



**STATE OF ALASKA**  
**Department of Administration**  
**Shared Services of Alaska**  
**Leasing and Facilities Section**  
**550 West 7<sup>th</sup> Avenue, Suite 200**  
**Anchorage, Alaska 99501-3571**

**REQUEST FOR PROPOSAL 2021 1100 4872**

THIS IS NOT AN ORDER

DATE RFP ISSUED: June 9, 2021

**Lease of approximately 50,529 square feet of usable office and other type lease space plus required circulation square footage for the Department of Fish and Game, in Kenai or Soldotna, Alaska.**

**SEALED PROPOSALS SHALL BE RECEIVED AT THE ABOVE ADDRESS UNTIL 3:00 P.M. ON July 2, 2021.**

**IMPORTANT NOTICE:** If you intend on submitting an offer, you must register for this particular RFP to receive subsequent amendments. To register, you may either; call (907) 269-0305, fax a Solicitation Registration Form to (907) 269-0308 or email a Solicitation Registration Form to [rashaad.esters@alaska.gov](mailto:rashaad.esters@alaska.gov). Failure to register may result in the rejection of your offer.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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**OFFEROR'S NOTICE: By signature on this form, the Offeror certifies that:**

The price(s) submitted was arrived at independently and without collusion and that the Offeror is complying with:

- the laws of the State of Alaska;
- the applicable portion of the Federal Civil Rights Act of 1964;
- the Equal Employment Opportunity Act and the regulations issued there under by the State and Federal Government; and
- all terms and conditions set out in this Request for Proposal (RFP).

If any Offeror fails to comply with this section, the State may reject the offer, terminate the contract, or consider the Offeror in default.

<p><i>Rashaad Esters</i> RASHAAD ESTERS CONTRACTING OFFICER III</p> <p>PHONE 907-269-0305</p> <p>FAX 907-269-0308 TDD 907-375-7782</p>	<p>_____ COMPANY SUBMITTING PROPOSAL</p> <p>_____ AUTHORIZED SIGNATURE</p> <p>_____ PRINTED NAME</p> <p>_____ DATE</p>
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**TABLE OF CONTENTS**

1. GENERAL ..... 9

    1.1 PRE-PROPOSAL CONFERENCE ..... 9

    1.2 OFFERORS WITH DISABILITIES..... 9

    1.3 NONDISCRIMINATION..... 9

    1.4 PROPOSAL CHECKLIST ..... 9

2. STANDARD TERMS AND CONDITIONS..... 11

    2.1 AUTHORITY..... 11

    2.2 DEFINITION OF OFFEROR..... 11

    2.3 REQUEST FOR PROPOSAL REVIEW..... 11

    2.4 SOLICITATION FORMS..... 12

    2.5 SUBMITTING OFFERS..... 12

    2.6 LATE OFFERS..... 12

    2.7 PROTESTS ..... 12

    2.8 DEFAULT ..... 12

    2.9 DISPUTES..... 13

    2.10 PREPARATION FOR OCCUPANCY..... 13

    2.11 FIRM OFFER ..... 13

    2.12 CONFLICT OF INTEREST..... 13

    2.13 ASSIGNMENTS..... 13

    2.14 AMENDMENTS TO THE REQUEST FOR PROPOSAL ..... 14

    2.15 STATE NOT RESPONSIBLE FOR PREPARATION COSTS..... 14

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

---

<b>2.16</b>	<b>FINANCING.....</b>	<b>14</b>
<b>2.17</b>	<b>EXTENSION OF PRICES .....</b>	<b>14</b>
<b>2.18</b>	<b>SEVERABILITY .....</b>	<b>14</b>
<b>2.19</b>	<b>DISCLOSURE OF PROPOSAL CONTENTS.....</b>	<b>14</b>
<b>2.20</b>	<b>PROPOSAL REJECTION.....</b>	<b>15</b>
<b>2.21</b>	<b>HINDRANCE TO PUBLIC MISSION.....</b>	<b>15</b>
<b>2.22</b>	<b>DELIVERY AND CONDITIONS OF PREMISES.....</b>	<b>15</b>
<b>2.23</b>	<b>FORCE MAJEURE.....</b>	<b>15</b>
<b>2.24</b>	<b>OFFER RESPONSIVENESS CRITERIA .....</b>	<b>16</b>
<b>2.25</b>	<b>FOREIGN CONTRACTING.....</b>	<b>17</b>
<b>3.</b>	<b>LEASE PROVISIONS.....</b>	<b>18</b>
<b>3.1</b>	<b>LOCATION.....</b>	<b>18</b>
<b>3.2</b>	<b>ADJACENT DEFINED.....</b>	<b>18</b>
<b>3.3</b>	<b>DATE OF OCCUPANCY.....</b>	<b>18</b>
<b>3.4</b>	<b>PRE-OCCUPANCY REQUIREMENT.....</b>	<b>18</b>
<b>3.5</b>	<b>INITIAL TERM OF LEASE.....</b>	<b>19</b>
<b>3.6</b>	<b>RENEWAL.....</b>	<b>19</b>
<b>3.7</b>	<b>LEASE ADDITION / DEDUCTION.....</b>	<b>19</b>
<b>3.8</b>	<b>HOURS OF OPERATION .....</b>	<b>19</b>
<b>3.9</b>	<b>INGRESS AND EGRESS.....</b>	<b>19</b>
<b>3.10</b>	<b>RIGHT TO USE.....</b>	<b>20</b>
<b>3.11</b>	<b>LEASE PAYMENTS.....</b>	<b>20</b>

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

---

<b>3.12</b>	<b>LEASE AGREEMENT .....</b>	<b>20</b>
<b>3.13</b>	<b>LEASE IS RECORDABLE.....</b>	<b>20</b>
<b>3.14</b>	<b>LIQUIDATED DAMAGES .....</b>	<b>20</b>
<b>3.15</b>	<b>BID GUARANTEE.....</b>	<b>20</b>
<b>3.16</b>	<b>COSTS TO BE BORNE BY THE OFFEROR.....</b>	<b>21</b>
<b>3.17</b>	<b>COSTS .....</b>	<b>21</b>
<b>3.18</b>	<b>ADJUSTMENTS.....</b>	<b>21</b>
<b>3.19</b>	<b>ACCESSIBILITY.....</b>	<b>22</b>
<b>3.20</b>	<b>ADA NONCOMPLIANCE.....</b>	<b>23</b>
<b>3.21</b>	<b>MOVING COSTS.....</b>	<b>24</b>
<b>3.22</b>	<b>RENOVATION .....</b>	<b>24</b>
<b>3.23</b>	<b>AS-BUILT DRAWINGS.....</b>	<b>25</b>
<b>3.24</b>	<b>CONTRACT CHANGES.....</b>	<b>25</b>
<b>3.25</b>	<b>STATE INSTALLED FIXTURES .....</b>	<b>25</b>
<b>3.26</b>	<b>RESTORATION LIABILITIES.....</b>	<b>26</b>
<b>3.27</b>	<b>FIRE PREVENTION .....</b>	<b>26</b>
<b>3.28</b>	<b>ACCIDENT HAZARD.....</b>	<b>26</b>
<b>3.29</b>	<b>INTERRUPTION OF UTILITIES AND SERVICES.....</b>	<b>26</b>
<b>3.30</b>	<b>MAINTENANCE AND REPAIR .....</b>	<b>26</b>
<b>3.31</b>	<b>CASUALTY DAMAGE .....</b>	<b>27</b>
<b>3.32</b>	<b>COMPLIANCE WITH LAWS .....</b>	<b>27</b>
<b>3.33</b>	<b>TENANTABILITY.....</b>	<b>28</b>
<b>3.34</b>	<b>PEACEFUL OCCUPANCY.....</b>	<b>28</b>

---

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

---

3.35	PAYMENT DEFAULT.....	28
3.36	HOLDING OVER.....	29
3.37	FISCAL NECESSITY – NON-APPROPRIATION OF FUNDS .....	29
3.38	LESSOR, LESSOR'S EMPLOYEES and CONTRACTOR'S SECURITY REQUIREMENT .....	29
3.39	STATE'S RESPONSIBILITIES.....	29
3.40	HOLD HARMLESS.....	30
3.41	INSURANCE.....	30
3.42	CONSTRUCTION (New Improvements & Remodels).....	31
3.43	JANITORIAL and MAINTENANCE SERVICES .....	33
3.44	COMPLIANCE.....	35
4.	BUILDING REQUIREMENTS.....	36
4.1	TYPE OF BUILDING .....	36
4.2	USABLE AREA.....	36
4.3	WINDOW COVERING.....	36
4.4	FLOOR COVERING .....	36
4.5	FLOOR LOAD.....	37
4.6	ACOUSTICAL REQUIREMENTS.....	37
4.7	PAINTING.....	38
4.8	DOOR HARDWARE.....	39
4.9	NATURAL LIGHT .....	39
4.10	ELEVATORS.....	39
4.11	SIGNS.....	40

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

---

<b>4.12</b>	<b>DRINKING WATER.....</b>	<b>40</b>
<b>4.13</b>	<b>PUBLIC RESTROOMS.....</b>	<b>40</b>
<b>4.14</b>	<b>ELECTRICAL REQUIREMENTS.....</b>	<b>41</b>
<b>4.15</b>	<b>VOICE AND DATA REQUIREMENTS, Telecommunications Distribution System (TDS).....</b>	<b>42</b>
<b>4.16</b>	<b>MECHANICAL.....</b>	<b>60</b>
<b>4.17</b>	<b>ENVIRONMENTAL &amp; LIFE/SAFETY.....</b>	<b>61</b>
<b>4.18</b>	<b>PARKING.....</b>	<b>61</b>
<b>4.19</b>	<b>PUBLIC TRANSPORTATION.....</b>	<b>62</b>
<b>4.20</b>	<b>TYPE AND AMOUNT OF SPACE.....</b>	<b>62</b>
<b>4.21</b>	<b>MULTI-FLOOR OFFERS.....</b>	<b>62</b>
<b>4.22</b>	<b>LEASEHOLD IMPROVEMENTS DEFINED.....</b>	<b>63</b>
<b>4.23</b>	<b>CONTIGUOUS DEFINED.....</b>	<b>63</b>
<b>4.24</b>	<b>CIRCULATION.....</b>	<b>63</b>
<b>4.25</b>	<b>CONFIGURATION.....</b>	<b>63</b>
<b>5.</b>	<b>AWARD CRITERIA.....</b>	<b>70</b>
<b>5.1</b>	<b>METHOD OF AWARD.....</b>	<b>70</b>
<b>5.2</b>	<b>EVALUATION OF PROPOSALS.....</b>	<b>71</b>
<b>5.3</b>	<b>EVALUATION FACTORS.....</b>	<b>71</b>
<b>6.</b>	<b>OFFERORS INFORMATION.....</b>	<b>76</b>
<b>6.1</b>	<b>OFFERED SPACE.....</b>	<b>77</b>
<b>6.2</b>	<b>PRICE OFFER PAGE.....</b>	<b>80</b>
<b>6.3</b>	<b>ADDITIONAL PRICE INFORMATION.....</b>	<b>81</b>

---

**7. SPECIAL NOTICE TO OFFERORS..... 82**

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## **1. GENERAL**

### **1.1 PRE-PROPOSAL CONFERENCE**

A conference will be held at 11:00 AM on June 17, 2021. The purpose of this conference will be to read through portions of this Request for Proposal (RFP) and provide a forum for questions. Join the conference by calling 1-800-315-6338 and using Access Code 08297#.

The space obtained through this RFP will serve as **The Regional Office** for the Department of Fish and Game. The layout of the space, ease of access, visibility of the facility, and available parking area will affect the mission of the agency. You are strongly encouraged to attend this pre-proposal conference for clarification of questions and potential changes to this RFP document. Ensure you have a copy of the RFP available for you to review during the conference. Offerors with a disability needing accommodations should contact the Contracting Officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

### **1.2 OFFERORS WITH DISABILITIES**

The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this procurement should contact the Division of General Services, Contracting Officer no later than ten (10) days prior to the deadline for receipt of proposals.

### **1.3 NONDISCRIMINATION**

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the Offeror.

### **1.4 PROPOSAL CHECKLIST**

This checklist is provided for your convenience and assistance in preparing your proposal.

- One (1) completed signature page of this RFP.
- One (1) completed OFFEROR'S INFORMATION PAGE.
- One (1) completed ADDITIONAL PRICE INFORMATION PAGE.
- One (1) completed PRICE OFFER PAGE (in a **separate** sealed and marked envelope).

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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- 1 copy of your entire proposal package (including any applicable narratives, floor plans, site plans, parking plans, photos, renderings or anything else important for evaluators use. If provided, only one floor covering, paint or other sample of this type is needed).
- Proof of insurance.
- Evidence of an Alaska Business License.

**END OF SECTION**

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## **2. STANDARD TERMS AND CONDITIONS**

### **2.1 AUTHORITY**

This Request for Proposal is written in accordance with AS 36.30 and 2 AAC 12.

### **2.2 DEFINITION OF OFFEROR**

The Offeror, as referenced under AS 36.30.210(e), AS 36.30.250 or AS 36.30.170(b), is the entity who will be bound to perform under the lease that may result from this Request for Proposal. An agent who is authorized by the Offeror to act on their behalf may submit a proposal for the Offeror, but cannot be considered as the Offeror. If an agent is submitting a proposal on behalf of an Offeror, evidence must be provided upon request that the agent's authority is in effect on the Request for Proposal closing date. Acceptable evidence includes a notarized letter signed by the owner or a principal of the owner authorizing the agent to bind the owner to the proposal. Retroactive evidence of authorization of the agent on behalf of the Offeror is not acceptable.

### **2.3 REQUEST FOR PROPOSAL REVIEW**

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the Contracting Officer at least ten (10) days before the date set for Request for Proposal closing. This will allow time for an amendment to be issued, if one is required. It will also help prevent the opening of a defective solicitation and exposure of Offeror's proposal upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Contracting Officer, in writing, at least ten (10) days before the time set for opening.

**Do not put the Request for Proposal number and closing date on the envelope of a request for information.** Envelopes with the Request for Proposal number annotated on the outside will not be opened until after the scheduled closing date. Offeror's written comments should be sent to the Contracting Officer at:

State of Alaska, Shared Services of Alaska  
Attn: Rashaad Esters  
550 West 7<sup>th</sup> Avenue, Suite 200  
Anchorage, Alaska 99501-3571

Verbal questions must be directed to the Contracting Officer at the Anchorage office of Shared Services of Alaska, Department of Administration at phone (907) 269-0305, fax (907) 269-0308 or TDD at (907) 375-7782.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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There are generally two types of questions. The first type is a question that can be answered by directing the questioner to the specific section of the Request for Proposal (RFP) where the information is found. Response to these questions may be given over the telephone, but are limited to directing the questioner to a portion of the RFP that can then be read by the questioner. The second type is a question that would require the Contracting Officer to clarify or interpret part of the RFP or its intent. Response to the second type of question will not be given except in writing via amendment to the RFP.

## **2.4 SOLICITATION FORMS**

Offerors should complete and attach the forms provided in this solicitation to their offer.

## **2.5 SUBMITTING OFFERS**

Proposals must be submitted via email. Mailed, hand delivered, oral or faxed proposals are not acceptable. The Price Offer page must be saved as a separate PDF document and emailed to [rashaad.esters@alaska.gov](mailto:rashaad.esters@alaska.gov) as separate, clearly labeled attachments, such as "Vendor A-Proposal.pdf" and "Vendor A-Price Offer Page.pdf" (Vendor A being the name of the offeror). The email must contain the RFP number in the subject line. Late proposals will be rejected and deemed non-responsive.

The maximum size of a single email (including all text and attachments) that can be received by the state is 20mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

## **2.6 LATE OFFERS**

Late offers are offers that are received after the time and date set for the Request for Proposal closing. Late offers will not be accepted per 2 AAC 12.250

## **2.7 PROTESTS**

An Offeror may protest the award of a contract or the proposed award of a contract. The protest must be filed in writing and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (5) the form of relief requested. Protests will be treated in accordance with AS 36.30.550 - 36.30.615.

## **2.8 DEFAULT**

In case of default by the Lessor for any reason, the State may procure the goods or services from another source and hold the Lessor responsible for any resulting excess cost and may seek other remedies under law or equity.

## **2.9 DISPUTES**

Any dispute arising out of the lease shall be resolved under the laws of Alaska. Any appeal of an administrative order and any original action to enforce any provision of this lease or to obtain any relief from or remedy in connection with this lease may be brought only in the Superior Court for the Third Judicial District of Alaska.

## **2.10 PREPARATION FOR OCCUPANCY**

In preparing the space for occupancy under the lease resulting from this Request for Proposal, the Offeror and its contractors and subcontractors must comply with all applicable federal, state, and local regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state and local taxes. **Offerors should contact the State of Alaska, Department of Labor, Wage and Hours Administration, 907-269-4900, for information regarding State wage rate requirements.** In the absence of local regulations, State codes shall apply. Minimum requirements established in this Request for Proposal shall not be construed as lowering the standard established by local regulations, and when local regulations and codes contain more stringent provisions, they shall govern. The successful Offeror shall be responsible for obtaining all permits.

## **2.11 FIRM OFFER**

For the purpose of award, offers made in accordance with this Request for Proposal must be good and firm for a period of ninety (90) days from the date of closing for receipt of proposals in response to the RFP.

## **2.12 CONFLICT OF INTEREST**

An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.

## **2.13 ASSIGNMENTS**

Assignment of rights, duties, or payments under a contract resulting from this RFP is not permitted unless authorized in writing by the State of Alaska, Department of Administration, Shared Services of Alaska. Offers that are conditioned upon the State's approval of an assignment will be rejected as non-responsive. The lease and all covenants, provisions and conditions of the lease will inure to the benefit of and be binding upon the successors and assigns of the Lessor.

### **2.14 AMENDMENTS TO THE REQUEST FOR PROPOSAL**

Should Shared Services of Alaska consider it necessary to revise any part of this RFP, a written amendment will be provided to all potential Offerors who registered for this particular RFP with the Shared Services of Alaska. To register, Offerors may either; call (907) 269-0305, fax a Solicitation Registration Form to (907) 269-0308 or email a Solicitation Registration Form to [rashaad.esters@alaska.gov](mailto:rashaad.esters@alaska.gov).

