X, XXXX, with an option to renew for X (#) additional one (1)-year periods, upon mutual consent of both parties and lawful appropriation of funds.

4. **Contract Documents**

A. All documents, including but not limited to Specifications, Statements of Work, General and Special Provisions, Bid Proposal, Insurance Requirements, and Addendums, of Invitation to Bid # \_\_\_\_\_ are attached and incorporated by reference.

B. Other \_\_\_\_\_

5. **Independent Contractor**

The Contractor shall provide services as an independent contractor to the Municipality. Except as this contract provided otherwise, the Municipality shall not supervise or direct the Contractor.

## 6. **Compliance with Laws**

The Contractor shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this contract. All actions taken by the Contractor under this contract shall comply with all applicable statutes, ordinances, rules, and regulations. The Contractor shall pay all taxes pertaining to its performance under this contract.

## 7. **Equal Employment Opportunity Contract Compliance**

A. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status or mental or physical handicap. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to the characteristics listed above. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. The Contractor will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7 of the Anchorage Municipal Code.

B. The Contractor shall state, in all solicitations or advertisements for employees to work on contract jobs, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, or gender identity, marital status, or physical or mental handicap.

C. The Contractor shall include the provisions of subsections A and B of this section in every subcontract or purchase order under this contract, so as to be binding upon every subcontractor or vendor of the Contractor under this contract.

## 8. **Assignments**

Unless the Municipality provides otherwise in writing, any assignment by the Contractor of its interest of any part of this contract or any delegation of its duties shall be void, and permit the Municipality to terminate this contract without liability for work performed.

## 9. **Ownership, Publications, Reproduction and Use of Material**

Unless the Municipality provides otherwise in writing, all data, documents and materials that the Contractor produces shall be the property of the Municipality, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents or other materials. This exclusive right does not apply to any materials presently in the public domain or not subject to copyright.

## 10. **Nonwaiver**

The failure of either party to enforce a provision of this contract does not waive the provision or affect the validity of the contract or a party's rights to enforce any provision of the contract.

## 11. **Jurisdiction and Choice of Law**

Any civil action arising from this contract shall be brought in the trial courts for the Third Judicial District of the State of Alaska at Anchorage. The law of the State of Alaska governs this contract.



**12. Integration**

This document and all documents incorporated in it by reference are the entire agreement of the parties, and supersede all previous communications, representations, or agreements regarding this subject, whether oral or written, between the parties.

**13. Termination of the Contractor's Services**

The Contractor's services may be terminated in whole or in part:

- A. By mutual consent of the parties.
- B. For the convenience of Anchorage, provided that Anchorage notifies the Contractor, in writing, of its intent to terminate under this paragraph at least 15 days prior to the effective date of the termination.
- C. For cause, by either party where the other party fails in any material way to perform its obligations under this contract. Termination under this subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefore, and the other party fails to remedy the problem within fifteen (15) days after receiving the notice.

**14. Duties Upon Termination**

- A. If Anchorage terminates the Contractor's services for convenience, Anchorage shall pay the Contractor for unpaid services rendered to date of termination. Such payment shall constitute the Contractor's only right to compensation for Anchorage's decision to terminate for convenience.
- B. If the Contractor's services are terminated for cause, Anchorage shall pay the Contractor for all contractual services satisfactorily rendered prior to termination less any damages suffered by Anchorage because of the Contractor's failure to perform satisfactorily. Such payment shall constitute the Contractor's only right to compensation from Anchorage.
- C. If the Contractor receives payment exceeding the amount to which it is entitled under Subsection A or B of this section, he shall remit the excess to the Administrator within thirty (30) days.
- D. If the Contractor's services are terminated, for whatever reason, the Contractor shall receive no compensation under this contract, other than that explicitly allowed under this section.

**15. Stop Work Order**

The MOA may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the MOA shall either:

- A. Cancel the stop-work order; or
- B. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience, clause of this contract.

If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The MOA shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if:

- A. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- B. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the MOA decides the facts justify the action, the MOA may receive and act upon the claim submitted at any time before final payment under this contract.

If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the MOA, the MOA shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

If a stop-work order is not canceled and the work covered by the order is terminated for default, the MOA shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

16. **Indemnity**

The Contractor shall indemnify defend, save and hold the Municipality harmless from any claim, lawsuit or liability, including costs and attorney's fees allegedly arising from loss, damage, or injury to persons or property occurring in the course of the Contractor's performance.

