

ALASKA COURT SYSTEM (ACS)
Kenai Courthouse Clerk's Counter Upgrades
Project #KEN-C-25-0017

Issue ITB Date: September 29, 2025

Project Address: Kenai Courthouse
125 Trading Bay Drive
Kenai, Alaska 99611

Submittal Address: Alaska Court System
Attn: Facilities Dept. – Hanna Humphries
820 West 4th Avenue
Anchorage, AK 99501
Phone: 907-264-0427
Fax: 907-264-8296
Email: hhumphries@akcourts.gov

Response Due Date: November 4, 2025 at 12:00 PM AKST

Pre-Bid Meeting: The pre-bid meeting for this project will be held on Wednesday, October 15th at 1:00 PM. Please meet in the lobby of the Kenai Courthouse, located at 125 Trading Bay Drive, Kenai, AK 99611. This pre-bid meeting is mandatory. All questions, concerns, or clarifications regarding the project must be emailed to Hanna Humphries at hhumphries@akcourts.gov. Keep in mind that an oral response to a question at the site inspection is not binding on the Alaska Court System (ACS). After the site inspection the ACS will distribute to all prospective bidders an addendum listing the questions asked and the court system's official responses. The cut-off date for contractor questions is 4 calendar days before the bid date.

Questions: Hanna Humphries, Leasing & Contracts Manager
Office: 907-264-0427 ; Email: hhumphries@akcourts.gov

Please submit on the form below a total cost quote for the Work as specified. Receipt of your Bid must be no later than the "Response Due Date" noted above.

To be considered, the submitted Bid must include the following information, properly completed and executed. Bid documents must be submitted to the location listed above, either mailed, hand delivered, scanned and e-mailed, or faxed to the number/address provided. Specify project name and response due date and time on quote. Bids not including all of the items noted below may be rejected:

- A. The Bid Schedule and acknowledgment of any addenda that may be issued. (Bids may be submitted on photocopied forms.) Bid Schedule must be fully completed, including bid amounts for Basic Bid, any Alternate Bids listed, and other required information. **Bid Form sheets include Pages 8, 9, and 10 of this ITB only**
- B. Valid Alaska Business License Number or photocopy of application for same under AS.08.18.
- C. Bidder's Contractor Registration Number under AS.08.18.
- D. Bid Security. See Section 00100, Paragraph 10, and Section 00410 for form of bid bond. Bid security must accompany a bid if the total bid, including base bid and alternates, exceeds \$100,000.

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Index of Attachments to this ITB:

Specifications:

- Section 00100 – Instruction to Bidders
- Section 00300 – Bid Schedule
- Section 00410 - Bid Bond
- Section 00510 – Agreement Between Owner and Contractor
- Section 00700 – General Conditions
- Section 01010 – Summary of Work
- Section 01740.1 - Certificate of Substantial Completion form
- Section 01740.2 - Affidavit of Payment of Debts and Claims and Release of Liens Section
- Section 01740.3 - Warranty of Work form
- Certificate of Compliance

Drawings/Sketches/PDF's:

- Kenai Courthouse Clerk Counter Remodel 100% Design

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SECTION 00100 – INSTRUCTIONS TO BIDDERS

1. **DEFINITIONS:** Wherever in the Contract Documents the following terms, or pronouns in place of them, are used, the intent and meaning, unless a different intent or meaning is clearly indicated, shall be interpreted as set forth below. The titles and headings of the Sections, Subsections and Articles herein are intended for convenience of reference and shall not be considered as having bearing on their interpretation.

Bid is the response submitted by a Bidder.

Bidder is defined as the respondent to the ITB.

Contract Documents - The Contract form, Addenda, the bidding requirements and Contractor's Bid, the bonds, the Conditions of the Contract and all other Contract requirements, the Specifications, and the Drawings Furnished by the Owner to the Contractor, together with all Change Orders and documents approved by the Contracting Officer for inclusion, modifications and supplements issued on or after the Effective Date of the Contract.

Day is a calendar day. Unless noted otherwise.

Owner is the Alaska Court System, sometimes referred to as the "court system" or "ACS".

Work - Work is the act of, and the result of, performing services, furnishing labor, furnishing and incorporating materials and equipment into the Project and performing other duties and obligations, all as required by the Contract Documents. Such Work, however incremental, will culminate in the entire completed Project, or the various separately identifiable parts thereof.

2. **PROCUREMENT GUIDELINES:** This procurement is issued under the ACS Procurement Guidelines, adopted by the administrative director of the ACS effective September 25, 2013. Copies of the Procurement Guidelines are available without charge from the Anchorage Court System, Facilities Office, 820 4th Ave, Anchorage, Alaska 99501, telephone 264-0427. In case of conflict between this document and the ACS Procurement Guidelines, the ACS Procurement Guidelines shall prevail.
3. **AVAILABILITY OF CONTRACT DOCUMENTS:** Contract Documents are available in electronic format from Hanna Humphries, Leasing & Contracts Manager, at hhumphries@akcourts.gov or at 907-264-0427.
4. **AMENDMENT, EXTENSION, OR CANCELLATION:** The ACS may amend, extend, or cancel this ITB as provided in the Procurement Guidelines.
5. **COMPLETENESS OF CONTRACT DOCUMENTS:** The submission of a bid is a representation that the Bidder has examined the Contract Documents to make certain that all sheets and pages were provided, that the Bidder has examined the Property/Facility where the work will be performed, that the Bidder is knowledgeable as to the conditions to be encountered in performing the Work, and that the Bidder understands the work to be performed.
6. **TIMELINESS OF BID:** The cut-off date for contractor questions is 4 calendar days before the bid Date. It is the responsibility of the Bidder to ensure that the Bid and any Bid modifications are received by the Contracting Officer before the scheduled bid opening time. Late bids, including bids mis-delivered to other ACS divisions, shall not be accepted.