### **2.15 STATE NOT RESPONSIBLE FOR PREPARATION COSTS**

In the event this Request for Proposal or lease is canceled or terminated, the State shall not be responsible for any preparation costs incurred by the Offeror.

### **2.16 FINANCING**

The State will not participate in the financing of the leased premises by issuing revenue bonds, certificates of participation, or other instruments secured by the lease. The State will not approve financing secured by any lease that is obtained by the issuance to investors of municipal bonds, certificates of participation, or other instruments issued by the municipality or local governing authority.

Offerors shall provide with the offer, or within seven (7) calendar days of request by the State, evidence that adequate financing is available to deliver the premises as specified in the Request for Proposal (i.e., conditional financing commitment or bank letter of credit, etc.).

Within thirty (30) days of Notice of Final Award, the successful Offeror must provide the State with evidence of a firm financing commitment to this project. Failure to provide this evidence within the prescribed time may be cause for default.

### **2.17 EXTENSION OF PRICES**

In case of error in the extension of prices, the unit prices in the offer will govern.

### **2.18 SEVERABILITY**

If any provision of the contract or agreement, is declared by a court to be illegal, or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

### **2.19 DISCLOSURE OF PROPOSAL CONTENTS**

All proposals and other material submitted become the property of the State of Alaska and may be returned at the State's option. AS 40.25.110 require public records to be

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and will become public information after a Notice of Intent to Award is made.

In the event procurement is canceled pursuant to 2AAC 12.880, the procurement officer may return all proposals. If proposals are returned, proposal information will not become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the Offeror requests, in writing, that the Contracting Officer does so, and if the Contracting Officer agrees, in writing, to do so. Material considered confidential by the Offeror must be clearly identified and the Offeror must include a brief statement that sets out the reasons for confidentiality.

**2.20 PROPOSAL REJECTION**

The State reserves the right to reject any, or all, proposals, and to waive defects or minor informalities.

**2.21 HINDRANCE TO PUBLIC MISSION**

The State reserves the right to reject any offer of a building which by virtue of its location, close environs or any other factors, could in the State's reasonable judgment be predicted to create a substantial hindrance to a tenant State agency's mission.

**2.22 DELIVERY AND CONDITIONS OF PREMISES**

The term "ready for occupancy" requires the space to meet all the requirements of the Request for Proposal. Note: Lessor must comply with Section 3.4 Pre-Occupancy Requirements, (including delivery of required documents prior to acceptance and occupancy). The State reserves the right to determine when the space is ready for occupancy.

**2.23 FORCE MAJEURE**

The Lessor is not liable for the consequences of any failure to perform, or default in performing, any of its obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the Lessor. For the purposes of this Agreement, Force Majeure will mean: war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; or strikes.

**2.24 OFFER RESPONSIVENESS CRITERIA**

Offers will initially be reviewed to assure compliance with the following minimum responsiveness requirement:

- (A) Offers shall be received by the deadline for closing of the Request for Proposal.
- (B) Offeror should submit with the offer, or upon request by the State, a detailed floor plan of all areas of the proposed space drawn to 1/8" scale. The plans shall show usable square footage of each room or area; shall be labeled to show all rooms and areas listed in this RFP; and shall show scaled dimensions. Only one floor plan should be submitted with each offer.

Offerors wishing to have more than one floor plan evaluated independently are instructed to submit a separate proposal for each floor plan. Each proposal should include a separate floor plan which stands alone as an independent offer.

If an Offeror chooses to submit more than one floor plan with one offer, the State reserves the right to select only the floor plan deemed most advantageous by the State and score only that floor plan for the purpose of evaluating the offer.

- (C) Offeror should submit with the offer, or upon request by the State, a plot plan of the proposed building.
- (D) Offeror should submit with the offer, or upon request by the State, a parking layout plan that indicates the total number and location of each parking space the Offeror plans to provide.

AS 36.30.210(e) requires that each Offeror must have a valid Alaska Business License **on the closing date** of the Request for Proposal. A business license is defined, for the purposes of the Procurement Code, in 2 AAC 12.990. Evidence of a valid Alaska Business License must be provided upon request, in one of the following forms:

- (A) A canceled check for the business license fee;
- (B) A copy of a business license application with a receipt date stamp from the State's business license office;
- (C) A receipt from the State's business license office for the license fee;
- (D) A copy of the Offeror's valid State of Alaska business license;
- (E) A sworn notarized affidavit that the Offeror has applied and paid for a business license.



**2.25 FOREIGN CONTRACTING**

By signature on this solicitation, the Offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. Failure to comply with this requirement will cause the State to reject the bid proposal as non-responsive, or cancel the contract.

**END OF SECTION**

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### **3. LEASE PROVISIONS**

#### **3.1 LOCATION**

**Kenai or Soldotna**, Alaska within an easily accessible location in an area adjacent to or bounded by:

The intersection of Evergreen St and the Kenai Spur Hwy; eastward along the Kenai Spur Hwy to its intersection with the Sterling Hwy, Southward along the Sterling Hwy until its intersection with Isaack Rd. From Isaak Rd. eastward until its intersection with E Rensselaer Ln.; north until the intersection of Lincoln Ave and Tagala Ave, eastward towards the intersection of Tagala Ave and Community College Dr. then northward towards Kalifornsky Beach Rd. until it intersects with Bridge Access Rd.; northward along Bridge Access Rd. until it intersects with the Kenai spur Hwy.

The attached map (Map A) may be used for general information purposes only. The above description applies if there are any discrepancies between the map and the description.

#### **3.2 ADJACENT DEFINED**

The term adjacent means that the land on which the building is located must be touching the boundary stipulated above.

#### **3.3 DATE OF OCCUPANCY**

Occupancy is required as soon as economically feasible after the Notice of Final Award and Notice to Proceed, but not later than August 1, 2022. The State of Alaska reserves the right to change the “not later than” date to correspond with terms of the current expiring lease. Compliance to all parts of this Request for Proposal will be required prior to occupancy including a Certificate of Occupancy (where applicable) from an appropriate building official, a Cable Test Report, the ADA Facility Audit Affidavit, and a Certificate of Insurance.

#### **3.4 PRE-OCCUPANCY REQUIREMENT**

Compliance with all parts of this Request for Proposal will be required prior to acceptance and occupancy; including but not limited to, submittal of the following items to the State:

- a. Certificate of occupancy (where applicable) from an appropriate building official
- b. State Inspection(s) (where applicable)
- c. Telecommunication system test report, reference Section, “Voice and Data Requirements”
- d. ADA Facility Audit Affidavit – provided by a licensed State of Alaska Architect
- e. Certificate of Insurance

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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- f. As-Built drawings (Provide within thirty (30) days of occupancy)
- g. Certifying letter from the disciplines noted, confirming compliance with the relevant RFP requirements has been met
  - i. Mechanical Engineer, Section, "Mechanical"
  - ii. Electrical Engineer, Section, "Electrical" & "Voice and Data Requirements"
  - iii. Air Balancing NEBB Contractor, Section, "Mechanical"
  - iv. Engineer, specializing in industrial noise control, Section, "Acoustic Requirements"
  - v. Certified Industrial Hygienist, Section, "Type of Building" & Section, "Environmental & Life / Safety"

### **3.5 INITIAL TERM OF LEASE**

Approximately Ten (10) years from date of occupancy.

### **3.6 RENEWAL**

The State shall have the sole option to renew the lease for Four (4) additional five (5) year periods. The renewal option shall be exercised solely by the State giving the Lessor written notice prior to the expiration of the term.

### **3.7 LEASE ADDITION / DEDUCTION**

At the State's discretion, available space may be added to the originally specified space through amendment to lease. This added space may be severable in whole or part from the original lease at no added costs, with a (60) day written notice from the State to the Lessor.

### **3.8 HOURS OF OPERATION**

The State reserves the right to establish and maintain its own hours of operation during the life of the lease and any renewals. Generally, State offices are open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday. The State reserves the right to change its hours of operation to accommodate needs of the public and the State. This may require the Lessor to provide full building functions during any change in hours of operation such as HVAC, lighting, electrical, etc. at no additional lease costs.

### **3.9 INGRESS AND EGRESS**

All space including common areas shall be available on a 24 hour day, seven (7) days a week basis. Elevator service, if required or available, must be at least on call or on automatic basis during other than regular building service hours.

**3.10 RIGHT TO USE**

The State shall have the right to use said premises for general and governmental offices, including without limitation, use by various agencies, corporations, departments, instrumentality's, other entities working in partnership with the State, and other offices of the State of Alaska. State shall not use said premises for any other use without the Lessor's consent, which shall not be unreasonably withheld.

**3.11 LEASE PAYMENTS**

The lease payments shall be payable on the first day of each and every month of the lease term. Payment for any partial month's occupancy shall be pro-rated, based on a thirty (30) day month.

The State of Alaska has implemented the State of Alaska Payments Program using the Financial EDI (Electronic Data Interchange) process to enable the electronic transfer of payments directly to a Lessor's bank account. The program is designed to transmit payments to Lessors more quickly and effectively, and eliminates the possibility of lost/stolen warrants. The successful offeror will be sent an EDI Authorization Agreement and information related to the process when this contract is awarded.

**3.12 LEASE AGREEMENT**

The Lease Agreement and its exhibits will be prepared by the State and will include this Request for Proposal, including amendments, and is binding upon the Lessor and the State and their respective agents and assigns. Time is of the essence in executing the Lease Agreement.

**3.13 LEASE IS RECORDABLE**

The Lessor and State agree to provide such signatures and documentation as will be necessary to record the lease as an encumbrance against the real property on which the lease space is situated

**3.14 LIQUIDATED DAMAGES**

In the event the space is not ready for occupancy by the State on the date agreed, the actual damages incurred by the State will be difficult to assess. It is, therefore, mutually agreed that the Lessor must pay the State \$350.00 for each calendar day that occupancy is delayed beyond the agreed occupancy date.

**3.15 BID GUARANTEE**

N/A.

**3.16 COSTS TO BE BORNE BY THE OFFEROR**

Offerors are required to include as part of the lease consideration: all utilities except monthly recurring telephone, but including heating and cooling, ventilation, electricity, sewage, potable water, trash removal from the premises, snow and ice removal from walkways and parking areas, janitorial services and any and all other costs associated with the State's occupancy of the lease space. The State will be responsible for disposal of animal remains and hazardous waste generated by the State.

**3.17 COSTS**

Unless otherwise provided, all requirements of the lease shall be furnished within the rent price and at no additional cost to the State.

**3.18 ADJUSTMENTS**

Adjustments in the lease rate may be made if requested in writing by the Lessor at least thirty (30) days prior to the effective date of the adjustment. Request must be made annually only. Such adjustments may be made annually to reflect the changes in the Lessor's variable costs, and defined as all operational cost other than debt service and profit. Operational costs, for purposes of the lease resulting from this RFP, are equal to thirty-five percent (35%) of the Base Monthly Lease Rate.

**The monthly lease rate may be adjusted after one (1) year from the date of occupancy and each year thereafter. If the date of occupancy is not the 1<sup>st</sup> day of the month, the adjustment will be effective the 1<sup>st</sup> day of the following month.** Such adjustment will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index, for All Urban Consumers, All Items, (CPI-U) Anchorage Area, in effect for each July through December (2<sup>nd</sup> Half). The percentage difference between the CPI in effect for **the base year six (6) month average, CPI Index 2<sup>nd</sup> Half 2021 ( \_ )** and each CPI 2<sup>nd</sup> **Half** average thereafter will determine the maximum allowable adjustment of the variable costs over the Base Monthly Lease Rate.

The Base Monthly Lease Rate is the MONTHLY COST shown on the PRICE OFFER PAGE in Box A.

The formula is expressed as:

$[(35\% \times \text{Base Monthly Lease Rate}) \times \% \text{ change in CPI}] + \text{Base Monthly Lease Rate} = \text{Adjusted Monthly Lease Rate.}$

If the index is discontinued or revised during the term of the lease, such other governmental indices or computations with which it is replaced shall be used in order to

obtain substantially the same result as would be obtained if the index had not been discontinued or revised.

Retroactive adjustments will not be allowed.

### **3.19 ACCESSIBILITY**

The Lessor certifies that the design and construction of the proposed space, and any subsequent alterations of the proposed space, shall meet the specifications of the 2010 Americans with Disabilities Act Standards for Accessible Design as published in the Federal Register on September 15, 2010, (hereafter referred to as the "2010 ADA Standards" or "Standards" on the date of occupancy; and throughout the entire occupancy of the State.

The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101), as amended, defines the State of Alaska as a "public entity" subject to Title II of the ADA. The Lessor must provide space that meets ADA compliance as it applies to a public entity. In providing space that meets the Title II requirements, the Lessor does not have and will not attain the right to direct how, when or where program services are delivered.

The 2010 ADA Standards for state government consist of the Title II regulations at 28 CFR 35.151. State government facilities must follow the requirements of the 2010 ADA Standards, including both the Title II regulations at 28 CFR 35.151; and the 2004 ADAAG at 36 CFR part 1191, appendices B and D. In the few places where requirements between the two differ, the requirements of 28 CFR 35.151 prevail.

ADA compliance under Title II may be different or more stringent than the compliance requirements for commercial space. When providing space to the State under ADA compliance requirements, the **Lessor is aware of and will comply with the following additional requirements:**

- (1) Provide at least one (1) accessible entrance with a power door operator.
- (2) Provide at least one (1) accessible path of travel from an accessible entrance to primary function areas, including restrooms and drinking fountains.
- (3) Provide at least one (1) accessible restroom and drinking fountain per floor occupied by the State. Where it is technically infeasible to alter existing restrooms, a unisex restroom is permitted.
- (4) Provide ADA Standard compliant signage.
- (5) Provide accessible parking, where parking is provided.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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- (6) Provide at least one (1) accessible passenger zone, where loading zones are required.
- (7) Provide at least one (1) accessible route connecting accessible parking and accessible parking zones to an accessible entrance.

Prior to occupancy by the State, the Lessor must furnish an ADA Facility Audit Affidavit from an architect registered to practice in the State of Alaska. The affidavit must be prepared **after the completion of any new construction or any alteration** of the existing space undertaken to respond to the Request for Proposal. The ADA Facility Audit Affidavit must indicate that the proposed space complies with all the requirements of the 2010 ADA Standards **as further defined within the ACCESSIBILITY paragraph.**

The State's inspection and acceptance of the Lessor's space and alterations does not relieve the Lessor of responsibility for ADA Standards. The Lessor further agrees to pay the cost of any corrections that may be needed during the period of the State's occupancy for purposes of correcting deficiencies to meet the ADA Standards.

In the event the Lessor fails to correct deficiencies within a period of thirty (30) days from receipt of written notification, the State will have the right to terminate the lease; or, the State will have the option of correcting deficiencies by hiring competent workers, with the Lessor bearing the cost of all labor and materials. The State will have the right to deduct all of the costs incurred, including administrative costs, from the lease payment. The Lessor further agrees that deficiency corrections performed by the State will not be construed to constitute a breach of this lease.

### **3.20 ADA NONCOMPLIANCE**

As indicated above, the State is seeking space that is compliant but if no compliant with the 2010 ADA Standards, space is available, will consider non-compliant space. If non-compliant space is offered, the successful Offeror offering non-compliant space acknowledges that they are proposing space that does not fully comply with the specifications of the 2010 ADA Standards.

Should the State discover, any time during a lease resulting from this Request for Proposal, that space meeting the ADA Standards is available, the Lessor grants the State the right to terminate the lease subject to the following conditions:

- (a) upon discovery, the State shall notify the Lessor, in writing, of its intent to relocate to the space that meets the ADA Standards;
- (b) the Lessor shall have ninety (90) days, or some other reasonable time period determined by the Contracting Officer, from receipt of said written notice, to

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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make modifications that would bring the leased facility into full compliance with ADA Standards;

- (c) if the leased facility meets ADA Standards within the specified time, the lease shall not be affected, including no additional cost to the State resulting from the leased facility meeting ADA Standards;
- (d) if ADA Standards is not met within the specified time, the State shall commence to terminate the lease and shall be free to move to the space that meets the 2010 is in ADA Standards.

### **3.21 MOVING COSTS**

#### **MOVE IN COORDINATION**

The occupying agency shall be responsible for moving all agency equipment and supplies into the new space through the State approved moving contractor. The agency shall provide the successful Offeror a move in schedule thirty (30) days prior to move in date. The move in schedule shall be based on the use of a three (3) day period, to include a weekend, excluding the pre and post move actions. The Offeror shall adhere to the agency's move plan and cooperate fully with the agency's moving contractor. The agency shall be responsible for all coordination required between the moving contractor and the Offeror.

Build outs necessary to allow utilization of the agency's existing furnishings in the new layout must be included in the offer. Offerors are encouraged to inspect the agency's current office space to determine agency build out needs. **The existing work site may be inspected by contacting Robert DeCino – [Robert.decino@alaska.gov](mailto:Robert.decino@alaska.gov), (907) 260-2923. The contact person is only empowered to allow Offerors to view the work site. The contact person cannot and will not answer Offerors' questions regarding the work to be performed under this RFP or the terms, conditions and specifications of this RFP.** Any questions the Offerors have must be directed to the Contracting Officer named on the front page of this RFP.

### **3.22 RENOVATION**

At least every five (5) years of occupancy at the request of the State, the Lessor shall renovate the space awarded in this RFP by refurbishing, refinishing, or replacing all damaged or worn finishes including: floors, walls, ceilings, window coverings/paint or built-in building furnishings and fixtures.

Specifications for the materials must comply with Section 4.0 Building Requirements.



STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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Lessor is responsible for all costs associated with the renovations, including moving expenses of all fixtures, furniture, and equipment. Lessor shall provide moving boxes, tape and labels if requested by State. Renovation work must be completed in such a manner as to not interfere with the State's business. Lessor is required to provide State with a detailed schedule of the planned renovation project for its review and approval.

If the lessor fails to respond to the State's renovation request within thirty (30) days, the State reserves the right to hire competent workers to accomplish such renovation(s) at the Lessor's expense.

The State also reserves the right to extend the above time periods if the conditions are in the opinion of the State found to be still in acceptable condition.

