

INVITATION TO BID NO. 2026B051

Issue Date	Time and Date of Opening	Buyer	Phone Number
6/26/2026	09:30 A.M. Alaska Time, July 17, 2026	Myranda Walso	907-343-4590

ITB No. 2026B051 – Provide Inspection and Preventative Maintenance of HVAC Systems in Various Locations to the Municipality of Anchorage (MOA), Anchorage Water & Wastewater Utility

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MANDATORY SITE VISIT

10AM Wed. July 1st will begin at 300 Arctic Boulevard, and conclude at 325 E 94th Court.
Point of Contact, Bruce Erbe, 907-550-5953.

NOTE: ONLY BIDS RECEIVED FROM PROSPECTIVE BIDDERS WHO ATTENDED THE MANDATORY SITE VISIT WILL BE ELIGIBLE FOR AWARD.

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

- Be in a sealed envelope or submitted online through BidExpress in accordance with Special Provisions, Paragraph 7; and,
- Be received by the Purchasing Office, 632 W. 6th 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;
- 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.**

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.

Bid documents are available electronically at the MOA Purchasing Department's webpage at BidExpress.com; https://www.bidexpress.com/businesses/85766/home?agency=true&from_home_page=true. Addenda will be posted within the solicitation at BidExpress.

Bidders interested in participating via teleconference will call 1-907-343-6089 no earlier than **9:25 A.M. Alaska Time, July 17, 2026**. It is respectfully requested bidders participating via teleconference to please use a land line. **FOR AUXILIARY AIDS, LANGUAGE ACCESS FOR ASL AND LANGUAGE OTHER THAN ENGLISH, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT AT 907-343-4590; OR VIA EMAIL AT WWPUR@MUNI.ORG.**

Questions regarding this ITB **will** be submitted in writing via email to wwpur@muni.org. Emailed questions **will** be received no later than **12:00 P.M. Alaska Time, July 7, 2026**. 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

Ryan Marquis

Ryan Marquis
Deputy Purchasing Officer



The Municipality of Anchorage Purchasing Department is pleased to announce that you can submit your bid electronically through the Bid Express® service at www.bidexpress.com.

Electronic bid submission:

- **allows for digitally-signed bids**
- **eliminates costs for delivery of bid packages**
- **provides error checking and alerts to omissions before submission**
- **easily accommodates last-minute changes and price cuts**
- **automates email notifications to alert vendors of solicitation postings and solicitation changes**

If you are not a current user, please register for a free vendor account to review and bid on the Municipality of Anchorage's solicitations.

For more information about the service, please refer to the Bid Express service's Knowledge Center [here](#) to get started.

For technical assistance, please call the service's Customer Success team at 888-352-2439, available Monday - Friday from 7:00 am – 8:00 pm (EST). You can also email them at bidexpress.support@infotechinc.com.

Additional information and notices of solicitation opportunities will be posted on the Purchasing webpage at Muni.org.

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 bids, apparent results will be posted within the solicitation at BidExpress.
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: N/A
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. **Electronic bids will be accepted through BidExpress.com, and is the preferred method for submission. Paper bids will be submitted in a sealed envelope addressed to the MOA Purchasing Department, 632 W. 6th 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 submitted to 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. Changes to electronic bids will be made through BidExpress.
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. 6th Ave, Suite 525, Anchorage, AK 99501:

Bids Opened at:	09:30 A.M. Alaska Time,	July 17, 2026
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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 **NOT** 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.**

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 SUBMISSIONS

- A. BID PROPOSAL: Pages 7-8. **Page 8** shall be signed by an authorized representative of the Bidder. (Electronic bids will be signed digitally through BidExpress.)
- B. ADDENDA: All addenda issued against this Invitation to Bid shall be acknowledged on the solicitation page electronically at Bid Express. If submitting paper bids, any addenda must be acknowledged on the Bid Proposal page or by 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.