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7. **RESPONSIVENESS OF BIDS:** Bids with minor informalities shall be considered responsive and accepted if the Contracting Officer determines that acceptance is in the best interest of the ACS. Minor informalities are matters of form rather than substance, or insignificant mistakes that can be waived or corrected without prejudice to other bidders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is negligible. Unbalanced bids (bids that do not reasonably allocate prices among the various bid items) will be rejected as nonresponsive if the unbalance is detrimental to the ACS.
8. **REJECTION OF BIDS:** The ACS may reject any and all bids. A bid shall be rejected if it does not conform in all material respects to the requirements of the ITB or is otherwise determined to be non-responsive.
9. **DOCUMENTS REQUIRED FOR BID:** Bidders must submit the items described on the first page of this solicitation properly completed and executed no later than the Bid Response Due Date and Time. Bids not including all of the items listed on the first page of this solicitation may be rejected.

Bid Security. ACS requires a bid guaranty in the amount of 5% of the bid amount (including base bid and all alternate bids) if the bid amount exceeds \$100,000.

- A. Bids amounts that exceed \$100,000 shall be accompanied by bid security in the form of an acceptable bond issued by a surety company, certified check, cashier's check or money order made payable to the Alaska Court System (State of Alaska). The penal sum of the bond may be expressed as a dollar amount equal to 5% of the bid amount, or as "5% of the attached bid." The surety of a bid bond may be any corporation or partnership authorized to do business in Alaska as an insurer under AS 21.09. This bid security shall be held until a firm contract is executed. If the successful bidder fails to enter into a contract, this bid security shall be forfeited to the Alaska Court System. Award may be made to the next lowest responsive and responsible bidder. After final award of bid, all bid security shall be returned to the unsuccessful bidders. By submission of bid security and signature on the bid schedule, the successful bidder acknowledges and agrees to the conditions of this Invitation to Bid. See Section 00410 for form of bid bond.
10. **RESPONSIBILITY REQUIREMENT:** A bid shall be awarded only to a responsible Bidder, who has the capability in all respects to perform fully the contract requirements and has the integrity and reliability which shall assure good faith performance. A Bidder shall be declared non-responsible and the bid shall be rejected when:
- A. The Bidder is in arrears on taxes due the State;
- B. The Bidder has failed to perform satisfactorily on a previous contract with ACS, other state agency or an entity providing similar services to a court building or is not in a position to perform this contract.

See ACS Procurement Guidelines Section 2-212 for responsibility criteria. A determination by the Contracting Officer that a Bidder is not responsible may be protested.

11. **BID OFFERS:**
- A. Bids made in response to this ITB shall be good and firm for a period of 60 days from the date of bid opening.
- B. All offers and acceptance resulting from this ITB are limited to the terms and conditions contained in this document and its attachments.
12. **BID CONSIDERATION BY ACS:** As soon as practicable after the Response Due Date and time specified above, the Alaska Court System will review all bids and evaluate them for award.
13. **BID AWARD:** The bid award shall be made to the lowest responsible and responsive Bidder whose Bid conforms in all material respects to the requirements and criteria set out in this Invitation to Bid. The sum of the Total Basic Bid plus any Alternates Awarded governs for purpose of determining low Bidder. Award will

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be made subject to availability of funds. The Alaska Court System reserves the right to award some, none, or all of Base Bids and/or Alternates in any order in the best interest of the Alaska Court System. Bid amounts for alternates not awarded with this contract shall be held for 60 days from date of contract and may be awarded within that time as a fixed price change order.

- A. Notice of Award will be issued to the lowest responsible and responsive Bidder generally within 2 working days after Bid Opening, and shall be transmitted to all bidders. Notice of Award shall also be made subject to availability of funds and its issuance may be delayed or canceled as determined by the Contracting Officer in accordance with ACS Procurement Guidelines.
 - B. Within 3 working days of Notice of Award the Contractor shall provide proof of insurance per General Conditions Section 00700.5.A of this ITB, and a list of subcontractors the Bidder proposes to use in the performance of the contract in compliance with this Section.
- 14. BID PROTESTS:** Bidders are requested to carefully review this entire Invitation to Bid as soon as it is received for defects and questionable or objectionable content. A person desiring to protest the provisions of this ITB or the award must comply with the applicable provisions of ACS Procurement Guideline 4-401. If a protest is sustained in whole or in part, the protestor's sole remedy is the successful protestor's documented reasonable bid or proposal preparation costs.
- 15. EEO AND FEDERAL CIVIL RIGHTS COMPLIANCE:** By signature on the Bid Schedule the Bidder certifies compliance with the applicable portions of the Federal Civil Rights Act of 1964 and the Equal Employment Opportunity Act and the regulations issued thereunder by the State and Federal Governments. If any Bidder fails to comply with the Act or Regulations issued thereunder, the ACS reserves the right to terminate the contract.
- 16. TAXES:** All bids shall exclude federal, state and local sales taxes. However, if the Bidder believes that certain taxes are properly payable by the ACS; such taxes may be listed separately, directly below the Bid price for the affected item. The ACS is exempt from federal excise tax under Registration No. 92-6001185.
- 17. SUBCONTRACTORS:** Within 3 working days after the issuance of the Notice of Award, the apparent low Bidder shall submit a list of subcontractors the Bidder proposes to use in the performance of the contract. The list must include the name, phone number, and location of the place of business for each subcontractor and evidence of the subcontractor's valid Alaska business license. Replacement of a subcontractor may not be made, except with prior approval of the Contracting Officer, for reasons specified in the ACS Procurement Guidelines.
- 18. ACCEPTANCE OF CONTRACT, PERFORMANCE BOND, PAYMENT BOND, and PROOF OF INSURANCE:** If the ACS delivers or mails written Notice of Award to the Bidder within sixty (60) days after the date set for the opening of this bid, or at any other time thereafter before it is withdrawn, the Bidder will accept, execute and deliver **Section 00510 Agreement Between Owner and Contractor** to the ACS in accordance with the bid, and will also furnish and deliver proof of insurance coverage in compliance with **Section 00700 General Conditions, paragraph 5**, all within 3 working days after personal delivery or after deposit in the mails of the notification of acceptance of this bid. If the amount of the contract to be awarded exceeds \$100,000 the Contractor will also furnish and deliver within five days of Notice of Award a Performance Bond and a Payment Bond, and, before Final Payment, submit a completed and authorized Consent of Surety Company to Final Payment form, a Contractors affidavit of Payments of Debts and Claims and release Liens and Claims against Payment Bond form. The aforementioned Bonds and forms must be substantially in forms provided by ACS.
- 19. ALASKA LITTLE DAVIS BACON ACT:** Prospective Bidders are advised that construction or remodeling in connection with the contract is subject to AS 36.05.010. The Contractor must comply with the requirements noted within the most recent Department of Labor pamphlet entitled, "Laborer's and Mechanic's Minimum