**3.23 AS-BUILT DRAWINGS**

The Lessor shall provide "As-Built" drawings to reflect the total leased area prior to occupancy, including all improvements. Drawings to be at 1/8" scale. Drawings shall demonstrate: (a) usable square footage for all State leased rooms and areas, (b) location of all computer outlets and cabling, and (c) location of all electrical outlets. If the Lessor fails to provide the "As-Built" drawings **within thirty (30) calendar days from the date of occupancy**; the State shall have the right to secure "As-Built" drawings prepared by a State of Alaska licensed and registered Architect or Engineer, and to deduct the costs incurred, including administrative costs, from the lease payments.

**3.24 CONTRACT CHANGES**

Changes in the configuration of the space proposed, by either the Offeror or the State, after the Notice of Final Award and Notice to Proceed, but before occupancy, shall be mutually agreed upon in writing by the Offeror and the Contracting Officer before such changes are actually accomplished.

Changes in the space may be required by the State solely for its convenience, and at its sole discretion. The Offeror shall perform the changes after authorization by the Contracting Officer. The Offeror shall provide correct and true cost and pricing data to the Contracting Officer before making any changes in the space. The Contracting Officer may prescribe forms and procedures for authorizing changes to the space.

**3.25 STATE INSTALLED FIXTURES**

All fixtures and equipment installed in the premises by the State, whether permanently affixed thereto or otherwise; shall continue to be the property of the State; and may be removed by the State at any time, provided however, the State shall, at its own expense, repair any injury to the premises resulting from such removal.

**3.26 RESTORATION LIABILITIES**

The State is not liable for restoration or removal of improvements, fixtures, equipment, or alterations required to meet the RFP requirements. Alterations or additions made after occupancy shall be made only with the written approval of the Lessor; however, said approval shall not be unreasonably withheld. Consent to proposed alterations or additions being made by qualified contractors or workers skilled in the trade shall be considered as acceptance of the revised building improvements. The Lessee shall not be liable for restoration of the facility to its condition at date of occupancy.

**3.27 FIRE PREVENTION**

The Lessor shall maintain the building and space occupied in keeping with good fire prevention practices. The State reserves the right at reasonable times to enter and make fire prevention and fire protection inspections of the building and space occupied. If any fire hazard is detected through inspection of the building and space occupied, the detected fire hazard shall be corrected by the Lessor promptly, and at no expense to the State.

**3.28 ACCIDENT HAZARD**

The Lessor shall maintain the building free of structural or mechanical hazards. If any accident hazards relative to the structure or building operating equipment are detected through inspections of the space, the hazards shall be corrected by the Lessor promptly, and at no expense to the State.

**3.29 INTERRUPTION OF UTILITIES AND SERVICES**

In the event, that in the reasonable judgment of the State, the lawful enjoyment of the leased space is threatened by the interruption or severance of utilities and services provided hereunder by the Lessor, and when such interruption or severance is due to deliberate, or negligent, or tacitly negligent act of the Lessor, the State shall have the right to bind such utilities and services as are threatened, in the name of the State. The State shall be free to deduct from the lease payments the costs of such utilities and services, together with all necessary deposits and the State's actual administrative costs necessary to procure the utilities and services.

**3.30 MAINTENANCE AND REPAIR**

The Lessor shall assume sole responsibility for the maintenance of the demised premises. This responsibility encompasses keeping the premises in good repair and tenantable condition and maintaining the premises in conformity with the original solicitation document. The term "repair" includes repairs of any type including but not limited to exterior and interior, structural and nonstructural, routine or periodic, except as in case of damage arising from the negligence of the State's agents or employees. The

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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Lessor agrees that after reasonable notice in writing by the State to the effect that the repair, maintenance, or service obligations as specified herein for the demised premises have not been satisfactorily fulfilled; the State can then obtain competent workers to correct the deficiencies. The Lessor shall pay all related costs either by direct payment or by the State making the payment to the workers and reducing the rent accordingly.

Lessor must provide the State access to all areas of the building, including, but not limited to, mechanical, electrical, and plumbing systems; the roof; areas above the ceiling; and janitorial closet(s) for the purpose of inspection, and if warranted, testing by the State and its consultants. Lessor will be financially responsible for correcting all of the State's identified deficiencies within (10) ten days of receipt of cure notice. In the event an identified deficiency cannot reasonably be corrected within the 10 days, the Lessor and State must within that 10 days mutually agree upon a reasonable timeline for resolution.

Lessor must clean all of the HVAC system every (5) years to include: air ducts, coils, drain pan, registers, grills, air plenum, blower motor and assembly, heat exchanger, air filter, air cleaner, etc. This task must be accomplished by a qualified certified contractor and a member of National Air Duct Cleaners Association (NADCA). Lessor must provide proof to the State this requirement has been completed upon request.

**3.31 CASUALTY DAMAGE**

The Lessor is responsible for the accomplishment and cost of any building alterations that may be required to correct any casualty damage. If said facilities or any part thereof are rendered untenable, a proportionate part of the rent, according to the extent of such untenability, will be abated and suspended until said premises are again made tenantable and restored to their former condition. If said premises are made tenantable again within thirty (30) calendar days, the State will return to the facility. In the event Lessor fails to correct casualty damage within thirty (30) calendar days then State will have the right to (1) terminate the lease or (2) hire competent workers to correct such damage. State shall have the right to offset the sum it expends in performing such work against the next installment(s) of rent coming due within this lease.

**3.32 COMPLIANCE WITH LAWS**

All building and site improvements shall conform to all applicable federal, state and local laws, ordinances, codes and regulations including occupational health and safety regulations.

The Lessor will be responsible for the accomplishment and cost of any building alterations which may be required to correct violations of all applicable federal, state and local laws, codes, ordinances and regulations.

**3.33 TENANTABILITY**

Facilities provided must be tenantable and comply with all laws pertaining to tenantability and the performance of this provision.

If the premises or any part thereof are rendered untenable by casualty or declared untenable by a regulatory agency or public official, a proportionate part of the rent, according to the extent of such untenability, will be abated and suspended until the premises are again made tenantable and restored to their former condition.

If the premises or a substantial part thereof are rendered untenable and remain so for a period of thirty (30) days, the State may, at its option, terminate the lease by written notice to the Lessor. This thirty (30) day period shall not be so restrictively construed that the State is bound to remain in the leased facility if the State's business cannot be safely executed. The State's determination shall be binding regarding tenantability. If untenable conditions are determined to exist, the State has the right to move elsewhere.

If the premises are made tenantable again within the thirty-(30) day period, the State will return to the facility. The State has the right to recover any excess costs, over the abated lease payments, occasioned by relocation due to such untenable conditions.

In the event the Lessor fails to correct damage or violation(s) within the thirty (30) day period the State will have the right to terminate the lease, or will have the option of hiring competent workers to correct the damage or violation(s). The Lessor will bear the cost of all such labor and materials. The Lessor agrees that damage or violations corrections performed by the State will not be construed to constitute a breach of the terms of this Request for Proposal and the subsequent lease.

**3.34 PEACEFUL OCCUPANCY**

If the State shall pay the rent as provided by the lease; and shall keep, observe and perform all of the other covenants of the lease by it to be kept, performed and observed, the State shall and may peaceably and quietly have, hold, and enjoy the premises for the term of such lease.

**3.35 PAYMENT DEFAULT**

If the State shall at any time be in default in the payment of rent or in the performance of any of the terms of the lease, and shall fail to remedy such default within sixty (60) days after written notice thereof from the Lessor, it shall be lawful for the Lessor to enter upon the premises and repossess and enjoy the same as if the lease and everything therein contained on the part of the Lessor to be done and performed shall cease and terminate without prejudice, however, to the right of the Lessor to recover from the State all rent due up to the time of such entry. In case of any default and any entry by the Lessor, the

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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Lessor may re-let the premises for the remainder of the term for the highest rent obtainable and may recover from the State any deficiency between the amount so obtained and rent specified by the lease.

**3.36 HOLDING OVER**

Prior to the lease expiration, the State will provide a (60) day written notice to the Lessor, informing the Lessor the Lease will be in hold over status, for a period up to six months, at the same monthly lease rate. Continued tenancy after the initial six (6) month period shall be at current market rate for a maximum additional period of six (6) months. After a combined hold over period of one year tenancy shall be construed to be a month-to-month at market rate as determined by the State's broker. All other terms and conditions specified by the lease remain the same.

**3.37 FISCAL NECESSITY – NON-APPROPRIATION OF FUNDS**

The fiscal year for the State of Alaska is a twelve-month period beginning July 1 and ending June 30 of the following calendar year. Lease payments from the State are subject to annual appropriation of funds by the Alaska State Legislature. After the initial fiscal year of the lease, the State has the right to terminate this lease in whole, or in part, if (1) the Alaska State Legislature fails to appropriate funds budgeted for continuation of this lease, and/or (2) the Alaska State Legislature fails to appropriate funds to the occupying agency(s) that results in a material alteration or discontinuance, in whole or in part, of the occupying agency(s)' programs. The termination of the lease for fiscal necessity and non-appropriation of funds under this section shall not cause any penalty or liability to be charged to the State, and shall not constitute a breach or an event of default by the State.

**3.38 LESSOR, LESSOR'S EMPLOYEES and CONTRACTOR'S SECURITY REQUIREMENT**

The State may request fingerprints, Department of Public Safety background clearance or conduct other investigations of the Lessor, Lessor's employees or employees of contractors and subcontractors performing work within the space occupied by the State. Should such request be denied or unfulfilled within ten (10) days, the State has the right to terminate the lease or prohibit access of leased space to Lessors, Employees, Contractors and/or Subcontractors. Should this refusal of access limit routine maintenance or janitorial services to the State, the State has the right to employ such services independent of the Lessor and to deduct the cost of services from lease payments.

The State at its discretion may limit or deny access to individuals in which they deem could be a security risk to the State, its employees, or its mission.

**3.39 STATE'S RESPONSIBILITIES**

The State will:

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- (1) use and occupy the premises in a careful and proper manner,
- (2) not use or occupy the premises for any unlawful purposes,
- (3) not assign the lease nor underlet the premises or any part thereof, without the written consent of the Lessor provided, however, that such consent shall not be unreasonably withheld,
- (4) not use or occupy the premises or permit the same to be occupied for any purpose or business deemed hazardous or in any way unsafe,
- (5) make no alterations or additions in or to the premises without the written consent of the Lessor, which consent shall not be unreasonably withheld,
- (6) pay monthly rent as stipulated herein,
- (7) leave the premises at the expiration or prior to termination of the lease or any renewal or extension thereof, in as good condition as received, or in which modified by or approved by the Lessor, excepting reasonable wear and tear, and/or loss or damage caused by fire, explosions, earthquake, acts of God, other casualty, or as provided for in the HOLD HARMLESS paragraph,
- (8) and permit the Lessor to enter the leased premises at reasonable times to examine the conditions of same.

### **3.40 HOLD HARMLESS**

The Lessor shall indemnify, hold harmless and defend the State from and against any claim of, or liability for error, omission or negligent act of the Lessor under this agreement. The Lessor shall not be required to indemnify the State for a claim of, or liability for, the independent negligence of the leasing or the occupying agency. If there is a claim of, or liability for, the joint negligent error or omission of the Lessor and the independent negligence of the leasing or the occupying agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Lessor" and "the State", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the leasing or the occupying agency's selection, administration, monitoring or controlling of the Lessor and in approving or accepting the Lessor's work.

### **3.41 INSURANCE**

Without limiting Lessor's indemnification, Lessor shall purchase insurance at its own expense and maintain it in force at all times during the performance of services under this

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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lease the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Lessor's policy contains higher limits, the State will be entitled to coverage to the extent of such higher limits.

- (1) Proof of insurance is required for worker's compensation insurance. The Lessor shall provide and maintain, for all employees of the Lessor engaged in work under this lease, Worker's Compensation Insurance as required by AS 23.30.045. The Lessor will be responsible for Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services under this lease. This coverage must include a waiver of subrogation against the State of Alaska.
- (2) Proof of insurance is required for commercial general liability insurance with coverage limits not less than \$1,000,000 combined single limit per occurrence and annual aggregates where generally applicable. The State of Alaska shall be named as additional insured.
- (3) Proof of insurance is required for commercial automobile liability insurance for any vehicle used by the Lessor or any subcontractor who directly or indirectly provides services under this lease with coverage limits not less than \$500,000 combined single limit per occurrence.

All insurance shall be considered to be primary and non-contributory to any other insurance carried by the State through self-insurance or otherwise.

**A "Certificate of Insurance" for the insurance described above should be provided with your offer.** Failure to provide satisfactory proof of insurance may cause the State to declare the Offeror non-responsive and to reject the offer. The successful Offeror shall provide evidence of continuous coverage by submitting, without reminder, a renewal Certificate of Insurance annually to the State of Alaska, Department of Administration, Division of General Services for the life of the lease and any renewals and/or extensions.

**3.42 CONSTRUCTION (New Improvements & Remodels)**

A. Improvements Prior to Occupancy: Offerors shall insure compliance with the following requirements and guidelines in procuring construction services that are directly related to the State's initial occupancy, unless otherwise authorized by the State of Alaska.

- (a) All contractors and subcontractors must have a valid State of Alaska business license.
- (b) Lessors shall employ reasonable competitive bidding principles and procedures in all selections for construction with a total expected value in excess of two thousand five hundred dollars (\$2,500).

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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- (c) Lessors shall document, and provide to the State of Alaska, a complete schedule identifying bids received.
- (d) Lessors must ensure compliance with all applicable state and federal laws; rules and regulations, including those concerning workers' compensation, social security, unemployment insurance, hours of labor, wages (including filing certified payrolls with the Department of Labor and other related requirements pursuant to the Little Davis-Bacon Act, AS 36.05, when applicable) working conditions and other employer/employee-relations.
- (e) Offerors must insure compliance with the INSURANCE and HOLD HARMLESS paragraphs herein.
- (f) The Lessor agrees to follow agreed upon reasonable work practices while performing work in occupied lease space, which standards are further described in the attached (Exhibit B). The Lessor further agrees to take reasonable steps to reduce the amount of construction related disturbances in the lease space, in an effort to permit the State to continue to do business during normal business hours. Normal business hours are defined as Monday through Friday, from 8:00 a.m. to 5:00 p.m.
- (g) Recognize that, the Lessee shall promptly notify the Lessor of any significant and extended disturbance related to construction that rises to the level that the State can no longer conduct business in the office space. The Lessor recognizes that it shall then be required to immediately cease or modify the work in the area identified during normal business hours to minimize the disruption to the affected area.
- (h) Recognize that the Lessor shall provide Lessee for review and approval a construction schedule for all work required to be performed in and around the lease premises in advance of the work's commencement. Lessor shall notify Lessee of any changes to the agreed upon schedule a minimum of two business days in advance of any proposed change in the agreed upon schedule. Lessee shall notify Lessor of any anticipated business activity that could affect the agreed upon schedule a minimum of two business days in advance.

B. Remodels After Occupancy: Lessor's shall use the following requirements and guidelines in procuring construction services that are directly related to the State's occupancy, unless otherwise authorized by the State of Alaska. During the entire term of the State's occupancy, the State reserves the right to procure construction services that



STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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are directly related to the State's occupancy, or allow the Lessor to provide construction services using the following requirements and guidelines.

- (a) All contractors and subcontractors must have a valid Alaska business license at the time of selection.
- (b) Offerors shall employ reasonable competitive bidding principles and procedures in all selections for construction with a total expected value in excess of two thousand five hundred dollars (\$2,500).
- (c) Offerors shall document, and provide to the State of Alaska, a complete schedule identifying bids received.
- (d) Offerors must ensure compliance with all applicable state and federal laws; rules and regulations, including those concerning workers' compensation, social security, unemployment insurance, hours of labor, wages (including filing certified payrolls with the Department of Labor and other related requirements pursuant to the Little Davis-Bacon Act, AS 36.05, when applicable) working conditions and other employer/employee-relations. A Special Notice to Offerors related to changes in the Little Davis –Bacon Act effective July 1, 2003 is included in Section 10 of this solicitation.
- (e) Offerors must insure compliance with the INSURANCE and HOLD HARMLESS paragraphs herein.

**3.43 JANITORIAL and MAINTENANCE SERVICES**

Unless otherwise indicated, the Lessor shall be responsible for janitorial/maintenance services as outlined below for the entire space. These services shall be performed after office hours unless otherwise specified or as convenient as possible to the occupying agency(s). The premises generally are occupied Monday through Friday, except State holidays. In the event that various areas are occupied at times other than specified herein, the janitorial services shall be performed at other times as convenient. The State may request these services be completed during business hours at no additional costs if deemed in the best interest and security of the State.

DAILY SERVICES:

- Empty wastebaskets.
- Collect all designated waste paper and trash and dispose of it away from the premises.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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- Pick up and deposit all recyclable papers into a State designated container, if provided.
- Sweep halls and floors in the interior of the buildings. Tile floors are to be swept with a yarn broom or a dust mop treated with polyethylene glycol or similar non-injurious material.
- Vacuum all carpets and rugs.
- Mop or scrub toilet room floors, wash all plumbing fixtures with warm water, disinfectant and soap. Disinfect urinals and water closets. Damp wipe all dispensers, tiled portion of toilet room walls and stall partitions with disinfectant.
- Provide and maintain adequate supplies of toilet paper, seat covers, deodorizers, feminine hygiene products, towels and soap in toilet rooms. These supplies are to be of standard or better quality and are to be furnished by the Lessor. Lessor shall also provide a closed disposal container for waste sanitary napkins.
- Clean any drinking fountains.
- Police sidewalks, building perimeter and parking areas by collecting and removing all trash and other discarded materials, including cigarette butts.
- At the end of each workday, the supervisor shall inspect the entire building to ensure that all work is complete and all necessary doors are locked.

MONTHLY SERVICES:

- Dust all visible surfaces of furniture, fixtures, and equipment to a height of six (6) feet.
- Damp mop all floors and machine buff all waxed floors to remove traffic marks and restore luster of wax.
- Remove all finger marks and smudges from walls, woodwork, and glass surfaces, including relites.