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)

BID PROPOSAL

NOTE: If submitting a paper bid, erasures or other changes made on the Bid Proposal page or the signature page shall be initialed by the person signing the bid.

Item	Description	Est. Qty.	Unit	Unit Price	Extended Price
1	All Services for one calendar year at 3000 Arctic Blvd, Anchorage, AK 99503	1	YR	\$ _____	\$ _____
2	All Services for one calendar year at 325 E 94th Court, Anchorage, AK 99515	1	YR	\$ _____	\$ _____
Total Lines (1 – 2)				\$ _____	

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

BASIS OF AWARD

Award will be made to the lowest responsive and responsible bidder(s) 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.

INSURANCE REQUIRED BEFORE AWARD:

Winning Bidder will provide a copy of the required insurance.

PERIOD OF PERFORMANCE

Period of performance will be from upon contract execution through a period of 12-months (one calendar year), unless terminated sooner, with an option to renew for four additional one-year periods at the same unit price(s), upon mutual consent of both parties and lawful appropriation of funds.

Vendor Name _____

BID PROPOSAL (CONTINUED)

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.

Inspection and Preventative Maintenance of HVAC Systems in Various Anchorage Water & Wastewater Utility Buildings

Anchorage Water & Wastewater Utility is accepting proposals to provide inspection and preventative maintenance services of HVAC systems and associated devices at two AWWU facilities, per the specifications and attachment, together with all incidental work required.

Note: Modifications and/or new replacement equipment added during the term of the contract is also the responsibility of the Vendor with all associated costs being approved by AWWU.

The Contractor shall schedule the preventative maintenance two weeks prior to performing the service.

Scope of Work:

(a) Contractor shall perform inspection and preventive maintenance for equipment identified in Appendix A and any equipment added or later identified.

(b) Maintenance schedules shall coincide with manufacturers' suggested schedules and/or as directed by AWWU personnel. Maintenance will be performed in accordance with the Maintenance Checklist set forth below.

(c) Contractor shall conduct routine maintenance and repair between the hours of 6:30am and 4:30 p.m., Monday through Friday, excluding holidays.

(d) Contractor shall be available to provide emergency services 24 hours a day, 365 days a year. Contractor shall provide AWWU personnel with emergency call-out procedures and numbers. Contractors shall respond within sixty (60) minutes of call-out.

(e) Contractor shall instruct AWWU representative(s) in basic operation of the system(s) and equipment and provide to AWWU personnel assistance relating to the operation of the system(s) and equipment as requested.

(f) Contractor shall supply all Materials, Filters, Belts, Media, Cleaning Solvents, Lubricants, Tools, Parts and Equipment necessary to perform the Work.

(g) All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as coils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the AWWU representative.

(h) The Contractor will be responsible for presenting a report by Location on the condition of all equipment as well as recommendations for future repairs.

(i) The contractor shall seek approval from Anchorage Water and Wastewater Utility for any repairs needed that are outside of the periodic maintenance scope of work.

(j) The Contractor shall at his own expense, wherever necessary or required, furnish safety devices, and take such other precautions as may be necessary to protect life and property.

EXPERIENCE:

(a) Experience Requirements: It is mandatory that the Bidder as a company, corporation, or other entity must have a minimum of three (3) years of successful experience in air conditioning/heating maintenance services. This experience must be completed prior to the date established for the receipt of the bid. Any bidder unable to or failing to comply with this provision will not be considered for this contract.