17. **Contract Interpretation**

In interpreting this contract, the documents that comprise it shall be given the following order of precedence:

- A. The Contract
- B. All Addenda
- C. The General and Special Provisions as set forth in the Invitation to Bid No. \_\_\_\_\_
- D. The Specifications
- E. The Contractor's Bid Proposal

Contract Number #

Product Category #

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the Contract Date entered below.

**MUNICIPALITY OF ANCHORAGE**

**VENDOR NAME**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

SAMPLE

## Municipality of Anchorage Contractor Questionnaire

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Contractors/Vendors wishing to qualify for award of a bid or proposal offered by the Municipality of Anchorage shall submit this completed form and any supplemental information requested by this form within five days following a request by the Purchasing Officer.

Contractor/Vendor Name: \_\_\_\_\_

Owner(s) of Company (if sole proprietorship or partnership): \_\_\_\_\_

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List all Alaska construction contractor's registration numbers, registration types and expiration dates of the Alaska business licenses held by your company in the past three years:

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Has your company changed names, business license number, or contractor registration number in the past three years?

Yes       No

If "Yes," explain on a separate signed page, including the reason for the change.

Has any owner, partner or (for corporations) officer of your company operated any business offering similar services outlined in the bid or proposal under any other name in the past three years?

Yes       No

If "Yes," explain on a separate signed page, including the reason for the change.

### **Certifications & Disclosures**

For these questions & certifications, "company" includes any entity that shares or has shared majority ownership or control with your company. "Determination of violation" includes any citations, orders or recommendations issued to or against the company.

### **Debarment**

1. In the last three years has your company been debarred from bidding on, or being awarded, a state or federal project?

Yes       No

### **Occupational Safety & Health**

**Note: Only willful violations of state or federal occupational safety and health laws will result in disqualification; disclosure of other violations does not lead to automatic disqualification.**

2. In the last three years has your company been determined to have committed a **willful violation** of state or federal occupational safety and health law? For purposes of this question, a state or federal occupational safety and health law includes laws enforced by

## Municipality of Anchorage Contractor Questionnaire

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the Occupational Safety and Health Administration (OSHA), Alaska Occupational Safety and Health (AKOSH), or another state's occupational safety and health agency.

Yes       No

3. In the last three years, has the federal Occupational Safety and Health Administration (OSHA), Alaska Occupational Safety and Health (AKOSH), or another state's occupational safety and health agency, made a determination of violation against your company?

**Note: If you have filed an appeal of a citation and the appropriate appeals board has not yet ruled on your appeal, you need not include information about it.**

Yes       No

If "Yes," attach a separate signed page describing each citation.

### Wage & Hour

**Note: Only willful violations of state or federal wage and hour laws will result in disqualification; disclosure of other violations does not lead to automatic disqualification.**

4. In the last three years has your company been determined to have committed a **willful violation** of state or federal wage and hour law?

Yes       No

5. In the last three years has there been a determination of violation of wage and hour laws against your company? Wage and hour violations include failure to pay minimum wages, overtime, or prevailing wages.

Yes       No

If "Yes," attach a separate signed page describing each violation, identifying the claim by claimant, date, and status/outcome.

### Unemployment Insurance & Workers' Compensation

6. In the last three years has there been a determination of violation of unemployment insurance or workers' compensation requirements against your company?

Yes       No

If "Yes," attach a separate signed page describing each violation, identifying the claim by claimant, date, and status/outcome.

### Licensing & Registration

7. If a license or certificate of fitness is required to perform any services provided by your company, has there been a determination of violation of any certificate of fitness requirements against your company in the last three years?

## Municipality of Anchorage Contractor Questionnaire

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Yes       No

If "Yes," attach a separate signed page describing each violation, identifying the claim by claimant, date, and status/outcome.

### **Subcontracting**

8. I certify that all independent subcontractors engaged by my company meet the definition of an independent contractor under Alaska Statute 23.30.230.

Yes       No

9. I understand that my company is responsible for ensuring that each subcontractor my company uses on the project completes this form and associated documentation. I will submit any disclosures required by Anchorage Municipal Code.

I understand

10. I understand that my company is responsible for providing this form and any associated documentation for each subcontractor hired after award within 30 days of hire, and that the subcontractor may not begin work on the project until such information is provided.

I understand

11. I understand that my company is responsible for ensuring that if any event, such as a violation or loss of coverage, causes the information submitted by the subcontractor to change, the subcontractor shall submit updated certifications or disclosures within 30 days of occurrence to the department contract administrator.

I understand

I declare under penalty of perjury that the foregoing is true and correct.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name and title)

**Right to Appeal:** Anchorage Municipal Code provides that any person adversely affected in connection with the award of a municipal contract, including the Municipality's determination on responsibility, may request that the mayor or assembly refer the matter to the bidding review board.