EVERY SIX-MONTHS SERVICES:

- Vacuum fabric furniture.
- Shampoo carpets, front entry walk off floor coverings, and rugs.
- Dust or vacuum window covering such as drapes and blinds, overhead pipes or moldings that must be reached by ladder.
- Dust or wash light fixtures as appropriate for greatest light efficiency.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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- Wash windows and glass wind deflectors inside and out leaving no streaks. Wipe water spots from sills and frames. Use drop cloths as required to protect adjacent surfaces, fixtures, and furniture. Wash windows at equal intervals of time, weather and conditions permitting.
- Wash all wastebaskets.
- Wash walls in public halls and stairwells where wall covering permits.
- Wash pipes and rails in stairwells.
- Clean and wax all paneling.
- Clean all exterior windows.

**AS REQUIRED SERVICES:**

- Replace burned out lamps to be furnished by the Lessor.
- Clean light lenses.
- Remove snow and ice from sidewalks, entrances, building roof overhangs, outside storage areas and parking areas as applicable to an extent that will render the areas safe to pedestrian traffic and automobile operation.
- Furnish, clean and maintain rugs or entrance mats at each building entrance of sufficient size to preclude tracking.
- Remove spots and stains from carpets, rugs and tile. Remove all foreign matter (gum, smudges, etc.) from floors, handrails, and furniture.
- Remove wax from all floors and apply good skid resistant wax of a type recommended by floor manufacturers. When wax is dry, machine buff to smooth sheen.

***3.44 COMPLIANCE***

The Lessor agrees that after reasonable notice by the State to the effect that the janitorial/maintenance obligations as specified herein for the demised premises have not been satisfactorily fulfilled; the State may then obtain competent workers to correct the necessary items all of which will be paid for by the Lessor either by direct payment, or by the State making the payment to the workers and reducing the rent accordingly.

**END OF SECTION**

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## **4. BUILDING REQUIREMENTS**

### **4.1 TYPE OF BUILDING**

The space proposed shall be in a building of sound and substantial construction. The building and the area in which it is located shall be clean and free from objectionable odors, vermin, rodents, or other conditions which, in the opinion of the State, will be detrimental to agency operation. The State's opinion shall be binding.

### **4.2 USABLE AREA**

The Usable Area of the leased space shall be defined as the areas of the building occupied by the State to house personnel, equipment, fixtures, furniture, supplies, goods and merchandise. The Usable Area shall not include building corridors, restrooms, lobbies, stairwells and other building amenity or building facility area, regardless of whether the State occupies an entire floor or an entire building.

The Usable Area of the leased space shall be computed by measuring to the finished surface of the office side of corridors and other permanent walls; to the center of partitions that separate the office from adjoining usable areas; and to the inside finished surface of the dominant portion of the permanent outer building walls. No deductions shall be made for columns or projections necessary to the building.

The State shall have full access to and use of all common areas of the building including, but not limited to elevators, lobbies, stairwells and restrooms.

### **4.3 WINDOW COVERING**

Interior relites and all outside windows that provide visibility into the lease space from any areas outside of the lease space or outside of the building, including common area corridors or other building occupants' lease space or operating areas, shall be equipped with State approved drapes, blinds, shades or other material ready for use with all necessary hardware. Operation of window coverings and hardware shall be accessible to the tenant. Window coverings shall reduce glare and have an openness factor no greater than 3%, except north facing window coverings may have an openness factor up to 5%. Window covering shall be of good quality and appearance matching the decor of the space and shall adequately reduce incoming heat and light to a comfortable level.

### **4.4 FLOOR COVERING**

All floors shall be covered with carpet except for the floors in the break room, coffee areas, locker rooms, public and employee restrooms and other designated areas, which shall be resilient flooring or ceramic tile.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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Carpet shall be commercial loop rated for heavy traffic. Carpet shall be new or used and shall have built-in static control (less than 3.5 KV) and shall be non-allergenic. Carpet shall be constructed of 100% branded type 6 or type 6.6 nylon with a minimum face weight of 26 18 ounces for carpet tile (22 ounces for broadloom) and a minimum yarn density of 6,500. Provide 1/12 gauge, multilevel/textured patterned loop carpet tile or broadloom carpet with a high-performance backing in high traffic areas. Resilient flooring shall be new, commercial quality, homogeneous sheeting or tile. Restroom floors shall be homogenous resilient sheet flooring with welded seams or ceramic tile. Resilient flooring, if previously used, shall be free of holes, defects, stains and excessive wear. Offerors shall provide the Contracting Officer a minimum of five (5) color choices, for the State's final color selection.

Grating, runners, rubber finger mats or other aggressive entry matting systems must be installed and regularly maintained at the front entrance to the building and the State's leased space to minimize tracking dirt, snow or ice into the space.

#### **4.5 FLOOR LOAD**

All floors shall be capable of supporting loads in conformance with current building codes for specific occupancy and intended use. The minimum design load for general office occupancy shall be fifty (50) lbs. per square foot live load and twenty (20) lbs. per square foot dead load unless current building codes set a higher minimum. Floors used for purposes other than general office space such as: storage, high density files, or other non-office occupancy shall be analyzed by an Alaska registered engineer and space shall be occupied only after the engineer certifies in writing that the existing floor system can support the proposed layout with actual weights.

#### **4.6 ACOUSTICAL REQUIREMENTS**

Acoustical separation and absorptive properties must be sufficient to permit work to occur simultaneously in conferences, waiting rooms, and offices. It is the Offeror's responsibility to furnish appropriate constructions and details to meet the acoustical criteria set forth in this section. Background noise due to building equipment operation shall be limited to a maximum Noise Criteria (NC) level of 40 in public areas, open plan offices and circulation spaces and NC 35 in office areas.

Offices and similar space shall be furnished with acoustic ceiling tiles, panels or other sound absorption material. The Reverberation Time (RT) in public areas and open office areas shall not exceed 1.2 seconds between 500-2000 Hz.

##### **4.6.1 PARTITIONS**

The following minimum Sound Transmission Class (STC) or Noise Insulation Class (NIC) rates for partitions apply unless they are specifically modified elsewhere in this document.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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• Private offices and other rooms	STC 49	NIC 42
• Suite separation walls, conference rooms, special offices, and restrooms	STC 52	NIC 45
• Highly sensitive specialty rooms, confidential rooms	STC 55	NIC 47

Providing a partition with the listed STC rating is acceptable, as is meeting the equivalent NIC rating between spaces as proven via field testing. If NIC field testing is used to achieve compliance, a sound masking system may be utilized as part of the solution in achieving the minimum NIC rating.

Sound rated walls or partitions with a sound rating of STC 40 or higher shall extend full-height to the deck above, or shall intersect with a gypsum board ceiling with an equivalent STC rating. Sound-rated walls shall be insulated using fiberglass batt insulation, shredded cellulose, mineral wool or similar filler. Standard doors shall be solid core and gasketed. For walls specified to achieve an STC rating of 50 or greater, corresponding doors shall have a minimum STC rating of 30. For all sound-rated walls, all penetrations, outlets boxes and perimeter conditions shall be caulked airtight with acoustic sealant to maintain the specified sound ratings. Details may be found in the Sound Control chapter of the Gypsum Association Fire Resistant Design Manual, publication GA-600-2015.

Unless otherwise specified, all partitions without a sound rating shall be floor to ceiling, flush type.

All walls and partitions shall be drywall construction with a smooth finish and paint as indicated below.

#### **4.7 PAINTING**

All exposed surfaces shall be finished to acceptable standards. Colors shall be selected by the State. Offeror shall provide the Contracting Officer a minimum of three (3) color choices.

Paint for interior walls shall consist of a minimum of one coat of primer with volatile organic compounds (VOC's) less than .9 lbs. per gallon plus two coats of acrylic eggshell interior paint with VOC's less than 1.0 lbs. per gallon.

Paint for interior doors and trim shall consist of a minimum of one coat of acrylic latex primer with VOC's less than .9 lbs. per gallon plus two coats of acrylic semi-gloss interior paint with VOC's less than 1.3 lbs. per gallon.

#### **4.8 DOOR HARDWARE**

All doors shall be equipped complete with all necessary hardware. All doors that open into public corridors or space shall be furnished with deadbolts that are internally connected to the latch. Such doors shall be operable with a “one step process.” All door hardware shall meet ADA Standards and requirements of the International Building Code. Except as noted, locks on all entry doors, private office doors and other secure space doors shall be master keyed.

Two copies of the master key are required.

Individual office keys and keys for all common entrances shall be supplied for 105 employees upon initial occupancy.

#### **4.9 NATURAL LIGHT**

The space proposed for lease shall have direct natural light through windows in offices and areas designated as workstation/office space areas.

A minimum of 10% of outside window area relative to the overall office, workstation, and circulation floor space areas is required. Skylights and clerestories may be considered as outside windows. Only 30% of the glazed area of each skylight or clerestories may be counted towards the required window area. In no case shall skylights or clerestories account for more than 50% of the required window area. Building configuration may preclude windows from being available in each office and workstation area. When preparing the final floor plans, the minimum of 10% window area must be achieved overall, and the windows shall be well distributed throughout the space (Example: 2 private offices @ 140 sq. ft. each plus a workstation floor space of 200 sq. ft. plus 100 sq. ft. of circulation floor space equals 580 sq. ft. overall floor space for office, workstation, and circulation areas). A minimum of 10% or 58 sq. ft. of window area is required.

All private offices that do not have a window shall have a relite adjacent to the door with framing of the same material as the door- frames. The glazed portion of the relite shall match the 10% requirement of outside window area (Example: 1 private office @ 100 sq. ft. with no windows requires a relite of a minimum of 10 sq. ft.).

#### **4.10 ELEVATORS**

Office space proposed under this solicitation that is on the second floor and above, must be served by an elevator meeting all municipal, state, and federal codes and guidelines, including ADA.

For the purpose of this section the word elevator means a hoisting or lowering mechanism which moves between two or more floors, **equipped with a multiple passenger car.**

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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Elevators are intended for the convenience and use of the State and the general public and shall provide 24-hour access to the leased space proposed under this Request for Proposal. The Offeror must meet the requirements of this section for all leased space above the first floor.

Elevator access to the leased space must be available to the public during the State's normal business hours and to State employees during off -hours.

#### **4.11 SIGNS**

The Lessor shall provide and erect/affix adequate signage to identify the State's presence and to easily direct the public to the State's space. In addition, signage shall meet all locally adopted regulations and codes including ADA Standards. Signs shall be approved by the State and provided and erected at no cost as follows:

- In all building entrances, public or common lobbies, hallways, and elevator lobbies.
- On all doors or walls at entrances to the State's leased spaces.
- Parking (State and Visitors)
- Building exterior

The State reserves the right to affix additional door or wall signs, at the State's cost, within its leased space to further identify room names and/or numbers.

#### **4.12 DRINKING WATER**

Drinking water shall be provided by public drinking fountains at a central location on each floor. Bottled water in dispensers may be substituted for permanently installed systems provided that the Lessor also provides disposable cups and has a system to insure water is available at all times. Lessor must meet all ADA Standards and building code requirements relating to drinking fountains and access to drinking water.

#### **4.13 PUBLIC RESTROOMS**

Separate facilities for men and women shall be provided on each floor in compliance with all applicable codes, including ADA Standards. If the restrooms are not located within the State's exclusive lease space, the restrooms must be within 150 feet of the entrance to the State's exclusive lease space with access via climatized, common area corridors. Access to the restrooms shall not require ingress or egress through other building occupants' operational areas or lease space. If the public restrooms are located within the leased space, access to the restrooms shall not require ingress or egress through employee work areas. Each toilet room shall have a privacy arrangement; hot and cold running water; mirrors; soap; sanitary tissue seat covers and paper towel dispensers;



feminine hygiene product disposals in the women's restrooms; diaper changing table; deodorizers, hand sanitizer located at the restroom exit and appropriate ventilation.

#### **4.14 ELECTRICAL REQUIREMENTS**

Power Distribution: The power distribution system serving the leased space shall include distribution equipment to provide 120 volt single phase, and 208 volt or 240 volt single phase power. Receptacle loads, branch circuits, panel boards and feeder loads shall be calculated in accordance with the National Electric Code. All panel boards shall have a minimum of 25% vacant space for future expansion.

Lighting: Lighting fixtures shall be provided that meet the National Energy Policy Act and produce well- diffused illumination. Lighting shall meet the guidelines and lighting levels established in The Lighting Handbook, 10<sup>th</sup> Edition, published by the Illuminating Engineering Society (IES). Lighting shall be provided that meets the guidelines without reliance on task and furniture/workstation lighting provided by the tenant. Compliance with the guidelines shall be certified by an Alaska registered professional engineer.

All lamps shall be consistent throughout space with regards to color temperature, quality, and type. A maintenance program shall be conducted to maintain this consistency.

All fixtures shall be cleaned, with lamps and lenses replaced prior to occupancy to be in like-new condition.

Switching: Individual switching shall be provided for each room or area. Switches shall be located inside the lighted space, adjacent to the entry, accessible with doors open or closed. In lieu of or in addition to above, lighting may be controlled by a building control system. Motion detectors are acceptable in lieu of switches for all spaces except open offices. Provide three- or four-way switching, as appropriate, in corridors and large rooms with more than one entry.

Electrical Outlets: Unless otherwise specified, office and similar type workspace shall be provided with not less than one (1) duplex outlet on every eight (8) linear feet of wall space and one (1) duplex outlet on every wall less than eight (8) linear feet.

In toilet rooms provide a minimum of one duplex receptacle with ground fault protection above counter, adjacent to sink or mirror, and a minimum of one (1) general use receptacle.

Provide all required power and data telecommunication at State's system's furniture which shall be located at all of the work stations identified in paragraph 4.24 (CONFIGURATION).

Documentation: The Lessor shall post an up to date floor plan at each circuit breaker panel with labeling to correspond to individual circuit breaker labels.

#### **4.15 VOICE AND DATA REQUIREMENTS, Telecommunications Distribution System (TDS)**

##### **4.15.1 PART 1, GENERAL**

###### **4.15.1.1 DESCRIPTION AND GENERAL SPECIFICATIONS**

- A. The intent of this Specification is to place in working order a complete, fully tested and documented Telecommunication Distribution System consisting of wall or free standing equipment racks or cabinets, telecom rooms (where applicable), a Category 5e horizontal cable sub-system, cable pathways, and an optical fiber cable backbone sub-system (where applicable) complying with the Codes and Standards referenced herein. The TDS shall include (but not be limited to) provision of all raceways, sleeves, boxes, gutters, shelves, enclosures, shelf and enclosure supports, backboards, equipment racks, line and low voltage wire and cable, patch cords, pull ropes (in unused conduits), terminal modules, panels, outlets, jacks, splices, connections, cable management, labeling, testing and all other material, equipment, and labor required to make the systems fully operational.
- B. Local access to Fiber Optic Metropolitan Area Networks: For any site to be considered, the offered space shall have direct connectivity to the carrier's fiber connected network at the facilities point of demarcation. The Offeror must include any cost that may be associated with this requirement in the price offer section (6.2) of the RFP.

###### **4.15.1.2 COORDINATION**

- A. The layout and installation of the systems specified herein shall be coordinated such that all special requirements for telecommunications systems shall be provided and incorporated into the project. The systems to be coordinated shall include (but are not limited to) electrical raceway, optical fiber backbones (where applicable) grounding, fire rated assembly, lighting, power distribution, control and instrumentation, and labeling of cables, terminations, outlets, jacks, etc.

###### **4.15.1.3 CODES AND STANDARDS**

- A. Where a Nationally Recognized Testing Laboratory (NRTL) listing or classification exists for a product and the product is suitable for the purpose specified and indicated, the product shall bear the appropriate marking indicating the listing or classification.
- B. Where a UL Standard is in effect, equipment shall:
  - 1. Meet that Standard.

2. Bear the UL Label.

**4.15.1.4 REFERENCE CODES AND STANDARDS**

A. The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only, latest edition. The reference codes and standards are minimum requirements.

Reference	Title/Revision
ANSI/IEEE C2	National Electrical Safety Code
ANSI/NFPA 70	National Electrical Code
ANSI/TIA/EIA-568-B.1	Commercial Building Telecommunication Cabling Standard Part 1: General Requirements
ANSI/TIA/EIA-568-B.2	Commercial Building Telecommunication Cabling Standard Part 2: Balanced Twisted-Pair Cabling Standards
ANSI/TIA/EIA-568-B.2-1	Commercial Building Telecommunication Cabling Standard Part 2: Addendum 1: Transmission Performance Specifications for 4-Pair 100Ohm category 6 cabling, 2002
ANSI/TIA-568-B.2-10-2008	Transmission Performance Specifications for 4-Pair 100 Ohm Augmented Category 6 Cabling
ANSI/TIA/EIA-569-A	Commercial Building Standards for Telecommunications Pathways and Spaces
ANSI/TIA/EIA-606-A	Administration Standard for Commercial Telecommunications Infrastructure
ANSI/TIA/EIA-607	Commercial Building Grounding and Bonding Requirements for Telecommunications
BICSI	Telecommunications Distribution Methods Manual
IEEE	LAN Standards: 802.3; 802.4; 802.5; 802.6
UL 1449	Transient Voltage Surge Protection

**4.15.1.5 OPERATING CONDITIONS**

- A. Telecom Rooms shall support electronic equipment designed for office environments and shall maintain continuous operation of such equipment under ambient environment conditions of between 64 degrees F and 75 degrees F. Relative humidity shall be maintained between 30% and 55%, non-condensing. Cooling and humidification/de-humidification to maintain such an environment shall be provided in each Telecom Room. Cooling and humidification/de-humidification to maintain such an environment shall be provided in each Telecom Room, all cooling and humidification/de-humidification equipment required for this room shall not be installed directly above the equipment rack.

**4.15.1.6 QUALITY ASSURANCE**

- A. Perform all Work in accordance with all regulatory rules and regulations as well as references in this specification.
- B. Perform all Testing in accordance with ANSI/TIA/EIA-568-B specifications.

**4.15.1.7 QUALIFICATIONS**

- A. The telecommunications work specified in this Section is acknowledged to require special skills mastered by education, experience, or both. In an effort to provide a minimum level of quality in products and installation, telecommunications work described in this Section shall be performed by specialty telecommunications contractors.
- B. Installation Certification:
1. The installation shall be performed by a certified installer of the cabling system, pre-qualified by the Manufacturer for the purpose of offering the Extended System Warranty as required in this Section.
- C. Contractor Experience:
1. Specialty subcontractors performing telecommunications work shall have a minimum of three years experience in the construction, testing, and servicing of systems of the type and magnitude specified herein.

