

ADDENDUM #5
GLENNALLEN COURTHOUSE LEASE
PROJECT #GLE-L-19-0009

Date: December 5, 2019

To All Plan Holders:

The following changes, additions, clarifications, and/or deletions are hereby made a part of the Contract Documents for the above noted project, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Invitation to Bid, remain unchanged.

This amendment must be acknowledged in the space provided on the Bid Schedule.

The Submittal Date and Time is **CHANGED. THE BID OPENING DATE AND SUBMITTAL DEADLINE IS January 31, 2020 at 10:00 a.m.**

The modifications directed by this Addendum #1 are described on this page and the following attachments:

- | | |
|--------------------|---------|
| 1. Addendum Text: | 1 page |
| 2. ITB Cover Sheet | 1 page |
| 3. Bid Schedule | 3 pages |

CHANGES TO ADDENDA

1. None.

CHANGES TO ITB

1. ITB Cover Sheet
 - a. **CHANGE Bid Opening Date and Submittal Deadline to Friday, January 31, 2020.**
2. Bid Schedule
 - a. **CHANGE Submittal Deadline to January 31, 2020.**

END OF ADDENDUM #5

**ALASKA COURT SYSTEM (ACS)
INVITATION TO BID – COVER SHEET**

Procurement per ACS Procurement Guidelines

ISSUING OFFICE:

Alaska Court System
820 West 4th Avenue
Anchorage, Alaska 99501

ITB Number: GLE-L-19-0009
Issuing Date: October 16, 2019

All questions shall be directed to Dawn Molina, Leasing & Contracts Manager, 907-264-8284

LEASE:

Location: Glennallen, Alaska
Description of Lease: Approximately 2,515 net usable square feet.
Scope of Lease: Provide Court & office space to Accommodate Court Operations.
Estimated Period of Lease: Fifteen (15) Years with Two (2) Five (5)-year options to renew

Lease Commencement: May 1, 2021
Ready for Occupancy Date: April 15, 2021
(Facility is Ready for Move-In)
(As described in General Lease Conditions)

Annual Budgeted Lease Amount: The current lease rate is \$3.12/SF. \$98,985.48 annually.

BID OPENING DATE AND SUBMITTAL DEADLINE:

DATE: Friday, January 31, 2020 PREVAILING TIME: **10:00 A.M.**
HAND DELIVER OR MAIL SEALED BID TO:

Anchorage Facilities Office:
Alaska Court System
Attn: Facilities Manager
820 West 4th Avenue
Anchorage, Alaska 99501

OR

Glennallen Court Location:
Alaska Court System
Attn: Peggy Sherman
Mile 115 Richardson Hwy.
Glennallen, Alaska 99588

The Court System is soliciting sealed bids under ACS Procurement Guidelines 2-204. **Sealed Bids cannot be faxed.** Bid **modifications may be faxed** and will be accepted up to the time of bid. Faxed modifications must modify a sealed bid received by the Facilities Manager by the bid deadline. FAX number 264-8296. Bids will be opened publicly shortly after bid deadline.

PRE-BID CONFERENCE & SITE INSPECTION:

PRE-BID: October 29, 2019 at 2:00 p.m. at 115 Richardson Hwy., Glennallen, AK. 99588

Prospective Bidders may tie in by teleconference by contacting Facilities Manager at the above phone number, at least 1 hour prior to conference.

SITE INSPECTION: Immediately following the Pre-Bid Conference, Bidders will be able to inspect all court areas available, however all questions must be submitted in writing to the Leasing & Contracts Manager.

ALASKA COURT SYSTEM**BID SCHEDULE FOR LEASE CONTRACT** (Per ACS Procurement Guidelines)

Type of Service: Court and Office Lease
Property/Facility: Glennallen Courthouse
Location: Glennallen, Alaska

Contracting Agency: Alaska Court System
Facilities Department
820 W. 4th Ave.
Anchorage, AK 99501

ITB Issuance Date: October 16, 2019

Contracting Officer: Chris Gill, Facilities Mgr
Contract Manager: Dawn Molina,
Leasing & Contracts Mgr.

Submittal Deadline: January 31, 2020

Phone: 907-264-8284 **Fax:** 907-264-8296

ITB Number: GLE-L-19-0009

I. BID SCHEDULE and ITEMS: *Bidders should carefully read all Bid Documents attached to this schedule!*

Bid Documents include: Section A Instructions to Bidders, Section B General and Supplementary Lease Conditions, Section C Technical Lease Requirements, Section D Building Questionnaire, and Appendices A through F.