Maintenance Check List

**i. Air Handling Equipment: (Air handlers, Roof Top Units, Heat Pumps)
Perform Preventative Maintenance Service Quarterly, Semi Annually and
Annually per schedule attachment appendix B.**

a. Check magnetic starters for voltage drop across contact point and note any variance from line voltage.

b. Check operation of the control circuit.

c. Check and tighten electrical connections.

d. Lubricate the fan motor using care not to over lubricate bearings.

e. Check bearings and shafts or any sign of wear.

f. Check and adjust belts and pulleys paying particular attention to signs of unusual wear or deterioration of the belts. Replace belts annually.

g. Check mounting bolts.

h. Check and record blower motor amps run.

i. Check and record exhaust-return motor amps run.

j. Inspect and clean as necessary of heating coils.

k. Inspect and verify operation of return, supply and outside air dampers

j. Inspect fan blades and rotating components for any sign of wear, damage, or metal fatigue.

j. Change filters quarterly.

k. Check frequency drive. Note any sign of wear or deterioration and verify that drives modulate through their full range of modulation.

l. Check the Delta T on the unit during the cooling cycle.

II. Fans (Exhaust, Relief, Supply, Return, etc.)

Perform Preventative Maintenance Service Quarterly, Semi Annually and Annually per schedule attachment appendix B.

a. Inspect fan blade and rotating components for any signs of wear.

b. Check alignment of sleeves and pulleys.

c. Inspect blower for cleanliness.

d. Inspect bearings for any sign of wear and remove excess lubricant.

e. Check all fan safeties and interlocks and verify their operation.

f. Verify function of limit switches. (e.g., high limit and high static pressure switches, etc.)

g. Check static pressure controller for operation and note duct static pressure.

h. Check alignment of fans/blower assembly shroud etc. Note any sign of metal fatigue or deterioration.

i. Inspect all related ducting and duct connectors. Assess vibrating isolation boots and note any rips, tears or problems with these transitions.

j. Lubricate fan bearings per manufacturer's recommendations.

k. Remove any debris located in fan chamber or plenum area.

l. Note any safety concerns; inspect safety screen, pulley and belt covers. Note any sign of fatigue or deterioration.

m. Inspect blower motors and lubricate when necessary.

n. Replace bolts on exhaust fans Annually.

o. Relief or make up air fans to be inspected Quarterly. Inspections to be done by a Journeymen level technician at least twice a year.

III. Unit Heaters (Gas, or Electric)

Perform Preventative Maintenance Service Quarterly, Semi Annually and Annually per schedule attachment appendix B.

- a. Inspect gas piping.
- b. Check operating controls, limits, etc.
- c. Inspect burners, check for any signs of deterioration.
- d. Check fan bearings for any signs of wear. Lubricate fan and motors as per manufacturer recommendations.
- e. Clean any flame sensing devices at least once a year.

IV. Furnaces

Perform Preventative Maintenance Service Quarterly, Semi Annually and Annually per schedule attachment appendix B.

- a. Replace filters quarterly with MERV 8 or MERV13 per appendix B.
- b. Check the heat exchanger for signs of deterioration. Perform combustion efficiency analysis Annually. Check gas trains or gas piping for any signs of leaking.
- c. Clean any flame sensing devices at least once a year.
- d. Check condition of the heat exchanger core.
- e. Inspect exhaust piping for proper installation, and operation. Check for any leakage, or deterioration.
- f. Service to be performed at least once a year by a Journeymen level technician.

V. Boilers

Perform Preventative Maintenance Annually (Minimum 4 times per year)

- a. All service work done on Boilers to be performed by Journeymen level technicians with verified training, and /or experience servicing, and operation low pressure hot water, and steam boilers.
- b. Inspect gas train for proper operation and leak test with an electronic leak detector.
- c. Inspect burner assembly. Note any sign of deterioration and clean if necessary.
- d. Check all operating thermostats for set point and their operation. Note any signs of drift.
- e. Check high and low fire-operation controls for proper operation. Give special

attention to the controls to ensure a proper setting and avoid keeping the boiler in a continual state of high fire.

f. Verify operation of the high limit lock out.

g. Verify all safety loops to include where applicable: high-pressure gas lockout, low pressure gas lockout, flame failure, pilot failure, etc.

h. Follow manufacturer's recommendation for servicing and checking the flame safety controls.