**4.15.1.8 REGULATORY REQUIREMENTS**

- A. Work shall conform to the requirements of NFPA 70 and all local amendments.
- B. Work shall conform to the requirements of all Federal, State and Local Electrical and Telecommunications Regulations.

**4.15.1.9 Extended WARRANTY**

- A. To provide a minimum level of quality in products and installations, the Telecommunication Distribution System shall be provided with a manufacturer backed

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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warranty that shall extend from the date of Project Completion to the longer of twenty (20) years or the length of the Extended Warranty offered by the manufacturer of the system.

B. The Extended Warranty shall be extended to the Lessor via the manufacturer through a single point of contact and shall be fully backed by the manufacturer. The Extended Product Warranty and System Assurance Warranty for the Telecommunication Distribution System shall consist of the following:

1. Extended Product Warranty - The Extended Product Warranty shall ensure against product defects, that all approved cabling components exceed the specifications of ANSI/TIA/EIA 568-B and ISO/IEC IS 11801-B, exceed the attenuation and NEXT requirements of ISO/IEC IS 11801-B for cabling links/channels, and that the installation will exceed the loss and bandwidth requirements of ISO/IEC IS 11801-B for links/channels. The warranty shall apply to all passive Telecommunication Distribution System (TDS) components.
2. System Assurance - The System Assurance shall cover the failure of the wiring system to support any existing application, as well as additional application(s) introduced in the future by recognized standards or user forums that use the ANSI/TIA/EIA 568-B or ISO/IEC IS 11801-B component and link/channel specifications for cabling.
3. All communications system components shall be rated for end-to-end system Category 5e or greater performance levels on all pair combinations and warranted to support any existing or future applications which are designed to operate over a 100 MHz horizontal channel (as defined in ANSI/TIA/EIA 568-B.2.1). Performance shall be guaranteed under the Extended Warranty at 100 meters (328 feet):

C. Warranty programs approved as meeting the specified warranty are listed below.

1. Commscope Systimax Program.
2. Panduit Pan-Net Performance Guarantee
3. Siemon Cabling System Premium 5e Warranty.
4. ADC TrueNet Warranty Program.
5. Ortronics Applications Assurance and Extended Warranty Program

**4.15.1.10 MANUFACTURERS' RECOMMENDATIONS**

A. Installation procedures shall be in accordance with the recommendations of the manufacturer of the material being installed. A copy of the recommendations shall be kept at the job site.

**4.15.1.11 TERMINOLOGY**

- A. "TDS" shall refer to the Telecommunication Distribution System cabling and hardware infrastructure internal and external to a building or buildings used to transmit voice, video and data, etc.
- B. "Stations" shall refer to individual telephone or computers, or remote peripherals of those systems (e.g., printers, facsimile machines, modems, etc).
- C. "Outlets" shall refer to the group of receptacles or jacks at the location where the stations connect.
- D. "Jacks" or "Ports" shall refer to the individual receptacles where phones, computers, etc. connect.
- E. "Station Cables" shall refer to the horizontal cables connecting patch panels or terminal blocks in the Telecommunications Rooms to the stations.
- F. "Pathways" shall refer to conduits, sleeves, cable-trays, distribution rings, etc., which are employed to route backbone and stations cables between equipment rooms, telecommunications rooms, stations, outlets, etc.
- G. "Backbone Cables", "Riser Cables" or "Tie Cables" shall refer to copper cables 25-pair or more and optical fiber cables 2-strand or more, connecting main cross-connect facilities, intermediate cross-connect facilities and telecommunications rooms. These cables may include riser cables between floors.
- H. "Equipment Rooms" (ER) or "Communication Equipment Rooms" (CER) shall refer to a special-purpose room that provides space and maintains a suitable operating environment for large communications and/or computer equipment. Main rooms may also be referred to as an MDF.
- I. Telecommunications Rooms (TR)" shall refer to a floor-serving facility for housing telecommunications equipment, cable terminations and cross-connect wiring. This is the point at which station cables terminate. It may also be referred to as an IDF.
- J. "Terminal Blocks" shall refer to multiple punch down cable terminations.
- K. "Patch Panels" shall refer to rack or frame mounted multiple punch down cable terminations with RJ-45 style, 8P8C jacks on the face for "plug and play" cross connect capability.
- L. "Cable Management" shall refer to rings, troughs, gutters etc., mounted in conjunction with telecommunications distribution equipment and terminal blocks, for the orderly routing of cables, patch cords, etc.
- M. "LEC" shall refer to the Local Exchange Carrier providing telephone service to the facility.

**4.15.1.12 TELECOM RACK, CABINET, and DEDICATED ROOMS**

A. Telecom cabinets, racks, single, and multiple telecom rooms shall be provided per the following:

Cabinet/Rack/Telecom Room Configuration	Size of Lease Space				
	< 625 ft <sup>2</sup>	626 ft <sup>2</sup> 1,000 ft <sup>2</sup>	1,001 ft <sup>2</sup> - 3,000 ft <sup>2</sup>	3,001 ft <sup>2</sup> - 8,000 ft <sup>2</sup>	> 8,000 ft <sup>2</sup>
Wall mounted equipment cabinet with two dedicated 20A, 120V power circuits	Provide one wall mounted cabinet per Part 2	N/A	N/A	N/A	N/A
Wall mounted equipment cabinet with three dedicated 20A, 120V power circuits	N/A	Provide one wall mounted cabinet per Part 2	N/A	N/A	N/A
Single Telecom Room (8' x 10' minimum) with a free standing equipment rack and six dedicated 20A, 120V power circuits	N/A	N/A	Provide one free standing rack per Part 2	N/A	N/A
Single Telecom Room (9' x 11' minimum) with a free standing equipment rack and six dedicated 20A, 120V power circuits	N/A	N/A	N/A	Provide one free standing rack per Part 2	N/A
Multiple Telecom Rooms (each 9' x 11' minimum) each with a free standing equipment rack and six dedicated 20A, 120V power circuits	N/A	N/A	N/A	N/A	Provide one telecom room for each 8,000 ft <sup>2</sup> each with one free standing rack per Part 2

**Notes**

1. N/A – Not Applicable
2. For multiple telecom rooms, provide a 12 strand singlemode backbone fiber optic cable between a main telecom room and each additional telecom room.
3. For multiple telecom rooms, provide a 25 pair backbone riser cable between a main telecom room and each additional telecom room.
4. Where Telecom Rooms are shared, provide equipment cabinets in lieu of racks.

**4.15.2 PART 2, PRODUCTS**

**4.15.2.1 GENERAL**

- A. Some specific requirements in Part 2 of this Specification may not be applicable to all Leases. Refer to Part 1 of this Specification to determine specific requirements based upon size of lease space.
- B. Materials shall be as specified, first quality, manufacturer's current production.
- C. Copper cabling, connecting hardware, and related hardware shall be Commscope hardware with Commscope cable as required under the Commscope Systemax Warranty to establish standards for quality and performance. Listed manufacturers meeting all the system quality, performance and warranty requirements of this specification are also acceptable. Any other manufacturer's products must be approved by the State.
  1. Approved alternate connecting hardware products manufacturers are:
    - a. Panduit
    - b. ADC
    - c. Siemon
    - d. Ortronics
  2. Approved alternate cabling products manufacturers are:
    - a. Panduit
    - b. ADC
    - c. Belden
- D. Fiber optic cabling, connecting hardware, and related hardware in this section shall be Commscope hardware with Commscope cable as required under the Commscope Systemax Warranty to establish standards for quality and performance. Listed manufacturers meeting all the system quality, performance and warranty requirements of this specification are also acceptable. Any other manufacture's products must be approved by the State.



1. Approved alternate connecting hardware products manufacturers are:
    - a. Corning Cable Systems
  2. Approved alternate cabling products manufacturers are:
    - a. Corning Cable Systems
- E. Products shall provide the standard of performance required under paragraph 1.1 and the Special Warranty above.

#### **4.15.2.2 TELECOM ROOMS**

- A. Telecom Rooms shall be placed in a location that provides secure access from a common area and that minimizes the lengths of horizontal cabling so as not to exceed 90 meters in accordance with applicable Standards. Telecom Room doors shall swing outwards except where prohibited by Code and be key lockable. Telecom Room sizes and power requirements shall be based upon the size of the Lease Space as outlined in Part 1 of these Specifications:
- B. Termination Backboards shall be provided in Telecom Rooms consisting of the following:
1. Material: Type AC fire retardant plywood. Mount the plywood with the 'A' side exposed.
  2. Size: 3/4 inch to cover all walls.
  3. Finish: Flat latex, intumescent fire retardant paint, Flame Control Coatings No. 20-20, or equal. Paint plywood on all sides and edges including the back of the termination board prior to mounting on walls.
- C. Flooring in Telecom Rooms shall consist of the following:
1. For new buildings an anti-static tile floor shall be provided. For remodels when the floor is bare slab, paint it with anti-static paint and seal with anti-static sealant to hold down dust.
  2. Material: Static Dissipative, Vinyl Composition Tile equal to Armstrong SDT.
  3. Provide grounding connection to each static dissipative flooring system in two locations, in accordance with manufacturer's instructions.

#### **4.15.2.3 SEISMIC BRACING**

- A. Freestanding equipment racks shall be seismically braced in accordance with requirements of the IBC. Seismic bracing shall consist of rigid supports. Cables, wires, chains or other non-rigid materials shall not be used for seismic support. Provide approved fixed equipment anchorage assemblies as published by the manufacturer.

**4.15.2.4 FREE-STANDING EQUIPMENT RACKS**

- A. Where required by these Specifications, provide full height 19-inch wide NEMA standard open rack frame with the following features.
1. Vertical cable management channels with front mounted cable management rings and top mounted cable trough.
  2. Releasable hook and loop cable support straps.
  3. Rack assembly shall fit within 24 inches wide by 16.5 inches floor area.
  4. Material and Finish: Steel with black powder-coat painted finish.
  5. Electrically isolated 0.125 inch by 1 inch by 60 inches chassis ground bus bar on the right rear side of the rack, bonded to the chassis with #6 braided by 6 inches long bonding jumpers.

**4.15.2.5 WALL MOUNTED EQUIPMENT CABINETS**

- A. Where required by these Specifications, provide 19 inch wide, 14 inch deep NEMA standard open-frame, fixed, wall mounted equipment rack with the following features:
1. 21 Rack Unit (RU - 1 3/4 inch) mounting spaces.
  2. Laser cut steel, with black anodized finish.
  3. Vertical mounted cable management brackets for vertical cables
  4. Material and Finish: Steel with black powder-coat painted finish.
  5. Electrically isolated 3/16 inch by 3/4 inch by 18-5/16 inches ground busbar on the top rear side of the rack. Mount ground busbar on 1 inch insulating bushed standoffs.
  6. Lockable front door.

**4.15.2.6 FREE-STANDING EQUIPMENT CABINETS**

- A. Where required by these Specifications, provide full height 19 inch wide 30 inch deep NEMA standard enclosures with the following features:
1. Interior vertical cable management channels with front mounted cable management rings.
  2. Releasable hook and loop cable support straps.
  3. Top, bottom, front, rear, and side panels.
  4. Top panel shall have provisions for two openings for optional 4 inch standard fans.
  5. Top mounted 4-inch cooling fans.
  6. Rack assembly shall fit within 24 inches by 36 inches floor area.

7. Material and Finish: Steel with black powder-coat painted finish.
8. Electrically isolated 0.125 inch by 1 inch by 60 inches chassis ground bus bar on the right rear side of the rack, bonded to the chassis with #6 braided by 6 inches long bonding jumpers.
9. Lockable front and rear doors.

#### **4.15.2.7 CABLE MANAGEMENT**

- A. In Telecom Rooms, provide backboard mounted cable management to arrange cables and wires in a neat and workmanlike manner.
  1. Distribution rings installed in telecom rooms shall be "D" ring type. No bridle rings are permitted.
  2. Distribution rings shall be sized according the number and size of cables to be supported plus 25% spare capacity.
- B. In wall and floor mounted, equipment racks and cabinets, provide rack mounted cable management to arrange cables in a neat and workmanlike manner. Provide vertical and horizontal rack mounted cable management per the following:
  1. Vertical trough-type cable management for use with standard 7 foot equipment rack shall be minimum 4 inches deep.
  2. Horizontal trough-type cable management shall be 3-1/2 inch wide with horizontal and vertical routing rings, with 2 inches by 1.5 inch cutouts for through cable routing.

#### **4.15.2.8 IDC TERMINAL MODULES**

- A. Hardware shall be rated for ANSI/TIA/EIA 568-B Category 5e ratings and installed in accordance with ANSI/TIA/EIA 568-B guidelines. Blocks shall be color coded and documented in accordance with ANSI/TIA/EIA 606-A. Blocks shall be identified using clear label holders and labels. Blocks shall be UL Listed.
- B. Terminal Modules shall be of the Insulation Displacement (IDC) and shall support the system Category of the permanent channel hardware installed.
- C. Where required, building entrance protection terminals shall be provided by the LEC.

#### **4.15.2.9 HORIZONTAL CABLE PATCH PANELS**

- A. Patch Panels: Modular jack panels shall be provided in either 24 (1 Rack Unit) or 48 (2 Rack Units) port configurations. Modular jack panel installations shall contain a retaining trough between every panel. Modular Jack Panels shall be wired for T568A configuration. Patch panels shall have the following characteristics:

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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1. The terminations shall meet or exceed performance defined by ANSI/TIA/EIA-568-B.2, for Category 5e component, link, and channel performance.
2. UL Listed.
3. Comply with FCC Part 68.
4. Manufactured by an ISO 9001 Certified Manufacturer.

**4.15.2.10 HORIZONTAL CABLE INFORMATION OUTLETS/JACKS**

A. Outlet Requirements:

1. Single gang outlet information outlets shall be arranged in a quad-plex jack arrangement.
2. Provide outlet faceplates with both top and bottom labeling positions.
3. Provided blank module inserts for all unused module locations.
4. Provide full set of color coded snap-in icons for workstation outlets for use by the Lessor to mark jacks for analog and digital telephones, two unique classes of data, etc. Store icons in clear plastic bags in each IDF/MDF.

B. Communication Jack Requirements: Communications jacks shall consist of multi-position 8-pin modular (8P8C) jacks, utilizing the T568A termination style. Jacks shall have the following characteristics:

1. Jacks shall be manufactured by the same manufacturer as the modular patch panels.
2. The jacks shall meet or exceed performance defined by ANSI/TIA/EIA-568-B.2, for Category 5e component, link, and channel performance.
3. UL Listed
4. Comply with FCC Part 68.
5. Manufactured by an ISO 9001 Certified Manufacturer.

**4.15.2.11 HORIZONTAL CABLE PATCH CORDS**

- A. Provide factory assembled Category 5e Modular Patch Cords for each assigned port on the patch panel. Cords shall conform to the requirements of ANSI/TIA/EIA 568-B Commercial Building Telecommunications Cabling Standard, Horizontal Cabling Section, and be part of the UL LAN Certification and Follow-up Program. Cords shall be equipped with an 8 pin modular connector on each end and the minimum length patch cord shall be provided in each instance, to make an orderly, manageable connection between the patch panels or equipment being cross-connected.
- B. Patch cords shall be round, and consist of 24-AWG copper, stranded conductors, tightly twisted into individual pairs.

- C. Patch cords shall be manufactured by the manufacturer of the patch panels and jacks and meet or exceed the Channel performance defined by ANSI/TIA/EIA-568-B.

#### **4.15.2.12 HORIZONTAL CABLES**

A. General:

1. Horizontal cables shall be rated for Category 5e performance and shall be extended between the station location and its associated TR and shall consist of 4 pair, 24 gauge, UTP, and shall be terminated on the 8 pin modular jacks provided at each outlet. The 4 pair UTP cable shall be UL Listed Type CMP for use in plenum spaces in accordance with Article 800 of the NEC.
2. Provide cables with four FEP insulated conductor pairs (4/0 configuration).
3. Cables shall meet or exceed Category 5e performance specifications for the Channel as defined by ANSI/TIA/EIA-568-B.2.
4. UL or ETL Verified for Category 5e Electrical Performance.
5. UL Listed for Fire Safety.
6. Manufactured by an ISO 9001 Certified Manufacturer.

#### **4.15.2.13 SINGLE-MODE FIBER OPTIC CABLE**

- A. Where back bone fiber optic cables are required due to multiple telecom rooms per Part 1 of this Specification, provide single-mode (SM) fiber optic cable between the telecom rooms. The single-mode fiber optic cable shall be 8.3  $\mu\text{m}$  (typical) step-index optical glass with nominal 125  $\mu\text{m}$  core/cladding diameter. The optical fiber shall comply with ANSI/TIA/EIA-492CAAA. Single-mode fiber for indoor applications shall be of the tight buffered design.
- B. Single-mode fiber shall meet the following specifications:
1. Maximum Attenuation: 1.0/1.0 dB/km @ 1310/1550 nm.
  2. Maximum Distance for Running 1 GbE: 5 km @ 1310 nm.
- C. Fibers shall be color coded to facilitate individual fiber identification. Fibers shall have protective coating to ensure color retention, minimize micro-bending losses and improve handling. The coating shall be mechanically strippable.

#### **4.15.2.14 FIBER OPTIC CABLE PATCH CORDS**

- A. Where back bone fiber optic cables are required due to multiple telecom rooms per Part 1 of this Specification, provide fiber optic cable patch cords from same manufacturer as that providing fiber optic cabling. These fibers shall be constructed from glass of the same grade as that used to construct the backbone and horizontal cables.

B. Single-mode Patch Cord Specifications:

1. The fiber patch cord shall consist of buffered, step-index fiber with an 8.3 micron core (typical) and a 125 micron cladding. The fiber coating shall be covered by Aramid yarn and a flame retardant jacket.
2. Provide two-strand riser rated zipcord style cords for all duplex patch through and equipment connection applications. Provide single strand cords for single equipment connections.
3. Provide patch cords factory terminated with connectors in the type specified herein in the quantity and length(s) required to make an orderly, manageable connection between all patch panels and equipment being cross-connected.