Bidder Please Note:

The bidder must enter a fixed monthly price for space lease. Failure to enter a monthly price on Item A will result in the bid being declared non-responsive. The ACS reserves the right to reject all bids. If a Contract is awarded, it will be awarded to the lowest responsible and responsive bidder offering premises that, in the sole judgment of the ACS, meet the minimum project criteria. The Contract will be awarded for the total Base Bid plus additive alternates as selected by the Alaska Court System. If bid alternates are included in the bid documents, the Alaska Court System reserves the right to award some, none, or all of the alternates. Alternates may be awarded in any order in the best interest of the Alaska Court System.

BID ITEMS:

A. BASE BID AMOUNT: Approximately 2,515 net usable square feet, to include: Courtroom including Soundlock and Evidence Storage Room, Jury Suite including ADA toilet and Soundlock, Clerks Office, Customer Service Counter, (1) Private Office, Staff Toilet with Shower, Attorney Conference Room, Public Lobby, and Communications Room.

- | | | |
|---------------------------------------------------------|---|----------|
| 1. MONTHLY FIXED PRICE FOR SPACE LEASE: | = | \$ _____ |
| 2. ANNUALIZED BASE BID AMOUNT (Bid Item A.1 x 12mos.) | = | \$ _____ |
| 3. TERM AMOUNT for 15-YEAR TERM (Bid Item A.2 x 15 yrs) | = | \$ _____ |

II. REFERENCES (Must list at least 1 company with whom bidder has had a Lease contract for at least 1 full year in the last 5 years):

- | | | | |
|----|---------|--------------|-------------------|
| 1. | _____ | _____ | _____ |
| | Company | Contact Name | Daytime Telephone |
| 2. | _____ | _____ | _____ |
| | Company | Contact Name | Daytime Telephone |
| 3. | _____ | _____ | _____ |
| | Company | Contact Name | Daytime Telephone |

III. ADDENDA ACKNOWLEDGEMENT:

The Bidder acknowledges receipt of the following addenda to the original Bid Documents (*note number and date of each*) and that associated costs are included in this bid.

Addenda #, Date Issued

Addenda #, Date Issued

Addenda #, Date Issued

No other alternates or substitutions allowed on this Bid Form.

IV. CERTIFICATIONS AND AGREEMENT:

1. **EEO AND FEDERAL CIVIL RIGHTS COMPLIANCE:** By signature on this form the bidder certifies compliance with the applicable portions of the Federal Civil Rights Act of 1964 and the Equal Employment Opportunity Act and the regulations issued thereunder by the State and Federal Governments. If any bidder fails to comply with the Act or Regulations issued thereunder, the ACS reserves the right to terminate the contract.
2. **HUMAN TRAFFICKING:** By signature on this form, the Bidder certifies that the Bidder is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report. The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/g/tip/> . Failure to comply with this requirement will cause the state to reject the Offeror as non-responsive, or cancel the contract.
3. By completing, signing and submitting this form the Bidder certifies that they have reviewed the bid documents, with addenda, and understand the scope of services and conditions required for this Property/Facility. Furthermore, if awarded this contract, the Bidder agrees to furnish for the above Bid Amounts – which were arrived at independently and without collusion – necessary labor, materials, and equipment in full compliance with the Contract and each of its incorporated terms and conditions. Work shall be accomplished in a workmanlike manner, observing all applicable civil rights and equal employment opportunity acts, and to the satisfaction of the Contracting Officer..

Bidder Firm: _____ **Contact Name:** _____

Mailing Address: _____

Business License #: _____ **EIN or SSN:** _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

Check one of the following to indicate type of business entity for your company:

Sole Proprietor: _____ **Partnership:** _____ **Corporation:** _____ **LLC:** _____ **Other**

(Specify): _____

DULY AUTHORIZED REPRESENTATIVE: By signature below, I certify that I am a duly authorized representative of the firm(s) listed above, that information and materials enclosed with this proposal accurately represent the capabilities of the firm(s) to provide the services indicated in compliance with the requirements of the solicitation. The ACS is hereby authorized to request from any individual any pertinent information deemed necessary to verify information regarding capacity, capabilities, or performance of the firm, as a Bidder.

AUTHORIZED SIGNATURE: _____ **DATE:** _____

(Type or Print Name and Title)

E-Mail Address of Signing Individual: _____

Telephone of Signing Individual: _____