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Rates of Pay," found at: <http://www.labor.state.ak.us/lss/pamp600.htm> The rate of wages shall be adjusted to the wage rate under AS 36.05.010.

20. DESCRIPTION OF PREFERENCES

- A. ALASKA PREFERENCE:** A bid shall be awarded to an Alaska Bidder whose bid is not more than five percent (5%) higher than the lowest non-resident's bid in accordance with Alaska Statute 36.30.170(b)(1) – (5). An Alaska Bidder is defined as one who:
- 1). Holds a current Alaska business license (business license number must be shown in space provided on the Bid Schedule);
 - 2). Submits a bid for goods or services under the name appearing on the current Alaska business license;
 - 3). Has maintained a place of business in the State staffed by the Bidder or an employee of the Bidder for a period of six months immediately preceding the date of the bid;
 - 4). Is incorporated or qualified to do business under the laws of the State, is a sole proprietorship and the proprietor is a resident of the State, or is a partnership and all partners are residents of the State; and
 - 5). If a joint venture is comprised entirely of ventures that qualify under (1-4 of this subsection).

NOTE: A Bidder may seek a preference under either B, below, or C, below, but not both. In addition, a Bidder may seek a preference under D and E, below. A Bidder seeking the Alaskans with Disabilities Preference under B, below, must be an individual or business must be listed with the Division of Vocational Rehabilitation as qualified under Alaska Statute 36.30.170 at the time the bid is opened and provide ACS with a copy their Certification Letter. A Bidder seeking a preference under B, C, or D, below must add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, a Bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public.

- B. ALASKANS WITH DISABILITIES PREFERENCE:** A bid shall be awarded to an Alaska Bidder whose bid is not more than ten percent (10%) higher than the lowest bid, if the Bidder is a qualifying entity under AS 36.30.321(d)-(e).
- C. EMPLOYMENT PROGRAM PREFERENCE:** A bid shall be awarded to an Alaska Bidder whose bid is not more then fifteen (15%) higher than the lowest bid, if the Bidder is offering services through an employment program in accordance with Alaska Statute 36.30.321(b).
- D. EMPLOYERS OF PEOPLE WITH DISABILITIES PREFERENCE:** A bid shall be awarded to an Alaska Bidder whose bid is not more than ten percent (10%) higher than the lowest bid, if the Bidder meets the requirements of AS 36.30.170(f).

ALASKA PRODUCTS PREFERENCE: The bid will be decreased by the percentage of the value of the designated Alaska products under AS 36.30.332 – AS 36.30.338. The Bidder must execute the Alaska Products Preference Worksheet and submit the worksheet with the Bid in order to receive this preference. A list of qualified Alaskan products is available on line at <http://www.dced.state.ak.us/econdev/prodpref>. An Alaska Products Preference Worksheet can be obtained from the Facilities Office by calling 264-8238.

- E. ALASKA VETERAN'S PREFERENCE:** An Alaska Veteran Preference of five percent, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:
- 1) sole proprietorship owned by an Alaska veteran;
 - 2) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;

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- 3) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- 4) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans

A preference under this section is in addition to any other preference for which the bidder qualifies.

To qualify for this preference, the bidder must add value by the bidder itself actually performing, controlling, managing and supervising a significant part of the services provided or the bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public.

An Alaska veteran is a resident of Alaska who:

- 1) Served in the Armed forces of the United States, including a reserve unit of the United States armed forces; or the Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Naval Militia; and
- 2) Was separated from service under a condition that was not dishonorable.

NOTE: **Alaska Veteran Preference Affidavit Required.** See attached form 25D-17.

F. RECYCLED PRODUCTS PREFERENCE: Not Applicable.

G. Contractor must provide documents for proof or calculation of Preferences listed above.

END OF SECTION

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SECTION 00300 – BID SCHEDULE

1.1 BASE BID – Kenai Courthouse Clerk's Counter Upgrades

Demo existing counter and construct new counter with added security features to include replacement of selected interior finishes and casework and minor space reconfiguration. This project does not include any structural, electrical or mechanical alteration. Furnish all labor, materials, equipment, etc., necessary to complete all work shown; specified; and reasonably inferred:

Total Base Bid \$ _____
(figures)

(words) Dollars

PREFERENCES: Indicate whether you are eligible for any of the following Preferences. Requirements that must be complied with to qualify for bid preferences are described in paragraph 1.5 below:

_____ Alaska Bidder Preference (5%), ACS Procurement Guidelines 2-202-12-9.

_____ Alaska Employment Program (15%), ACS Procurement Guidelines 2-202-12-9.

_____ Alaska Disabled Bidder (10%), ACS Procurement Guidelines 2-202-12-9.

_____ Alaska Product Preference, ACS Procurement Guidelines 2-202-12-9.

_____ Alaska Veteran's Preference, ACS Procurement Guidelines 2-202-12-9.

1.2 BIDDER ACKNOWLEDGEMENTS AND REPRESENTATIONS:

- A. In compliance with the attached bid documents, the above Bidder proposes to enter into an agreement with ALASKA COURT SYSTEM for the Work.
- B. The above Bidder, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents for this project hereby proposes and agrees to perform the Work within the time stated and in strict accordance with the proposed Contract Documents, including furnishing all labor and materials to do all the work required.