**4.15.2.15 FIBER OPTIC CABLE PATCH PANELS**

A. Provide low density termination and administration points (patch panels) for the fiber cables in the telecommunications rooms where backbone fiber optic cable is required due to multiple telecom rooms per Part 1 of this Specification. The termination and administration points (patch panel) shall meet the following requirements:

1. Stackable and able to fit within a 19-inch rack frame with six adapter panel positions per two unit (3.5 inch) frame.
2. Hinged translucent door on the front side of the connector panels
3. Factory installed lock kit for hinged front panel furnished with two keys for each front panel.
4. Room and provisions to provide fiber identification.
5. Pre-punched and pre-loaded adapter panels with fiber adaptors of the types specified herein, recessed a minimum of 2.5 inches from the front of the shelf for patch cable management.
6. Fully front and rear accessible. The unit shall slide out to allow top access.
7. Protection features for the connectorized fiber to prevent mechanical stress, macro-bending losses at the connection point, and tampering with the circuits.
8. Protection for fiber patching or splicing.
9. Jumper routing bend limiters.

**4.15.2.16 FIBER OPTIC CABLE CONNECTORS**

A. Provide field installable single-mode (SM) connectors to terminate fiber optic cables from cable-to-cable, cable-to-equipment or equipment-to-equipment, and to make jumpers where backbone fiber optic cable is required due to multiple telecom rooms per Part 1 of this Specification.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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- B. The connectors shall be capable of mounting on either 0.9 mm buffered fiber or on 3.0 mm cordage and utilize a PC polishing on the tip to provide high yield during installation. All connectors shall have ceramic ferrules, meet EIA and IEC standards for repeatability and have a locking feature to the coupler and assure non-optical disconnect.
- C. Provide type LC connectors, unless otherwise noted. These connectors shall meet the following criteria:
  - 1. LC Connector Specifications:
    - a. Typical Insertion Loss: 0.10 Db.
    - b. Return Loss: better than -26 dB MM, -55 dB SM.
    - c. Temp. Stability: -40°C to 75°C

**4.15.2.17 BACKBONE RISER CABLES**

- A. Unshielded multi-pair copper cables shall be used as the vertical riser cables where required due to multiple telecom rooms per Part 1 of this Specification. The cable shall support voice, data and building service applications. The bending radius and pulling strength requirements of all backbone cables shall be observed during handling and installation. The multi-pair copper cables shall be in non-plenum form and placed in conduit as required.
- B. The non-shielded non-plenum cable shall consist of 24-AWG solid-copper conductors insulated with color coded PVC. The cable shall be available in 25, 50, 75 and 100 pair as required. The multi-pair cable shall be UL Verified to ANSI/TIA/EIA 568-B for Category 3 performance levels and have the following characteristics:
  - 1. UL Listed for Fire Safety.
  - 2. Manufactured by an ISO 9001 Certified Manufacturer.

**4.15.2.18 LABELING**

- A. Provide machine printed labels for all patch panels, cables, outlets, etc., in accordance with ANSI/TIA/EIA-606-A.
- B. Labeling and color coding identification shall conform to TIA/EIA-606-A for a Class 1 Administrative System where only a wall mounted Equipment Cabinet or a single Telecom Room is required (due to size of the Lease Space per Part 1)..
- C. Labeling and color coding identification shall conform to TIA/EIA-606-A for a Class 2 Administrative System where a Main Telecom Room and additional Telecom Room(s) are required (due to size of the Lease Space per Part 1).

**4.15.2.19 UNSPECIFIED EQUIPMENT AND MATERIAL**

- A. Any item of equipment or material not specifically addressed in this document and required to provide a complete and functional TDS installation shall be provided in a level of quality consistent with other specified items.

**4.15.3 PART 3 EXECUTION**

**4.15.3.1 GENERAL**

- A. Wiring shall be neatly tied or laced in cabinets and terminated on terminal strips provided for the purpose.
- B. Outlet/Jacks shall be identified with machine printed labels. Hand lettered labels shall not be used.
- C. Labels and color-coded inserts for each jack at patch panels and wall outlet shall be in accordance with TIA/EIA-606-A.
- D. Installation of lighting, ventilation and all other systems in the telecom rooms shall be coordinated with other trades and systems to avoid interferences.
- E. In each TR, IC, MDF, IDF and equipment room a minimum 22 inches by 34 inch CAD drawing indicating an appropriate floor plan and a telecommunication one-line (where applicable) shall be provided. The floor plan shall indicate telecommunication outlets with the appropriate outlet designation indicated on the plan. Mount drawing beneath a sheet of 1/8 inch clear Plexiglas on wall. Provide marking pens attached with Velcro to facilitate marking when moves, adds, or changes occur. Plexiglass and floor plan shall be mounted in such a way as to allow easy and rapid updates to the underlying floor plan. Include all copper and optical fiber systems (where applicable) on this drawing.

**4.15.3.2 CODES AND PERMITS**

- A. Work shall be performed with the necessary permits, etc. and by obtaining serving utility and governmental approvals where required.
- B. Coordinate work with the serving utility.
- C. Raceway fill requirements for communications systems shall be in accordance with ANSI/TIA/EIA-569-A and BICSI.
- D. NEC bending radius of all communications ducts, raceways, cabletrays, etc., shall be not less than the installed cable manufacturer's recommendations, and the applicable ANSI and BICSI Standards.
- E. Communications work shall be in complete accordance with the following:
  - 1. National Electrical Code (NEC), latest legally enacted edition.



2. Regulations of the State Fire Marshall.
3. National Fire Protection Association (NFPA) Codes.
4. State, county and local codes and ordinances.

#### **4.15.3.3 LAYOUT**

- A. Maximum height for terminal blocks and patch panels shall be 6 feet-6 inches, minimum height shall be 1 feet-6 inches. Cables shall be racked and supported in a workmanlike fashion. Work shall be labeled according to ANSI/TIA/EIA 606-A, and color coded according to BICSI Standards. The following guidelines shall apply governing the layout of terminations.
  1. Horizontal cables from a common outlet shall terminate sequentially (in groups) on the same patch panel.
  2. Pairs from each cable shall be terminated sequentially from left to right, top to bottom starting with the lowest assigned number at the upper left hand corner of the frame.
  3. Trunk or riser cables shall terminate on dedicated terminal blocks, separate from but adjacent to horizontal terminal blocks. Cross-connect or patch cords longer than 18 feet shall be avoided. Install stress relief hardware where needed.
- B. Up to date "As-built" record drawings detailing the layout of all equipment racks and cabinets, telephone, data and trunk terminations, including a typed listing of cables/rooms served by each terminal block and patch panel shall be provided to the Lessor by the installer.

#### **4.15.3.4 CABLE INSTALLATION**

- A. Cable pathways and supports shall be sized for 40% fill ratios.
- B. Follow cable manufacturer's specification regarding handling methods, retaining/support methods, bending radius and maximum pulling tension limitations.
- C. Telecommunication cables shall not be installed in the same raceway as power cables.
- D. Cables shall be installed in a neat and orderly manner and shall not cross or interlace other cables except at breakout points.
- E. Cables in vertical trays shall be individually retained with straps at a maximum of 6 feet on center.
- F. Tie wraps shall not deform the cable insulation when tightened.
- G. Cables shall be routed to minimize EMI and RFI interference. Cable shall be routed according to the following table. Spacings are minimum for all Category 3 and higher cable.

<b>Minimum Separation of Telecommunications Pathways From 480 Volt Or Less Power Lines</b>			
Condition	<2 kVA	2-5 kVA	>5 kVA
Unshielded power lines or electrical equipment in proximity to telecommunications open or nonmetal pathways.	5 in	12 in	24 in
Unshielded power lines or electrical equipment in proximity to telecommunications grounded metal conduit pathways	2.5 in	6 in	12 in
Power lines enclosed in a grounded metal conduit (or equivalent shielding) in proximity to a telecommunications grounded metal conduit pathway	N/A	3 in	6 in
Power lines enclosed in a grounded metal conduit (or equivalent shielding) in proximity to telecommunications open or nonmetal pathways.	2.5 in	6 in	12 in
Mechanical ductwork, metal floors and other metallic planes to telecommunications open or nonmetal pathways.	2 in		
Mechanical ductwork, metal floors and other metallic planes to telecommunications open or grounded metal conduit pathways.	0 in		
Fluorescent or HID lighting fixtures	5 in	5 in	5 in

**4.15.3.5 DISTRIBUTION RINGS AND CABLE SUPPORTS**

- A. J-hooks shall be mounted on appropriate mounting hardware suitable for the specific application. Mount securely to the building structure. Maximum support spacing shall be 4 feet on center.
- B. The layout of cableways and pathways shall be coordinated with other trades.

**4.15.3.6 CROSS-CONNECTIONS**

- A. Cross-Connections at and/or between all terminal hardware shall be provided to form a complete and functioning system.
- B. Patch Cords shall be used to make all Cross-Connections.

**4.15.3.7 INTERCONNECTIONS**

- A. Interconnections at terminal hardware shall be provided to form a complete and functioning system.

**4.15.3.8 EQUIPMENT RACKS**

- A. Equipment racks shall be seismically braced by securely bolting to the structural floor supplemented with additional braces as required for the Seismic Zone.
  - 1. Mount ground bars on insulating bushed standoffs.
  - 2. Electrically separate open and enclosed racks with insulating washers and nonconductive screws.

**4.15.3.9 TERMINATIONS**

- A. Wire twist shall be maintained to within 0.25 inch of the termination.

**4.15.3.10 COMPLETION AND TESTING**

- A. Telecommunications System test reports shall be submitted to and approved by the Contracting Agency. The test reports shall certify that the Telecommunications Distribution System is complete, passes test criteria, is fully operational, and that all work has been witnessed as specified.
- B. Final Inspection Tests:
  - 1. Link testing of all copper cabling shall be performed. Complete, end to end test results shall be submitted to the Contracting Agency.
    - a. Category 5e cable runs shall be tested for conformance to the specifications of EIA/TIA 568-B.2, Category 5e. Testing shall be done with a ANSI/TIA/EIA 568-B ETL verified Level II-E test set.
      - 1). Test shall include all requirements of ANSI/TIA/EIA 568-B.
      - 2). Any cables not meeting the requirements of the standard shall be brought into compliance at no additional charge.
  - 2. Where backbone fiber optic cable is required due to multiple telecom rooms per Part 1 of this Specification, Perform in-place testing of all installed, terminated fibers in

accordance with TIA/EIA OFSTP-7 methods. Document and submit all test results in accordance with the Specifications.

a. Single-mode Testing:

- 1). Perform optical power loss measurements in accordance with TIA/EIA Standard OFSTP-7 using method A.3.
- 2). Method A.3: Using an Optical Loss Test Set (OLTS) with hard-copy and disk/CD output capability to test each installed single-mode permanent link fiber from both directions at 1310 and 1550 nm.
- 3). Cables not meeting the requirements of the standard shall be brought into compliance at no additional charge.

## **4.16 MECHANICAL**

### **4.16.1 HEATING AND COOLING**

A system shall be provided to maintain a uniform temperature between 68 degrees and 72 degrees unless otherwise noted in the CONFIGURATION section. The temperature shall be maintained throughout all areas.

If the temperature is not maintained within the 68 degree to 72 degree range for a period of more than one (1) working day, the Lessor shall upon receipt of a written complaint from the State, provide suitable temporary/auxiliary heating or cooling equipment to maintain the temperature in the specified range.

If such temporary auxiliary equipment is necessary to meet normal weather conditions for more than ten (10) consecutive working days, the Lessor will, no later than the eleventh (11th) working day, initiate a diligent effort to rectify the deficiency and forward a detailed schedule to the State.

If after thirty (30) consecutive working days the temporary auxiliary equipment is still necessary to meet normal weather conditions, the State shall be free to hold the Lessor in default in accordance with the provisions of this RFP, and seek other space.

"Working days" for the purposes of this section is defined as days normally scheduled by the State as open for the conduct of State business.

If entry to an occupied space is directly from the building exterior, a large heated vestibule shall be provided. The vestibule shall be configured to prevent direct blasts of cold air from reaching occupants.

**4.16.2 VENTILATION**

All occupied areas of the building shall be provided with a ventilation system with minimum outdoor airflow rates and exhaust airflow rates in accordance with the latest adopted edition of the International Mechanical Code, as amended by the Authority having jurisdiction. For compliance with minimum outdoor airflow rate requirements, natural ventilation will not be considered.

Minimum outside airflow rates shall be measured and able to be monitored by State.

The Lessor shall provide the services of a qualified licensed mechanical engineer to determine ventilation rates required by the planned occupancy arrangements and provide the services of a qualified testing and balancing contractor that is National Environmental Balance Bureau (NEBB) certified, to balance the ventilation system to meet the required ventilation rates.

**4.17 ENVIRONMENTAL & LIFE/SAFETY**

Lessor agrees to provide a space free from all environmental and life / safety hazards. Lessor agrees that the premises will be in compliance with applicable health and safety standards set forth by OSHA, EPA, and the CDC.

If at any time throughout the tenancy of the lease, an environmental, health, or safety hazard is identified, the state will provide written notice to the Lessor. The Lessor agrees to take corrective action to investigate, test and remedy the identified hazard within (5) business days. If the reported hazard cannot be corrected within (5) days, the lessor shall within the same (5) days provide the state with a written plan and timeline for correcting the hazard. If after the sixth working day the Lessor has not corrected the hazard or provided a plan and reasonable timeframe for remediation, the state reserves the right to obtain competent workers to remediate the hazard. The Lessor shall pay all related costs either by direct payment or by the State making the payment to the workers and reducing the rent accordingly.

Lessor is required to certify that there is no asbestos containing material (ACM) in the building and no presumed asbestos containing material (PACM) in the building. If the lessor is unable to certify that there is no ACM in the building and no presumed PACM in the building, the lessor must take the necessary steps to identify the existence, location(s) of the ACM and PACM, and provide a copy of the lessor's asbestos management plan for the building daily maintenance and operations."

**4.18 PARKING**

Off-Street Parking For The Exclusive Use Of The State: Off-street parking, located within 750 feet of the main entrance to the proposed office location, shall be provided at no

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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additional cost to the State and for the exclusive use of the State, for one hundred twenty five (125) client and/or State or employee vehicles. This requirement is in addition to any parking required to meet ADA Standards, unless the ADA designated parking is for the exclusive use of the State.

- 103 signed: **“State of Alaska - Employee Parking Only”**
- 12 signed: **“State of Alaska Vehicle Only”**
- 10 signed: **“State of Alaska - Client Parking Only, 2 Hour Limit.”**

Additional Parking: The location proposed shall normally accommodate ten (10) additional parking spaces, located within 1,320 feet of main entrance to the office location. Additional parking may be on or off-street, regulated or non-regulated. Cost of this additional parking shall not become a part of the lease cost.

If any parking space is leased from a third party, the Lessor shall provide, with his/her offer, a firm contract for the parking with terms corresponding to the terms of this lease.

All parking shall be of sufficient size to allow proper and easy parking of the required number of vehicles and shall have a hard and well-drained surface.

#### **4.19 PUBLIC TRANSPORTATION**

N/A

#### **4.20 TYPE AND AMOUNT OF SPACE**

All space shall be located in one (1) building. Ground floor is not mandatory. Basement space is not acceptable. Basement space is defined as the lowest stories of a building when those stories are wholly underground. The exclusive right of the State to the entire building is not mandatory. However, the building shall be so arranged as to permit exclusive right and entry to the State’s leased area. Occupancy by other parties or tenants shall be restricted to those functions that will not detract from the dignity of the State.

#### **4.21 MULTI-FLOOR OFFERS**

The space proposed may be located on a single floor or may be located on multiple floors. If the space is located on multiple floors, each floor must be directly on top of or below the other floors as may be applicable to each individually proposed building.

The State’s occupying agency will dictate the final space and furniture layout. If the space proposed is located on multiple floors, one floor, identified as the Ground/ Main Floor, must be provided to house the Reception and Customer Service Desk and Laboratory. Second and or third floor Areas, will consist of offices and the remaining work sections.

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All other areas identified in the configuration section of this RFP may be located on the other floors of the offered space; however, these areas must be collocated as specified in the configuration section. These requirements are firm and cannot be changed. An offer that fails to meet these requirements will be rejected as non-responsive.

#### **4.22 LEASEHOLD IMPROVEMENTS DEFINED**

When pricing offers, Offerors should separate the Base Lease Cost from any Leasehold Improvement Cost they choose to pass on to the State. The leasehold improvement portion of construction is distinct from the primary structure in that it is limited to the construction needs specific to the State's occupancy and does not include the basic structure of the building or construction in common areas. Offerors have the discretion to determine what construction is specific to the State's occupancy and how much, if any, of those construction costs they choose to pass on to the State.

#### **4.23 CONTIGUOUS DEFINED**

Contiguous space is defined as space, on each floor that abuts and shares a common boundary, such as an interior wall or space that is located directly across an interior hallway, lobby or corridor.

#### **4.24 CIRCULATION**

In addition to the amount of space defined in the CONFIGURATION paragraph in this RFP, Offeror shall furnish adequate additional space within the leased area for people to easily circulate between the specific rooms, work areas and workstations defined in the CONFIGURATION paragraph without encroaching upon those rooms or areas. The additional space is required to meet circulation requirements of building codes, fire codes, handicapped accessibility and the unique circulation requirements of each individually proposed building.