i. Inspect the flue piping for proper operation and connectors for any signs of deterioration or leaking.

j. Do a combustion efficiency analysis once a year, noting stack temperatures, carbon monoxide, and oxygen and hydrocarbon levels.

k. Perform a flue gas analysis and make proper adjustments to maximize performance and note efficiency achieved.

l. Check and note manifold pressure.

m. Check and note main gas line pressure.

n. Check low water cutoff and blow down boiler as needed.

o. Perform preventive maintenance on associated pumps and controls.

p. Ensure proper boiler lay up when boiler is offline.

q. Ensure boiler inspections have been completed as required.

r. Check expansion tanks and where applicable, check expansion valve ladder.

s. Check water make-up and the pressure regulator. Note boiler water operation pressure and that it falls within the manufacturer's recommendation.

t. Check gaskets.

u. Complete analysis and tuning of boilers (annually).

3000 Arctic PM

3000 Arctic Blvd, 99503

Unit Number	RTU 1 Trane (Upper Roof)	RTU 2 Trane (Lower Roof)	AC 1 Trane (Ground) CRITICAL Area ONLY OFF when AC-2 ON	AC 2 Trane (Lower Roof) CRITICAL Area ONLY OFF when AC-1 ON	VAV Boxes
Installed	2012	2019	2019	03/2020	N/A
Unit Model Number	SLHLF704DP77C798001	TCPAOD032V2M3112F011	THC092F4R0A0JK0C1A1A601050100D	TSC120H4R0A02C0B0A1B601AH0000D	N/A
Unit Serial Number		M19K00179		201113694L	N/A
Belt Blower (Check/Replace as needed)	5VX1000 (2)		Direct Drive		N/A
Belts Exhaust (Check/Replace as needed)	BX91 (2)		Direct Drive		N/A
Filters	16x20x2 MERV 13 (35)	24x24x2 MERV 13 (15)	20x25x2 MERV 8 (4)	20x25x2 MERV 8 (4)	16 Boxes w/ 2 different sizes Merv 8
Return Air Damper	Clean/Operational?	Clean/Operational?	Clean/Operational?	Clean/Operational?	N/A
Supply Air Damper	Clean/Operational?	Clean/Operational?	Clean/Operational?	Clean/Operational?	N/A
Outside Air Damper	Clean/Operational?	Clean/Operational?	Clean/Operational?	Clean/Operational?	N/A
Wire Connections	Clean/Loose Connections?	Clean/Loose Connections?	Clean/Loose Connections?	Clean/Loose Connections?	Clean/Loose Connections?
Blower Motor Amps Run	Check and record	Check and record	Check and record	Check and record	Check and record
Exhaust Motor Amps Run	Check and record	Check and record	Check and record	Check and record	Check and record
Condensing fan Amps	Check and record	Check and record	Check and record	Check and record	N/A
Visual Refrigerant Leaks	Visual Oil?	Visual Oil?	Visual Oil?	Visual Oil?	N/A
Outside Air Intake Filter	Clean or Replace	Clean or Replace	Clean or Replace	Clean or Replace	N/A
Condensing Coils	Check and clean	Check and clean	Check and clean	Check and clean	N/A
CLEAN Cottonwood Filters	NA	Condenser/OSA Intake	Condenser	Condenser	N/A
PERFORMED QUARTERLY (Every 3 months)					
Performed Every 6 MONTHS					

King St Complex
325 E 94th Ct., 99515

[illegible]