The submission of a Bid is considered a representation that the Bidder has examined the Contract Documents to make certain that all sheets and pages were provided, and that the Bidder has examined the Project site, and that the Bidder is satisfied as to the conditions to be encountered in performing the Work. The Alaska Court System expressly denies any responsibility or liability for a bid submitted on the basis of an incomplete set of Contract Documents.

- C. The above Bidder acknowledges receipt of the following addenda to the DRAWINGS and/or SPECIFICATIONS (give number and date of each) and that associated costs are included in this Bid.

Addenda #, Date Issued	Addenda #, Date Issued	Addenda #, Date Issued
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No other alterations, substitutions, changes or qualifications to the terms or conditions of the invitation are allowed on this Bid Schedule.

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- D. Offers made in response to this Invitation to Bid shall be good and firm for a period of 60 days from the date of bid opening. If written notice of the acceptance of this Bid is mailed or delivered to the Bidder within sixty (60) days from the date of bid opening, or at any other time thereafter before it is withdrawn, the Bidder will accept the Contract in accordance with this Bid. All offers and acceptance resulting from this Invitation to Bid shall be expressly limited to the terms and conditions contained in this document and its attachments.
- E. By signature on this document the above Bidder certifies compliance with the applicable portions of the Federal Civil Rights Act of 1964 and the Equal Employment Opportunity Act and the regulations issued thereunder by the State and Federal Government. If any Bidder fails to comply with the Act or Regulations issued thereunder, the OWNER reserves the right to terminate the contract.
- F. Bidder acknowledges that this Bid is being submitted with Bidder's facsimile signature. Bidder agrees that the Alaska Court System is relying upon this facsimile signature as if it were an original signature, and by submitting this Bid, Bidder waives any right to disclaim this Bid based upon the fact that the signature is not original.
- G. By completing, signing and submitting this form I certify that I have reviewed the bid documents, with addenda, and understand the scope of services and conditions required for this Property/Facility. Furthermore, I agree to furnish for the above amounts – which was arrived at independently and without collusion – all necessary labor, materials, and equipment. Work shall be accomplished in a workmanlike manner, observing all applicable civil rights and equal employment opportunity acts, and to the satisfaction of the Contracting Officer
- H. HUMAN TRAFFICKING: By signature on this bid, the bidder certifies that the bidder is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report. The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/g/tip/>. Failure to comply with this requirement will cause the state to reject the bid as non-responsive, or cancel the contract.

1.3 SIGNATURE

Signature of Bidder

Date

Printed or Typed Name of Signer & Title

NOTE: If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer and officers authorized to sign contracts on behalf of the corporation. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Name: _____

Business Address: _____

Telephone Number: _____

Fax Number: _____

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E-mail Address: _____ (Seal, if by Corporation)

Business License Number Expires: _____

Contractor's Certification Number Expires: _____

Federal Identification Number

If the Bidder seeks application of the Alaska veteran's preference, the Bidder must supply a written certification for each individual who is an Alaska veteran, in the following form:

[Name] certifies that he (or she) is a resident of Alaska who:

- 1). Served in the Armed forces of the United States, including a reserve unit of the United States armed forces; or the Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Navel Militia; and
- 2). Was separated from service under a condition that was not dishonorable.

Authorized Signature

Printed Name

Date

END OF SECTION

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SECTION 00410
BID BOND

KNOW ALL MEN BY THESE PRESENTS:

Date Bond Executed: _____

That _____ of _____ as principal,
and _____ of _____ as surety,
in the penal sum of _____ dollars (\$_____).

Date of bid: _____

We, the PRINCIPAL and SURETY above named, are held and firmly bound to the State of Alaska Court System (State of Alaska), in the penal sum of the amount stated above, for the payment of which sum will and truly be made, we bind ourselves and our legal representatives and successors, jointly and severally, firmly by this instrument.

THE CONDITION OF THE FOREGOING OBLIGATION is that the principal has submitted the accompanying bid or proposal in writing, date as shown above, on **Kenai Courthouse Clerk Counter Upgrades, Project #KEN-C-25-0017**.

In accordance with plans and specifications filed in the Alaska Court System Project Office and under the Invitation for Bids therefore, and is required to furnish a bond in the amount stated above.

If Principal's bid is accepted and he is offered the proposed contract for award, and if Principal fails to enter into the contract, then the obligation to the Alaska Court System created by this bond shall be in full force and effect.

In presence of:

WITNESS

INDIVIDUAL PRINCIPAL

1. _____ as to _____ (SEAL)
2. _____ as to _____ (SEAL)
3. _____ as to _____ (SEAL)
4. _____ as to _____ (SEAL)

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CORPORATE PRINCIPAL: _____

Attest:

BUSINESS ADDRESS: _____

Affix

BY: _____ Corporate
Seal

NAME & TITLE: _____

CORPORATE SURETY: _____

Attest:

BUSINESS ADDRESS: _____

Affix

BY: _____ Corporate
Seal

NAME & TITLE: _____

State of Alaska Court System

END OF SECTION

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SECTION 00510 - AGREEMENT BETWEEN OWNER AND CONTRACTOR

Date of Contract: **DATE:** _____ (to be determined)

THIS AGREEMENT made by and between: **ALASKA COURT SYSTEM**, (hereinafter called "Owner") and (hereinafter called "Contractor").

The Owner and the Contractor agree as set forth below:

Article 1. Work

The Contractor shall perform all the Work required by the Contract Documents for the following project:

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It is agreed that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Owner or its assignee, the Contractor hereby agrees with the Owner to commence and complete the construction described as follows:

Supply and installation of the entire Work as contained in the ITB issued September 29, 2025 (hereinafter called the "Work"), at a cost not to exceed the proposed price and to furnish all the materials, supplies, machinery, equipment, superintendents, labor, insurance and other accessories and services necessary to complete said Work in accordance with the conditions stated in the Contract Documents.