#### **4.25 CONFIGURATION**

The required configuration is detailed in Table A. Square footages are approximate. The space obtained through this RFP will serve as office, lab and outside storage space for the Department of Fish and Game. The layout of the space, ease of access, visibility of the facility, and available parking area will affect the mission of the agency. All space shall be contiguous. The State will dictate the final floor plan and furniture layout.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

**Table A**

		Approximate Square Footage	Managers / Supervisors	Para-Professional Technical Staff	Professional Staff	Clerical Staff	Total
<b>Staff Office Space</b>							
Private Office		125	6				750
Open Workstations		80		52			4,160
		75				1	75
		100			26		2,600
<b>Total</b>							<b>7,585</b>
<b>Basic Support Space</b>		<b>Qty</b>					
Conference Rooms		1	425				425
Copy Room		1	50				50
Printer & Fax Area		2	25				50
Recycle Area		1	4				4
Coffee Area		2	10				20
Break-out Area (not enclosed)		6	15				90
Enclave, Meeting Room		2	80				160
Storage Area		2	50				100
<b>Total</b>							<b>899</b>
<b>Technical Support Space</b>		<b>Qty</b>					
Oversized Reception Areas		1	550				550
Interview Room		1	110				110
Testing Rooms		1	100				100
Class/Training Room		1	135				135
Data Room		1	150				150
Libraries/Record Storage		1	200				200
Secure Storage Interior		1	100				100
Laboratory		1	2,500				2,500
Dedicated Storage/Warehouse		1	5,100				5,100
Exterior Secure Storage		1	20,000				20,000
<b>Total</b>							<b>28,945</b>
<b>Total Support Space (Basic and Technical)</b>							<b>29,844</b>
<b>*** Usable Circulation Factor 35% (Support Space )</b>							<b>10,445</b>
<b>Total Staff Office Space (Private and open)</b>							<b>7,585</b>
<b>*** Usable Circulation Factor 35% (Staff Office Space )</b>							<b>2,655</b>
<b>Grand Total Standard Office Space Estimation</b>							<b>50,529.15</b>

Unless stated otherwise in the individual area descriptions listed below, each private office shall have carpet flooring, a locking door, and two (2) quad-plex outlets and must contain two (2) data drops in each and blank module inserts for all unused module locations.



STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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Unless stated otherwise in the individual area descriptions listed below, each workstation shall have one (1) quad-plex outlet and must contain two (2) data drops in each and blank module inserts for all unused module locations. Each work station shall be equipped with two (2) duplex electrical outlets; this is in addition to standard electrical outlets required elsewhere in this document.

Unless stated otherwise in the individual descriptions below, each conference room shall have carpet on the floor, a door and two (2) quad-plex outlets and must contain two (2) data drops in each with blank module inserts for all unused module locations.

Unless stated otherwise in the individual area descriptions listed below: Prior to occupancy, an Alaska registered engineer must certify that the file rooms and storage rooms floor system can support a high-density shelving system. This is in accordance with the FLOOR LOAD paragraph.

**Private Offices:** Number, square footage, and arrangement by section as described in Table A. Offices must be constructed such that anyone in a wheelchair can have free, unhindered access. Each private office shall have carpet flooring, a locking door, and two (2) quad-plex outlets and must contain two (2) data drops in each and blank module inserts for all unused module locations.

**Office Work Areas:** Approximately 6,760 square feet and arranged by sections as described in Table A. These areas must be separated from the remainder of the space by floor to ceiling walls with doors. The approximate square footage noted above must be sub divided into two (2) sections;

- **Para-Professional Technical Staff:**  
This area must be configured to accept fifty-two (52) individual workstations of approximately 80 square feet each and one (1) individual workstation of approximately 75 square feet. This space does not need to be contiguous. This area shall have two (2) data drop, one (1) voice drop and two (2) facsimile drops.
- **Professional Staff**  
This area must be configured to accept twenty-six (26) individual workstations of approximately 100 square feet each. This space does not need to be contiguous. This area shall have two (2) data drop, one (1) voice drop and two (2) facsimile drops.

**Conference Room:** Number, square footage, and arrangement by section as described in Table A. This room shall accommodate approximately twenty-five (25) people. Each conference room shall have carpet on the floor, a door, two additional duplex outlets and (2) quad-plex outlets

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STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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and must contain two (2) data drops in each with blank module inserts for all unused module locations This room shall be separated from the remainder of the space from floor to ceiling with walls a door and shall have two additional duplex outlets and (2) quad-plex outlets and each quad-plex must contain two (2) data drops in each and blank module inserts for all unused module locations (See Section 4.6 Acoustical Requirements).

**Copy Room:**

Approximately 50 square feet and shall have; one (1) analog fax line, one (1) quad-plex outlet and each quad-plex must contain two (2) data drops in each and blank module inserts for all unused module locations and each room shall be equipped with one (1) quad-plex dedicated electrical outlet; this is in addition to standard electrical outlets required elsewhere in this document.

**Printer and Fax Areas:**

Each of these areas are to be Approximately 25 square feet each and shall have; one (1) analog fax line, one (1) quad-plex outlet and each quad-plex must contain two (2) data drops in each and blank module inserts for all unused module locations and each area shall be equipped with one (1) quad-plex dedicated electrical outlet; this is in addition to standard electrical outlets required elsewhere in this document. One in each of the two identified work areas.

**Coffee Area:**

Square footage as identified in Table "A" one coffee area in each of the identified work areas centrally located with 4 sq feet of counterspace and one GFI outlet per location.

**Break-out Area:**

Approximately 90 square feet. This area shall be located out of visual and sight range of the Reception Area and Interview Rooms. This area is preferably centrally located. With 12 sq. feet of counterspace with cabinets beneath. One (1) GFI receptacle and dedicated outlet above counter at this location to accommodate a microwave. Additional receptacles will be required in this space to accommodate a refrigerator and two separate outlets to be used as needed by occupants.

**Meeting Room:**

These two areas are to be separated from the remainder of the space from floor to ceiling with walls and a door and are to be no less than 80 sq. feet each with one quadplex outlet that must contain 2 data drops.

**Storage Area:**

Approximately 100 usable square feet of space separated from floor to ceiling with walls and a door.

**Reception Area:**

Approximately 550 square feet. This area must be located near the public entrance and shall consist of a workstation/counter. The reception area shall have two (2) quad-plex outlets and each quad-plex must contain two (2) data drops in each and blank module inserts for all unused module locations and shall be equipped with two (2) duplex electrical outlets; this is in addition to standard electrical outlets required elsewhere in this document.

**Interview Room:**

Approximately 110 square feet for one (1) Interview Room. This room will be used for mediation conferences and may be comprised of all interior walls without windows. The room shall be separated from the remainder of the space by floor to ceiling walls with doors. The room must be constructed such that anyone in a wheelchair can have free, unhindered access. This room shall have carpet flooring and a passage doorknob. This room shall have two (2) quad-plex outlets and each quad-plex must contain two (2) data drops in each and blank module inserts for all unused module locations.

**Testing Rooms:**

The Testing Room shall have two (2) quad-plex outlets and each quad-plex must contain two (2) data drops in each and blank module inserts for all unused module locations. Number, square footage, and arrangement by section as described in Table A.

**Class/Training Room:**

This room must be separated from the remainder of the space from floor to ceiling with walls a door and no less than one window. The room shall have two (2) quad-plex outlets and each quad-plex must contain two (2) data drops in each and blank module inserts for all unused module locations

**Data Room:**

Square footage and arrangement by section as described in Table A. This room shall accommodate the communications equipment, servers, patch panels, equipment racks, and other related equipment. This area shall be configured in accordance with the specifications of Section 4.15 VOICE AND DATA REQUIREMENTS above. This room shall have a solid core and key-lockable door and shall have a dedicated HVAC unit to control room temperature.

**Records Storage:**

Approximately 200 square feet. This area shall accommodate two standard filing cabinets of approximately 90 usable square feet and a lateral sliding high-density shelving system of approximately 360 usable square feet. This area will be used to store client files as required by the file retention policy. State and federal confidentiality requirements

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

---

stipulate client records be protected, preserved, and maintained confidential. This room shall have a solid key-lockable door and shall not have windows or relites. The proposed area for this unit shall meet the specifications identified in Section 4.5 FLOOR LOAD above.

**Secure Storage (Interior):**

This 100 sq foot heated room must be separated from the remainder of the space from floor to ceiling with a solid core lockable door including a deadbolt style lock Number, square footage, and arrangement by section as described in Table A.

**Dedicated Storage/Warehouse:**

Approximately, 5,100 square feet. This area shall have a concrete floor with multiple floor drains and ceilings that are a minimum of twelve (12) feet high. The warehouse must be configured to be suitable for commercial grade metal storage systems. There are two (2) man doors in the warehouse, one entering the warehouse from outside the facility and one from the warehouse to the office area. A separate heated standalone building will be suitable if using this option to meet this requirement a roll up garage style door 10 feet wide and 10 feet tall must be included and at least one solid core or metal exterior man door with a deadbolt style locking mechanism.

**Secure Storage (Exterior):**

This area must be fenced well-lit with a locking gate no less than 12 feet wide able to swing outwardly or on rollers and able to easily slide to one side. Number, square footage, and arrangement by section as described in Table A.

**Laboratory Area:**

Approximately 2,500 square feet. With two, man doors one leading into the remaining space and one leading outside. Area shall have a standard Lab floor covering; smooth material (linoleum, non-porous concrete. etc.), no carpet or material that encourages build-up of dust and static charges, floor with floor drain, at least three (3) sinks with minimum dimensions of 18" x 18" x 18" x 18", plumbed for hot and cold water. If configuration allows, the proposed area for the laboratory area shall meet the specifications identified in Section 4.9 Natural Light above. This space shall have air filtration sufficient for removing dust from lab and adequate makeup units to allow the ventilation hoods and/or room to perform properly. Must be vented to the outside by an exhaust fan with wall and cabinets beneath. The counter tops must be sealed and of laboratory grade meeting the following specifications: Counter Tops: hard surface, non-scratch, water, and chemical impervious, durable, solid construction (i.e. no press board). Bases: strong construction able to support 100 lbs., fixed in place. This area shall have four (4) data drops and two (2) voice drops. A dedicated circuit for a standard refrigerator, and freezer. This area shall house the computer and telephone rack and related equipment. The area needs to have precise temperature and humidity controls and meet

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

---

the requirements of Section 4.16.1 Heating and Cooling. There needs to be a contained space of no less than 64 sq feet with overhead ventilation to the exterior of the building capable of exhausting the entire space in less than a minute. There is to be a dedicated 240 v circuit within this room and a 18" x 18" x 18" x 18" sink with hot and cold running water with a fume hood directly overhead. There also needs to be an eyewash and shower station in case of chemical spills.

**END OF SECTION**

Initial \_\_\_\_\_ Initial \_\_\_\_\_

## 5. AWARD CRITERIA

### 5.1 METHOD OF AWARD

Award will be accomplished in three (3) stages:

- In the first stage, the Evaluation Committee will assign points to those offers that are deemed responsive by the Contracting Officer. The Evaluation Committee may conduct an onsite inspection of the building or site proposed. Upon completion of the evaluation scoring by the Committee, the Contracting Officer will open the PRICE OFFER PAGE and calculate allotted points for all offers. The Contracting Officer will then prepare a summary of the evaluation process and scoring.
- In the second stage, an Offeror whose offer is considered reasonably susceptible of award may be given the opportunity to discuss their proposals with the Evaluation Committee at the discretion of the Contracting Officer. The evaluation of an offer may be adjusted as a result of a discussion under this section. The conditions, terms or price of the proposed contract may be altered or otherwise changed during the course of the discussions 2 AAC 12.290. The Contracting Officer may limit discussion to specific sections of the Request for Proposal. If during discussions there is a need for any substantial change in the Request for Proposal, the Request for Proposal must be amended to incorporate the change. Any oral modification of an offer shall be reduced to writing by the Offeror (2 AAC 12.290). If discussions are held, the Contracting Officer shall set a date and time for the submission of best and final proposals. If an Offeror does not submit a best and final proposal or a notice of withdrawal, the Offeror's previous proposal is considered the Offeror's best and final proposal (2 AAC 12.290). If best and final proposals have been requested, final evaluations will be conducted (2 AAC 12.290). At the conclusion of the final evaluation the highest ranked Offeror will be considered the prospective awardee.
- In the third stage, the prospective awardee will work with the Contracting Officer and the State agency to develop a mutually agreeable schedule for completion of work. The prospective awardee, Contracting Officer and State agency will work in good faith with each other to finalize an acceptable floor plan, to include State's fixtures, furniture and equipment which satisfy the tenant agency's need for efficient layout of its space. The purpose of this stage is to settle on a floor plan which meets the State's organizational, spatial, and functional relationships expressed in the Request for Proposal; and which meets the tenant agency's need for efficient layout of its operations, a need which can be considered only after knowing the physical and regulatory limitations of the prospective awardees' building.

If a satisfactory layout is achieved which meets the requirements of this Request for Proposal and the tenant agency's need for an efficient layout, the State will issue a

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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Notice of Intent to Award in accordance with AS 36.30 and 2 AAC 12. If a satisfactory layout cannot be achieved which meets the requirements of this Request for Proposal and the tenant agency's need for an efficient layout, the prospective awardee's offer shall be rejected. The award process will start over working in good faith effort with the second highest ranked offeror at the third stage (see Method of Award).

**5.2 EVALUATION OF PROPOSALS**

The process of evaluation is based on factors defined in this Request for Proposal. The Contracting Officer will chair the Evaluation Committee and will appoint additional members.

Evaluation Committee members may or may not have specialized knowledge or technical expertise regarding all of the information submitted for evaluation. It is the Offeror's responsibility to fully explain in layman's terms the advantages, attributes, benefits, and technical aspects of all information they feel is pertinent to the State's decision making process in awarding points. Proposals that merely propose to meet or exceed the requirements with no further explanation will not garner additional evaluation points.

Evaluation Committee members will exercise independent judgment and base their evaluation on the evaluation criteria set out in this RFP. In exercising independent judgment, Evaluation Committee members may take into consideration their personal knowledge and experiences.

**Offeror's shall not contact any member of the Evaluation Committee other than the Contracting Officer.**

If any scores are tied, the Offeror submitting the lowest TOTAL PRICE OFFER after application of Present Value Analysis and applicable preferences will prevail. If proposals are tied in scoring and in TOTAL PRICE OFFER after application of Present Value Analysis and applicable preferences, a random drawing will break the tie.

**5.3 EVALUATION FACTORS**

Price: Shall consist of the TOTAL PRICE OFFER after application of the Present Value Analysis. The lowest TOTAL PRICE OFFER after Present Value Analysis will receive the maximum number of points allocated to price. Other Offeror's point allocations will be determined using the following formula, applied to each higher priced offer in its turn.  $[(\text{Lowest TOTAL PRICE OFFER}) \times (\text{Maximum Points for Price})] \text{ Divided By } (\text{Price of Higher Offer}) = \text{Points}$ . **60 points maximum**

In the event that an Offeror's response is deemed inappropriate or needs clarification, the State reserves the right to request such information from the Offeror. If the information is

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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not provided and/or is not justified, the Offeror may be found to be non-responsive and the offer may be rejected.

**Application of the Present Value Analysis**

- All solicitations will require a firm price for the firm term agreement and renewal option periods.
- Present Value Analysis will be applied to the cash flow to determine the present value of payments on the PRICE OFFER PAGE. The use of Present Value Analysis (PVA) is a tool to ensure that the responses from all Offeror's are fairly evaluated.

PRESENT VALUE ANALYSIS FORMULA:  $PV = FV_n [ 1 / (1 + [i/12])^{n-1} ]$

- Where FV = the future value of the investment at the end of n months
- Where n = the number of months that the payment will be received
- Where i = the annual discount (or interest) rate.
- Where PV = the present value of the future sum of money

Shared Services of Alaska will apply a Present Value Analysis (also known as discounted cash flow) to the monthly payments to be made by the State, discounted at the designated interest rate and month which the payment is made to determine the cost of the agreement. The method of application will be as follows:

1. Payments will be made on the first day of each month.
2. Payment for the first month will include the total Monthly Base Lease Cost, the total Monthly Leasehold Improvement Cost, all other applicable miscellaneous costs to be paid by the State at the beginning of the lease (private office costs, head bolt heater costs, etc.).
3. Payments for the second month through the end of the firm term will include the total Monthly Base Lease Cost plus the total Monthly Leasehold Improvement Cost.
4. Payments for any months during the option years will include total Monthly Base Lease Cost only.
5. The CPI rate used for the PVA calculation shall be 2.22% per year, compounded annually. CPI adjustments will be included as if they were timely requested in accordance with the ADJUSTMENTS paragraph of the LEASE PROVISIONS section of the RFP. Please be advised that CPI adjustments are only applicable to 35% of the total Monthly Base Lease Cost; CPI adjustments are not applicable to the remaining 65% of the total Monthly Base Lease Cost or the total Monthly Leasehold Improvement Costs. Offeror's are advised to carefully review the referenced section and the PRICE OFFER PAGE for additional information related to CPI adjustments.
6. The discount rate used for the PVA calculation shall be 6% per year.



STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

7. After step six, the value shall be rounded to the nearest whole number (rounded up for fractions of .5 or greater and rounded down for fractions less than .5). This is the value that shall be used to determine the number of points the offer shall receive for the Price component of the evaluation process.
8. After step seven, the number of points the offer shall receive for the Price component shall be rounded to the nearest whole number (rounded up for fractions of .5 or greater and rounded down for fractions less than .5).

**EXAMPLE**

An example of how the PVA formula will be applied is provided below.