King St Complex
325 E 94th Ct., 99515

Unit Number	Archives Building	Warm Storage South Side	Warm Storage North Side	Warm Storage Bathroom Furnace	Building A Boilers Gas ONLY	Building B Boilers (EOC) Gas and Oil
Belt Blower (Check/Replace as needed)	Check/Replace as Needed	Check/Replace as Needed	Check/Replace as Needed	Check/Replace as Needed	Check and adjust. Clean boilers as needed	Check and adjust. Clean boilers as needed
Belts Exhaust (Check/Replace as needed)	Check/Replace as Needed	Check/Replace as Needed	Check/Replace as Needed	NA		
Filters	25x20x2 MERV 8 (4)	16x25x2 MERV 8 (4) 25x25x2 MERV 8 (12)	16x20x2 MERV 8 (3) 20x20x2 MERV 8 (12)	Change		
Return Air Damper	Clean/Operational?	Clean/Operational?	Clean/Operational?	NA		
Supply Air Damper	Clean/Operational?	Clean/Operational?	Clean/Operational?	NA		
Outside Air Damper	Clean/Operational?	Clean/Operational?	Clean/Operational?	NA		
Wire Connections	Clean/Loose Connections?	Clean/Loose Connections?	Clean/Loose Connections?	Clean/Loose Connections?		
Blower Motor Amps Run	Check and record	Check and record	Check and record	Check and record		
Exhaust/Return Motor Amps Run	Check and record	Check and record	Check and record	Check and record		
Heating Coil	Inspect and clean as needed	Inspect and clean as needed	Inspect and clean as needed	Inspect and clean as needed		
Condensing fan Amps	NA	NA	NA	NA		
Visual Refrigerant Leaks	NA	NA	NA	NA		
Outside Air Intake Filter	NA	NA	NA	NA		
Condensing Coils	NA	NA	NA	NA		
CLEAN Cottonwood Filters	NA	NA	NA	NA		
PERFORMED YEARLY						
Performed Every 6 MONTHS						

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 shall maintain this insurance throughout the life of this contract, including any maintenance and/or guarantee/warranty period. The contractor shall obtain separate insurance certificates for each contract.

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

WORKERS COMPENSATION: The Contractor shall 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 shall require the subcontractor similarly to provide such insurance. Employers' Liability with a minimum limit of \$500,000 shall be maintained and Workers Compensation with minimum limits as required by Alaska State Workers Compensation Statutes. The policy shall contain a waiver of subrogation against the Municipality.

NOTICE TO "OUT-OF-STATE" CONTRACTORS WORKING IN ALASKA: The Contractor shall 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 shall purchase and maintain, in force, during the life of this contract such general liability insurance as shall 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.

<u>Commercial General Liability</u>	<u>Minimum Limits</u>
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
<u>Commercial Auto Liability</u>	<u>Minimum Limits</u>
Combined single limit (Bodily Injury and Property Damage)	\$1,000,000
Including all owned, hired, and non-owned	
<u>Workers Compensation and Employers Liability</u>	<u>Minimum Limits</u>
Per Alaska statute	\$500,000
<u>Errors and Omissions</u>	<u>Minimum Limits</u>
Professional Liability (Not required unless limits appear in space provided)	
<u>Umbrella Liability</u>	<u>Minimum Limits</u>
(Not required unless limits appear in space provided)	
\$ _____ S.I.R.	

Each insurance policy required by this section shall 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 shall be the Contractor's responsibility to notify the MOA of such cancellation.

COMPLIANCE WITH LAWS

The Contractor shall 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)

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) shall 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).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No, Ext):	
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
INSURED	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

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	
	GENERAL LIABILITY						EACH OCCURRENCE	\$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	CLAIMS-MADE OCCUR						MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$
	POLICY PRO LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED RETENTIONS							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE						E.L. EACH ACCIDENT	\$
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. DISEASE - EA	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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."

CERTIFICATE HOLDER**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.

Authorized Representative

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 (\$ _____). **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 will indemnify defend, save and hold the Municipality harmless from any claim, lawsuit or liability, including costs and attorney's fees allegedly arising from loss, cause of action, damage, or injury to persons or property occurring in the course of or as a result of the Contractor's performance under this Contract.

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

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

Department Director or Designee Concurrence

Printed Name

Date

Municipality of Anchorage Contractor Questionnaire

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): _____

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:

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

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

☐ 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.