Article 2. Time of Commencement and Completion

Contractor hereby agrees to commence Work under this Agreement on a date to be specified in a written "Notice of Proceed" from the Owner and to complete the Work within the time stated in the Supplemental Conditions.

Article 3. Architect/Engineer

The Architect/Engineer for this project is: Alaska Court System – Project Manager

Article 4. Contract Sum

The Owner shall pay the Contractor under provisions of the Contract Documents for the performance of the Work, subject to additions and deductions by change order as provided in the Contract Conditions, the Contract Sum of _____ dollars and _____ cents (\$ _____), **to be determined at a later date**, for the Base Bid total Lump Sum Amount. The attached bid sheets form an integral part of this Agreement.

Article 5. Contract Documents

5.1 The Contract Documents consist of this Agreement and documents listed hereinafter, (hereinafter called "Contract Documents"), and all are incorporated herein by reference and as fully a part of the Contract as if attached to this Agreement or repeated herein:

Invitation to Bid and all attachments listed in the Index of Attachments
Laborers' and Mechanics' Minimum Rates of Pay
Technical Specifications
Technical Drawings
Contents of Addenda
Contractor's completed Bid Schedule
Notice of Award

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This Agreement and all covenants hereof shall insure to the benefit of and be binding upon the Owner and the Contractor, respectively, and their partners, successors, assigns and legal representatives.

Article 6. Progress and Final Payments

- 6.1 Payment shall be made to the Contractor by the Owner, or his assigns, based upon amount of the approved Contractor's estimate of Work completed and value of materials suitably stored on site up to date of application for payment less any retainage required by the Owner in accordance with General Conditions Paragraph 5.
- 6.2 Final payment, constituting the final unpaid balance of the contract sum including retainage, shall be paid by the Owner or his assigns to the Contractor. Final payment shall be due to the Contractor in accordance with General Conditions Paragraph 5.

Article 7. Miscellaneous

- 7.1 Any notice of communication which either party desires to give the other party which affects the contract sum of this Agreement shall be given in writing and either shall be personally delivered to the other party's representative or deposited in the United States mail as registered mail with all postage prepared and if given by the Contractor to the Owner, then addressed as follows:

Name:	Hanna Humphries		
Agency:	Alaska Court System		
Address:	820 West 4 th Avenue		
City, State, Zip:	Anchorage, AK 99501	Email:	hhumphries@akcourts.gov
Phone:	907-264-0427		

If given by the Owner to the Contractor, then addressed as follows (including telephone number on the last line):

Name:	
Business:	
Address:	
City, State, Zip:	Email Address:
Phone:	Fax:

- 7.2 The Owner shall furnish to the Contractor an electronic set of drawings and specifications, at no cost, for use in the Construction of the Work. The Contractor may obtain additional sets of printed drawings or specifications by paying the Owner for the costs of reproduction, handling and mailing.
- 7.3 The Contractor shall perform at least ten percent of the total Work with forces that are in the direct employment of the Contractor's organization.

In WITNESS WHEREOF, the parties have made and executed this Agreement to be effective the day and year first above written.

ALASKA COURT SYSTEM, Owner

By: Anna Harrison

Director of Facilities

Title: _____ Date

By:

Title: _____ Date

END OF SECTION

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SECTION 00700 – GENERAL CONDITIONS

1. CONTRACTOR'S GENERAL DUTIES:

- a) The Contractor shall diligently, and in skillful, workmanlike manner, provide all labor, materials, equipment, and facilities necessary to perform the Work in accordance with the Contract Documents and in a manner to complete the Work within the specified contract time. The Contractor shall not perform any portion of the Work for which the Contract Documents require submittal and review of shop drawings, product data, samples or similar documents until the applicable submittal has been approved by the architect.
- b) The Contractor shall provide on the site at all times during the prosecution of the Work an Owner approved, competent resident Supervisor. The CONTRACTOR is to submit to the Owner for consideration, the proposed Supervisors qualifications and relevant work history, and, three (3) project references, no older than 5 years old, with scope, date, and contact information including phone number, of the referenced projects Project Manager. The Owner shall also be advised in writing of the supervisor's name, email address, local address, mailing address, and telephone number. This written advice is to be kept current until Final Completion by the OWNER. The supervisor will be the CONTRACTOR's representative at the site and shall have full authority to act and sign documents on behalf of the CONTRACTOR. The Supervisor may not be changed or replaced without prior approval of the Owner. All communications given to the Supervisor shall be as binding as if given to the CONTRACTOR.
- c) The Contractor shall cooperate with the Contracting Officer in every way possible.
- d) Contractor must prepare contemporaneous daily reports showing the progress of the work. The Contractor must transmit a copy of the daily reports to the Owner no less than daily. Transmittal of daily reports does not constitute notice to the Owner of any matter for which notice is specifically required under the Contract Documents. The daily reports must include, at the minimum, information regarding the project schedule, safety issues, subcontractors on site, work performed, meetings held, and communications with the Owner.
- e) Contractor shall provide a minimum of 72 hours' notice for all required or requested inspections, approvals, tests or differing condition verifications that require site visits. Site visits by Owner are limited to weekdays, unless agreed to in advance by both parties.

2. AUTHORITIES AND LIMITATIONS:

- a) The Contracting Officer (or authorized representative) has the authority to make findings, clarifications or interpretations and decisions with respect to the contract; to approve materials, work and payment therefore; and, to modify or terminate the contract on behalf of the Owner.
- b) The Contractor shall have sole responsibility for the means, methods, sequences, or procedures of construction and safety precautions related thereto. The Contractor shall conduct all works in such a manner as to protect state resources.
- c) Dispute Resolution: Any dispute arising out of this contract, and which cannot be satisfactorily remedied by the Parties to the Contract, shall be resolved pursuant to Alaska Rules of Court, Administrative Rule 47.