Example Lease Assumptions:

- Discount Rate = 6%
- CPI Rate = 2.22%
- Annual CPI adjustments
- Firm Term = Two (2) years
- Option Term = One (1) year

Summary of PRICE OFFER PAGE

- Monthly Base Lease Cost \$2,000 x 36 months = \$72,000
- Monthly Leasehold Improvement Cost \$1,000 x 24 months = \$24,000
- Head Bolt Heater Cost \$500
- Total from PRICE OFFER PAGE \$106,500

<b>Month 1</b>	\$ 13,500.00	<b>*1</b>		
<b>Month 2</b>	\$ 2,985.08	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>1</sup> ]	<b>*2</b>
<b>Month 3</b>	\$ 2,970.22	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>2</sup> ]	
<b>Month 4</b>	\$ 2,955.45	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>3</sup> ]	
<b>Month 5</b>	\$ 2,940.74	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>4</sup> ]	
<b>Month 6</b>	\$ 2,926.11	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>5</sup> ]	
<b>Month 7</b>	\$ 2,911.55	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>6</sup> ]	
<b>Month 8</b>	\$ 2,897.07	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>7</sup> ]	
<b>Month 9</b>	\$ 2,882.66	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>8</sup> ]	
<b>Month 10</b>	\$ 2,868.31	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>9</sup> ]	
<b>Month 11</b>	\$ 2,854.05	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>10</sup> ]	
<b>Month 12</b>	\$ 2,839.84	= \$	3,000.00 * [1/(1 + [.06/12]) <sup>11</sup> ]	
<b>Month 13</b>	\$ 2,840.35	= \$	3,015.54 * [1/(1 + [.06/12]) <sup>12</sup> ]	<b>*3</b>
<b>Month 14</b>	\$ 2,826.22	= \$	3,015.54 * [1/(1 + [.06/12]) <sup>13</sup> ]	

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

<b>Month 15</b>	\$ 2,812.16	=	\$ 3,015.54	*	$[1/(1 + [.06/12])^{14}]$	
<b>Month 16</b>	\$ 2,798.17	=	\$ 3,015.54	*	$[1/(1 + [.06/12])^{15}]$	
<b>Month 17</b>	\$ 2,784.25	=	\$ 3,015.54	*	$[1/(1 + [.06/12])^{16}]$	
<b>Month 18</b>	\$ 2,770.40	=	\$ 3,015.54	*	$[1/(1 + [.06/12])^{17}]$	
<b>Month 19</b>	\$ 2,756.61	=	\$ 3,015.54	*	$[1/(1 + [.06/12])^{18}]$	
<b>Month 20</b>	\$ 2,742.90	=	\$ 3,015.54	*	$[1/(1 + [.06/12])^{19}]$	
<b>Month 21</b>	\$ 2,729.25	=	\$ 3,015.54	*	$[1/(1 + [.06/12])^{20}]$	
<b>Month 22</b>	\$ 2,715.68	=	\$ 3,015.54	*	$[1/(1 + [.06/12])^{21}]$	
<b>Month 23</b>	\$ 2,702.16	=	\$ 3,015.54	*	$[1/(1 + [.06/12])^{22}]$	
<b>Month 24</b>	\$ 2,688.72	=	\$ 3,015.54	*	$[1/(1 + [.06/12])^{23}]$	
<b>Month 25</b>	\$ 1,802.25	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{24}]$	<b>*4</b>
<b>Month 26</b>	\$ 1,793.28	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{25}]$	
<b>Month 27</b>	\$ 1,784.36	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{26}]$	
<b>Month 28</b>	\$ 1,775.49	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{27}]$	
<b>Month 29</b>	\$ 1,766.65	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{28}]$	
<b>Month 30</b>	\$ 1,757.86	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{29}]$	
<b>Month 31</b>	\$ 1,749.12	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{30}]$	
<b>Month 32</b>	\$ 1,740.42	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{31}]$	
<b>Month 33</b>	\$ 1,731.76	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{32}]$	
<b>Month 34</b>	\$ 1,723.14	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{33}]$	
<b>Month 35</b>	\$ 1,714.57	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{34}]$	
<b>Month 36</b>	\$ 1,706.04	=	\$ 2,031.42	*	$[1/(1 + [.06/12])^{35}]$	
	\$ 99,742.89		\$ 107,063.52			

\*1 Month 1 = Monthly Base Lease Cost + Monthly Leasehold Improvement Cost + Head Bolt Heater Cost

\*2 Months 2–12 = Monthly Base Lease Cost + Monthly Leasehold Cost

\*3 Months 13-24 = Adjusted Monthly Base Lease Cost (1<sup>st</sup> CPI adjustment) + Monthly Leasehold Cost

\*4 Months 25-36 = Adjusted Monthly Base Lease Cost only (2<sup>nd</sup> CPI adjustment)

TOTAL PRICE OFFER from the PRICE OFFER PAGE of \$106,500 will be discounted to \$99,742.89 by applying the PVA formula. This value will be rounded to the nearest whole number, which equates to \$99,743. This is the value that would be used to determine the number of points this example offer would receive for the Price component. In accordance with step eight above, the number of points each offer would receive for the Price component would be rounded to the nearest whole number.

Function, Planning and Design: Evaluation of the planned efficiency for the proposed space, including ADA accessible pathway from the designated parking to the internal space; for the flexibility and adaptability to expand or rearrange proposed space (for example, fewer columns and load bearing walls is better); and more open areas which

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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provide future flexibility. Ability to add additional space due to growth of the State agency is better. Evaluation of functionality enhancements, which exceed the minimum requirements of the specifications, (for example special signage or signage in addition to that required or extra highly visible and aesthetically pleasing signage), additional parking lot lights; access which exceeds ADA Standard requirements of this Request for Proposal such as automatic opening doors; and functional floor plan layouts that enhance productivity or efficiency) is better. **15 points maximum**

Appearance and Indoor Environment: Evaluation of enhancements which exceed minimum requirements (for example, public seating, atriums, lobbies, elevator systems, mezzanine arrangements that promote the appearance and indoor environment); the arrangement and coordination of the design elements relating to the offered space for external aesthetics (for example, external landscaping, higher grade materials and finishes, harmonious relationship to surroundings); internal aesthetics (for example, lesser provided plants & art, higher grade materials and finishes); and for additional natural light (for example, window area in addition to the minimum requirements) is better. **10 points maximum**

Public Convenience and Location: Evaluation of public access by clients and employees by vehicle (for example, on a major road; ease and safety of access to the building from a major road or highway, traffic lights, crosswalks and pedestrian access); Additional parking, parking closer than minimum to building is better; Bus stop location and convenience, proximity or location in a major traffic pattern, location near other public services such as post office, restaurants and shopping; Additional or enhanced signage is more desirable; availability of landmarks known to general population that directs customers to location is desirable. **10 points maximum**

State's Laboratory Preferences: Evaluation of laboratory minimum requirements; layout, access, flooring, countertops, bases, ventilation and air filtration. **5 points maximum**

**END OF SECTION**

Initial \_\_\_\_\_ Initial \_\_\_\_\_

**6. OFFERORS INFORMATION**

An Offeror's failure to provide the following information will cause the State to consider the offer to be non-responsive and to reject the offer. Attach additional sheets if necessary.

**Contact and Business Information:**

Business Name \_\_\_\_\_

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

Physical Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_ Fax \_\_\_\_\_

Tax ID Number \_\_\_\_\_ Alaska Business License \_\_\_\_\_

**Type of Ownership:** (please check one)

- Sole Proprietorship
- Corporation
- Partnership
- Limited Liability
- Joint Venture
- Other (Please Describe) \_\_\_\_\_

**Offered Space Information:**

1. Physical Address \_\_\_\_\_

Name of Building (if applicable) \_\_\_\_\_

Recordable Legal Description (include Lot, Block, Townsite, Plat, or U.S. Survey Number and Recording District)

\_\_\_\_\_  
\_\_\_\_\_

Location of Space Offered Space within the Building:

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Initial \_\_\_\_\_ Initial \_\_\_\_\_

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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**Ownership Information:**

Is the Space that is Offered in the RFP owned by the Offeror?

( ) Yes ( ) No

If no, please list the Name, Address and Phone number of the Owner:

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If the Offeror is not the Owner, please describe the Offeror's relationship with the Owner:

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Is the Space that is Offered in the RFP, leased by the Offeror from the Building Owner?

( ) Yes ( ) No

If the Offeror is not the Owner, or has some type of agent relationship with the Owner, please provide and attach a copy of the Owner's Authorization.

Attachment Enclosed ( ) Yes ( ) No

**6.1 OFFERED SPACE**

1. Private Offices	_____	SQ. FT.
2. Open Workstation Space	_____	SQ. FT.
3. Conference Room	_____	SQ. FT.
4. Copy Room	_____	SQ. FT.
5. Printer & Fax Areas	_____	SQ. FT.
6. Recycle Area	_____	SQ. FT.
7. Coffee Areas	_____	SQ. FT.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

8. Break-out Area	_____	SQ. FT.
9. Enclave, Meeting Rooms	_____	SQ. FT.
10. Storage Areas	_____	SQ. FT.
11. Reception Area	_____	SQ. FT.
12. Interview Room	_____	SQ. FT.
13. Testing Room	_____	SQ. FT.
14. Class/Training Room	_____	SQ. FT.
15. Data Room	_____	SQ. FT.
16. Libraries/Records Storage	_____	SQ. FT.
17. Secure Storage (Interior)	_____	SQ. FT.
18. Laboratory	_____	SQ. FT.
19. Dedicated Storage/Warehouse	_____	SQ. FT.

20. Secure Storage (Exterior)	_____	SQ. FT.
21. Amount of additional CIRCULATION space necessary to meet codes & facilitate movement within the total usable space proposed above.	_____	SQ. FT.
<b>TOTAL APPROXIMATE NUMBER OF USABLE SQUARE FEET PROPOSED BY OFFEROR</b>	_____	<b>SQ. FT.</b>
	(TOTAL = SUM 1 THRU 21)	

Initial \_\_\_\_\_ Initial \_\_\_\_\_

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

**NUMBER OF EXCLUSIVE USE PARKING SPACES INCLUDED IN THIS OFFER**

\_\_\_\_\_

**NUMBER OF DAYS AFTER AWARD SPACE MAY BE OCCUPIED** \_\_\_\_\_

(Do not exceed maximum number required per the DATE OF OCCUPANCY paragraph.)

**WILL THE OFFERED SPACE MEET ADA STANDARDS** , in accordance with the ACCESSIBILITY paragraph of the LEASE PROVISIONS section of the RFP, on the date of occupancy and throughout the entire occupancy of the State?

Yes \_\_\_\_\_

No \_\_\_\_\_

**6.2 PRICE OFFER PAGE**

<b>A. BASE LEASE COST</b>		
\$ _____ MONTHLY COST	X <u>120</u> MONTHS FIRM TERM plus RENEWAL PERIODS	= \$ _____ TOTAL BASE LEASE COST (A)

The above MONTHLY COST (+ allowable CPI adjustments) will be paid directly to the Lessor each month of the firm term and all optional renewals. The above MONTHLY COST will be included in the Base Monthly Lease Rate for CPI calculations as outlined in the ADJUSTMENTS paragraph of the LEASE PROVISIONS section of this RFP. The CPI rate indicated in the EVALUATION FACTORS paragraph of the AWARD CRITERIA section of this RFP will be applied to the MONTHLY COST above for purposes of calculating the Present Value of the offer.

**NO COSTS BELOW THIS LINE ARE SUBJECT TO CPI ADJUSTMENTS**

<b>B. LEASEHOLD IMPROVEMENTS COST</b>		
\$ _____ MONTHLY COST	X <u>120</u> MONTHS FIRM TERM	= \$ _____ TOTAL LEASEHOLD IMPROVEMENTS COST (B)

The above MONTHLY COST will be paid directly to the Lessor each month of the **firm term only**. Leasehold improvements the Offeror chooses to pass on to the State should be included in this item. No CPI increases will be allowed on the LEASEHOLD IMPROVEMENTS COST. DO NOT include this LEASEHOLD IMPROVEMENT COST in the BASE LEASE COST box(es). See the LEASEHOLD IMPROVEMENTS DEFINED paragraph of the BUILDING REQUIREMENTS section of this RFP for further definition and clarification of leasehold improvements.

<b>TOTAL PRICE OFFER</b>		
\$ _____ TOTAL BASE LEASE COST (A)	+ \$ _____ TOTAL LEASEHOLD IMPROVEMENTS COST (B)	= \$ _____ TOTAL PRICE OFFER (A + B)

Initial \_\_\_\_\_ Initial \_\_\_\_\_



STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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**6.3 ADDITIONAL PRICE INFORMATION**

A price must be indicated for each of the following items. The prices will not have an effect on award. The prices will be used for tenant improvements or demolition required after occupancy or in addition to those required by this RFP. Prices listed below shall remain firm for a period of (12) months from the date of occupancy.

	NEW CONSTRUCTION	DEMOLITION
A. FULL HEIGHT PARTITIONS (Per Lineal Ft.)	\$ _____ Price/Lineal Ft.	\$ _____ Price/Lineal Ft.
B. INTERIOR SOLID-CORE DOORS (Complete with framing and hardware)	\$ _____ Price Each	\$ _____ Price Each
C. INTERIOR HOLLOW-CORE DOORS (Complete with framing and hardware)	\$ _____ Price Each	\$ _____ Price Each
D. TELEPHONE OUTLET (Cost per drop)	\$ _____ Price Each	\$ _____ Price Each
E. DATA OUTLET (Cost per drop)	\$ _____ Price Each	\$ _____ Price Each
F. ELECTRICAL 4-PLEX OUTLET	\$ _____ Price Each	\$ _____ Price Each
G. ELECTRICAL 2-PLEX OUTLET	\$ _____ Price Each	\$ _____ Price Each
H. LIGHT SWITCHES	\$ _____ Price Each	\$ _____ Price Each
I. TELE-POWER POLES (Installed)	\$ _____ Price Each	\$ _____ Price Each
J. HVAC ZONE (Complete & energized w/thermostats, mixing box, diffuser, heating Wiring & installation)	\$ _____ Price Each	\$ _____ Price Each
K. SPRINKLER HEAD (Installed)	\$ _____ Price Each	\$ _____ Price Each

**END OF SECTION**

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## 7. SPECIAL NOTICE TO OFFERORS

### TITLE 36 – PUBLIC CONTRACTS, ALSO KNOWN AS THE “LITTLE DAVIS BACON ACT” REQUIREMENTS ON PUBLIC WORKS CONSTRUCTION PROJECTS

The "Little Davis-Bacon Act" (LDBA) is a set of State laws in Title 36 that establishes minimum wage and associated requirements for labor on public construction contracts for the State of Alaska or a political subdivision of the state that exceed \$25,000.00. The prevailing minimum rate of pay applies to construction-related workers, regardless of whether they are employees or not. The Alaska Department of Labor and Workforce Development, Wage and Hour Administration (DOLWD) publishes the prevailing minimum wages twice a year at: <http://www.labor.state.ak.us/lss/pamp600.htm>

“Public construction” or “public works” means the on-site field surveying, erection, rehabilitation, alteration, extension or repair, including painting or redecorating of buildings, highways or other improvements to real property under contract for the State, a political subdivision of the State, or a regional school board. (Emphasis added)

Note that the definition includes improvements to “real property.” Typical contracts may be for new buildings, repair of existing buildings, docks, painting contracts, term contracts, road service agreements, remodeling projects, equipment rental contracts, long-term leases, or insurance proceeds used for repair or construction to name just a few.

Governor Murkowski signed CSHB 155 into law on June 16, 2003. This law requires contractors working on public construction projects to file certified payrolls to the DOLWD, and it levies filing fees.

- **What does this change accomplish?**

**State Funded Projects** - Prime Contractors and subcontractors working on State funded public construction projects must file certified payrolls every week, or by the Friday of every second week to DOLWD. The weekly or bi-weekly certified payroll (Form 07-6058) are available at: <http://labor.alaska.gov/lss/lssforms.htm>

Instead of submitting Form 07-6058, a contractor may submit the contractor’s payroll form. However, the payroll form must contain the same information and statement of compliance required by Form 07-6058.

Contractors working on public construction projects have the option of filing certified payrolls in paper format or electronically by logging into MyAlaska, at: <https://my.alaska.gov> and clicking on LSS - Online Filing Services.

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

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**Federally Funded Projects** - Federal weekly payroll filing requirements under 29 CFR 5.5 (a) (3) are not changed by this new law. But, the assessment of a one percent fee based on the estimated value of work performed and of the value of each subcontractor's price now applies (see below).

And, Federal Statute and form 25D-55 still require Social Security Numbers for the certified weekly payroll reports submitted on Federally funded projects.

- **Are there special requirements or fees to pay?**

The prime contractor working on any public construction project of \$25,000 or more must file a "Notice of Work" and a "Notice of Completion" electronically through <https://my.alaska.gov> and clicking on LSS - Online Filing Services.

The filing fee is one percent (1%) of the total contract amount, including all subcontract work, up to a maximum fee of \$5,000.00. Only the prime contractor is required to pay the filing fee. Filing fees are paid by clicking on "Pay Filing Fees Electronically" in the LSS - Online Filing Services application portal.

Amounts paid to owner/operators (sole proprietor, partnership, or an LLC that has elected to file their taxes as a sole proprietor or partnership) who do not use employees are exempt from the filing fee.

The prime contractor must file a "Notice of Completion" with the DOLWD when work is completed. The Contracting Agency will not perform the "close-out for final project completion" until approval from the DOLWD that they have processed the prime contractors "Notice of Completion." The "Notice of Work" and "Notice of Completion" are processed via the online LSS - Online Filing Services application portal and the approved electronic version can be printed at your convenience.

There are special provisions for filing the "Notice of Work" and the payment of fees for an emergency response project. Contractors have 14 days after starting work in which to file the "Notice of Work" and pay the fees on an emergency response project.

- **Does a contractor or subcontractor have to hire 90% Alaskans on a public construction contract?**

The Employment Preference Act requires 90% of the hired workers to be Alaskan residents. The hiring preference applies on a project-by-project, craft-by-craft or occupational basis and must be met each workweek by each contractor/subcontractor. The hiring preference applies on public works contracts

STATE OF ALASKA RFP 2021 1100 4872  
Kenai/Soldotna, Alaska

---

throughout the State in certain job classifications. There are some projects that this 90% hiring preference does not apply to. A list of the different work classifications that the preference applies to is generated every two years and is available at: <http://labor.alaska.gov/lss/forms/res-hire-notice1.pdf>

[Please note this guide is to help you understand your obligations under Title 36 and does not encompass the full requirements under the law. Please contact DOWLD if you have any questions or need further clarification.](#)

**Resources**

[Alaska Wage and Hour Administration web page:](#)

<http://labor.alaska.gov/lss/whhome.htm>

[Pamphlet 400, Title 36-Public contracts:](#)

<http://labor.alaska.gov/lss/forms/pam400.pdf>

[Pamphlet 600, Laborers' & Mechanics' Minimum Rates of Pay:](#)

<http://labor.alaska.gov/lss/pamp600.htm>

**Alaska Wage and Hour Administration Offices**

Anchorage

Email: Anchorage.lss-wh@alaska.gov

Phone: (907) 269-4909

Fax: (907) 269-4915

Juneau

Email: Juneau.lss-wh@alaska.gov

Phone: (907) 465-4842

Fax: (907) 465-3584

Fairbanks

Email: Fairbanks.lss-wh@alaska.gov

Phone: (907) 451-2886

Fax: (907) 451-2885

# RFP 2021 1100 4872

## Exhibit A - Map