3. LAWS AND REGULATIONS: The Contractor shall comply with all applicable laws, regulations, codes, ordinances and written directives issued by the Contracting Officer.

- a) The Contractor shall obtain applicable licenses and permits; provide supervision, labor, tools and new materials (except as may otherwise be provided by the Contracting Agency); and utilize Alaska Products and Wood Products when applicable (see AS 36.05.010 & AS 36.30.322).
- b) The Department of Labor, Labor Standards and Safety Division shall be notified in accordance with AS 36.05.010 and AS 36.05.030. The Contractor must then comply with the requirements noted within the

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most recent Department of Labor pamphlet entitled, "Laborer's and Mechanic's Minimum Rates of Pay," found at: <http://www.labor.state.ak.us/lss/pamp600.htm>

- c) The Contractor shall submit one copy of the certified payrolls to the Owner weekly. Statue 36.05.0005 applies only to a public construction contract that exceeds \$25,000.
- d) Compliance of Specifications and Drawings: If the Contractor observes that the Specifications and Drawings supplied by the OWNER are at variance with any Regulatory Requirements, Contractor shall give the Contracting Officer prompt written notice thereof, and any necessary changes will be authorized.
- e) Preferential Employment:
 - I. The Contractor shall comply with all applicable and valid laws and regulations regarding the hiring of Alaska residents now in effect or that might subsequently take effect during the term of this Contract.
 - II. Employment Preference in Zones of Underemployment. The Alaska Department of Labor and Workforce Development has determined that certain areas of Alaska are Zones of Underemployment. If the Work is to be performed wholly or partly within a Zone of Underemployment, the Contractor must give employment preference to Alaska residents as determined by the Alaska Department of Labor and Workforce Development. Failure to comply with this requirement can result in substantial civil and criminal penalties under AS 36.10.100. Within 20 days after award of a contract under this procurement, the Alaska Court System will report the Contract to the Alaska Department of Labor and Workforce Development, which will be responsible for administration and enforcement of employment preference requirements. Contractor can obtain the Alaska Department of Labor and Workforce Development Employment Preference Determination at the following internet address: <http://labor.alaska.gov/lss/forms/res-hire-notice-2013.pdf>. For further information, contact the Alaska Department of Labor and Workforce Development, Division of Wage and Hour Administration, at 907-269-4900.
 - III. In order to ensure that the Contractor Subcontractors will comply with all applicable laws and regulations regarding the hiring of Alaska residents now in effect or that might subsequently take effect, the Contractor shall include in its Contracts with subcontractors under this Contract language that is substantially the same as the paragraph above.
- f) Alaska Little Davis-Bacon Act requirements. The following Labor provisions shall also apply to this Contract:
 - a. Contractor and Subcontractors of Contractor shall pay all employees unconditionally and not less than once a week;
 - b. Wages may not be less than those stated in the advertised Specifications, regardless of the contractual relationship between the Contractor or Subcontractors and laborers, mechanics, or field surveyors;
 - c. The scale of wages to be paid shall be posted by the Contractor in a prominent and easily accessible place at the site of the Work;
 - d. The Owner shall withhold so much of the accrued payments as is necessary to pay to laborers, mechanics, or field surveyors employed by the Contractor or Subcontractors the difference between
 - i. The rates of wages required by the Contract to be paid laborers, mechanics, or field surveyors on the Work, and
 - ii. The rates of wages in fact received by laborers, mechanics, or field surveyors.
- 4. **CHANGES:** The Facilities Manager reserves the right to make written changes to the Contract Documents for modifications within the general scope of the Work. The value of any Work covered by a Change Order for an increase or decrease in the Contract Price shall be determined in one of the following ways:

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- a) Where the Work involved is covered by unit prices contained in the Contract Documents, by application of unit prices to the quantities of the items involved.
- b) Request for Proposal – upon receipt by the Contractor, he shall within seven days, submit to the Owner a written proposal for adjustment. Proposals for increases or decreases to the Contract amount shall include both a detailed cost estimate showing direct labor, material, equipment, small tools, and consumable costs, and subcontractor cost estimates as appropriate.
- c) Time and Materials (T&M) Work – When authorized by Owner, the cost of the change shall be based on actual cost for time and materials spent on work performed. The Contractor shall provide backup documentation including, but not limited to, daily time sheets, material invoices, and equipment rental receipts.
- d) Allowances for overhead and profit shall not exceed 15% for the party performing the work. This allowance is to compensate the Contractor for all labor, supervision, and equipment not directly necessary to perform or supervise the work. This allowance includes temporary construction facilities, field engineering, schedule updating, as-built drawings, home office costs, project management, office engineering, estimates, home office overhead because of extended time, and any other indirect costs incidental to the performance of the change in work. The Contractor shall be allowed a 5% markup on the first lower tier subcontractor only. No other markup is allowed.
- e) Any act or occurrence be it a result of an emergency, differing site condition or change order which may form the basis of a claim for a price to time adjustment shall be reported immediately to the Contracting Officer. Extra work performed without a signed agreement or change order shall be treated as unauthorized work, and the Contractor shall not be entitled to an increase in the Contract Price or an extension of the Contract Time for that work.

5. INSURANCE AND INDEMNIFICATION:

5.1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", 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 Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

5.2. Insurance

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

5.2.1 Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory

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obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

5.2.2 Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

5.2.3 Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

6. **APPLICATION FOR PROGRESS PAYMENT:** The Contractor shall submit to the Contracting Officer for review a Request for Payment filled out and signed by the Contractor covering the Work completed as of the date of the Request for Payment and accompanied by such supporting documentation as is required by the Contract Documents. Contracting Officer will either indicate in writing a recommendation of payment or return the Request for Payment to the Contractor indicating in writing the Contracting Officer's reasons for refusing to recommend payment. In the latter case, the Contractor may make the necessary corrections and resubmit the Request for Payment. Progress payments will be made as the Work progresses on a monthly basis.
- a) Stored Materials and Equipment: Coordinate with court system project manager.
 - b) The Contractor shall make prompt payment to all employees, subcontractors and suppliers utilized on the Project.
 - c) The Owner shall make final payment to the Contractor following approval for completion of all Work and the Contractor's submittal of all releases, warranties, record documents, permits and invoices. Liens or other claims relating to the Project may be withheld from final payment, if written notice is first given to the Contractor. Acceptance of final payment will constitute Contractor's waiver to future claims.
 - d) No claim by the Contractor for a change in the Contract Price shall be allowed unless claimed before Final Acceptance of this Contract.
7. **MATERIALS AND EQUIPMENT:** All materials and equipment shall be of specified quality and new, except as otherwise provided in the Contract Documents. The Contractor shall provide all facilities and labor required to protect materials and other components of the Work from damage or deterioration due to environmental exposure, handling, or other factors.
8. **USE OF PREMISES:** The Contractor is responsible for the Site, the Work, and persons and materials thereon. The Contractor shall confine construction equipment, the storage of material and equipment and the operations of workers to the Project limits and approved storage sites.
9. **WARRANTY:** The Contractor warrants that all Work will be in accordance with the Contract Documents and will not be defective. Prompt notice of all defects shall be given to the Owner. All Defective Work, whether or not in place, may be rejected, corrected, or accepted as provided for in this Article. The Contractor shall remedy all defects in materials or workmanship which develops within a period of one year from the date of final payment unless directed otherwise within the Contract Documents/specifications.
10. **SAFETY:** The Contractor is responsible for maintaining a safe and clean work area, and for blocking off work areas to public access during the course of work. The Contractor shall also comply with standards prescribed by the State of Alaska, Department of Labor, Division of Labor Standards and Safety. The CONTRACTOR alone shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the Work and other persons and organizations who may be affected thereby; and to all the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, The CONTRACTOR shall comply with all applicable Regulatory

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Requirements of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss; and shall erect and maintain all necessary safeguards for such safety and protection.

11. **BUILDING SECURITY:** The Contractor will lock exterior building doors except while work in the immediate area is in progress. The Contractor shall keep all exterior doors locked except while access to the building is required for Work. If an exterior door is left unlocked the Contractor will not leave the door unattended. If exterior doors are removed or rendered insecure as a result of the Work, the Contractor will secure the opening using other means as necessary while maintaining egress compliance. When Contract personnel leave the building after hours, they will lock all doors, inspect the area for fire hazards and take appropriate corrective action.
12. **CONTRACT CLOSE-OUT:**
- a) Substantial Completion: Substantial Completion Inspection will be scheduled after the Contractor provides written notice to the Owner that Work is Substantially Complete. Should Owner determine that Work is not substantially complete the Contractor will be notified in writing, giving reasons therefore.
 - b) Final Completion: Upon completion of the Work, and prior to final payment, the Contractor shall submit to the Owner the following items duly signed and executed: Warranty of Work; Contractor's Affidavit of Payment of Debt and Claims; Contractor's Affidavit of Release of Liens; Consent of Surety to Final Payment; Final Wage Certification and Department of Labor Notice of Completion; Complete and legally effective releases or waivers signed by each of Contractor's direct subcontractors and direct material suppliers, and all persons who have notified Contractor or Owner of a right to make a claim under AS 36.35.020
13. **LIQUIDATED DAMAGES:** Liquidated damages will be in the amount of \$200 per day beginning on the date(s) provided in Section 01010.1.5.D for Substantial Completion and ending on the date that Substantial Completion is achieved. These liquidated damages are intended to compensate the Owner for contract administration costs due to delay, and are in addition to any actual damages that Owner may claim as a result of loss of use or other harm resulting from delay of Final Completion.

END OF SECTION

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SECTION 01010 - SUMMARY OF WORK

PART 1 GENERAL

1.1 DEFINITIONS

- A. Alaska Court System (ACS) Normal Work Hours: 8:00 am until 4:30 pm Monday through Friday not including State holidays.
- B. Provide: Furnish and install; alterations include replacement of selected interior finishes and casework and minor space reconfiguration as per the Kenai Courthouse Clerk Counter Remodel 100% Design Documents attached to this ITB.

1.2 OWNER'S OCCUPANCY

- A. The Owner will continue to occupy and operate the building. The Contractor shall coordinate with the Owner to allow normal business operations to continue and shall cooperate with the Owner in construction operations to minimize conflict and to facilitate Owner usage. Contractor shall at all times conduct his operation to insure the least inconvenience to staff, visitors, and the general public.
 - 1. Contractor must maintain the existing fire exiting and public and private circulation pathways.
- B. Contractor shall schedule **after** ACS Normal Work Hours any work which could interfere with the Owner's operation. Specific schedules and Work activities which will be required to be performed after Normal Work Hours are:
 - 1. All demolition work.
 - 2. All rooftop hoisting.
 - 3. Any concrete drilling or saw cutting.
 - 4. Any water, HVAC or power shut offs.
 - 5. All work with loud power tools.
 - 6. All fire alarm and security system disruption or testing.
 - 7. All Work in common circulation areas, including office space, hallways, courtrooms, public lobbies, public toilets, and stairwells.
- C. Provide all equipment, materials, labor, and workmanship, necessary to complete the Work as described and reasonably inferred to in the Contract Documents.
 - 1. Demo existing clerk's counter per the design documents included within:
 - a) Reference attached Kenai Courthouse Clerk Counter Upgrades 100% Design Documents.
 - 2. Furniture and Equipment Moving: Includes, but is not limited to, floor outlet plates and trim; tables; chairs; desks; file cabinets; seating; panel/desk panel systems; and other types of furniture as needed to perform the Work.
 - 3. Upon completion of the Work in each area the Contractor shall return the areas to their original furniture arrangement and level of cleanliness and functionality. This is part of the Work required to achieve Substantial Completion.

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4. The Owner shall provide the Contractor with all Duress alarm activation locations. These consist of a Push-Button generally located underneath work surfaces. It is the Contractors responsibility not to set off these alarms when moving the furniture, or to be responsible for the resulting associated costs.
5. Owner shall be responsible for:
 - a) Unloading and storage of items in file cabinet top drawers, bookshelves, case file shelving, desktops, table tops, and storage units.
 - b) Moving of all computers, printers, credit card machine, etc.
 - c) Moving of artwork (if necessary), electronic equipment, plants, personal items, and caster chairs.
- D. Disruption of Operations: Any work deemed by the Owner to be disruptive to operations or to the record of the court due to excessive noise, vibration or other reasons will be required to be performed after normal working hours. The Contractor must schedule and coordinate such work with the Owner prior to proceeding with work. Contractor shall coordinate with the Owner periods of time when construction work is producing strong odors for the shut off of air intake fans.
 1. Upon notice by court staff that the contractors work is disrupting operations the contractor must immediately cease work.
- E. Include in contract sum sufficient funds as may be required for any "after hours" work caused by these requirements. No additional payment to Contractor will be authorized because of Contractor's failure to anticipate required "after hours work".
- F. Construction areas must be segregated by closed doors or temporary barriers from the occupied areas of the courthouse.
- G. After Substantial Completion in a given area, schedule work to maintain Owner's operation.

1.3 WORK COVERED BY THE CONTRACT DOCUMENTS

- A. Project Location: Kenai Courthouse, 125 Trading Bay Drive, Kenai, Alaska 99611
- B. Owner: Alaska Court System (ACS), Facilities Dept. 820 West 4th Avenue, Anchorage, Alaska 99501.
 1. Owner's Contract Representative: Anna Harrison, Facilities Director.
 2. Owner's on-site Representative for Kenai Courthouse: Bridgit Gillis, Clerk of Court.
- C. Provide all equipment, materials, labor, and workmanship, necessary to complete the Work as described and reasonably inferred to in the Contract Documents.
- D. Contractor shall be responsible for all costs to repair any damage to the building as a result of their actions and or negligence in performing the following Work.
- E. Contractor shall cover and protect furniture, furnishings, flooring, and equipment as needed to perform the Work. Upon completion of the Work in each area the Contractor shall return the areas to their original arrangement and level of cleanliness and functionality.
- F. Contractor shall maintain existing accessibility and security levels to all areas (lobbies; courtrooms; offices; hallways).

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1.4 CONTRACT TYPE

- A. Competitively bid Lump Sum Single Prime Contract

1.5 PERFORMANCE PERIOD AND NOTICE TO PROCEED

- A. A limited Notice to Proceed may be issued as determined appropriate by the Project Manager. Such Notices to Proceed may be limited to procurement and fabrication of long lead materials, submittals and other off-site work prior to issuance of a full Notice to Proceed with Work On-Site.
- B. A Notice to Proceed with Work On-site will be given after Contractor has all materials on-hand; has complied with contract requirements; and has submitted and received approval of a Work Schedule.
- C. Submit Preliminary Work Schedule to include but not be limited to: the submittal process; materials selection and procurement; timelines for Work; and Substantial Completion date within 14 days after Notice of Award for review, comment, and revision process. Upon receipt of Owner comments, submit a revised schedule within 5 days. Continue Work Schedule submittal/revision process until a Final Work schedule is agreed upon. Submit Final Work schedule 4 weeks prior to the beginning of Work On-Site. Submit Work schedule with Pay Request.
- D. Final Completion, including Final Pay Request, required by _____ **(to be determined at later date)**

1.6 SECURITY AND CLEARANCES

- A. Contractors, agents, principals, officers or employees who supply goods or services to the ACS must have completed background checks. The interior premises of ACS facilities may contain confidential information relating to the business of the ACS. Any person with the following conditions is restricted from working within the interior premises or entering the interior premises, other than as a member of the general public:
- B. Been convicted of a violent crime or crime of theft within last 5 years;
- C. Been convicted of more than 2 misdemeanors in last 5 years;
- D. Been convicted of more than one felony in previous 10 years;
- E. Has an on on-going case in the court where work is being performed with ACS until case is resolved. The ACS may make an exception to this restriction where services are provided under conditions in which the movements and activities of the person providing services within the premises are constantly monitored, and under circumstances in which the movements and activities of the person providing services are limited to areas in which confidential information relating to the business of the ACS is not present.;
- F. The ACS may limit or reject certain individuals if their presence is determined by the Contracting Officer to be detrimental to the normal conduct of the ACS business.
- G. Prior to commencement of any work on court premises, the ACS requires each contractor, agent, principal, officer or employee who will work on court premises to provide a State of Alaska Criminal History Report, obtained from the Troopers (form attached). Allow 4 days for clearance approval after Criminal History Report is submitted.
- H. Much of the business of the ACS is necessarily confidential and not subject to public disclosure. The confidentiality of draft opinions, internal memoranda, conversations regarding pending issues and other court

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business are essential to the court's function. Additionally, records related to personnel issues, procurement proceedings, internal policy discussions, and other administrative issues are also confidential. Prior to commencing any work under this contract, the contractors, agents, principals, officers or employees who supply goods or services to the premises shall inform all contractors, agents, principals, officers, and employees working on the premises that the disclosure of any confidential court business observed or overheard may result in permanent removal from the premises and may be grounds for termination of contract and even criminal prosecution.

- I. Access to the Palmer Courthouse will be permitted with a limited issuance of hard keys and electronic card keys which will be signed for by the Contractor. The Contractor is responsible for tracking and safeguarding the keys and must return them to the issuing entity as a condition of final payment. No duplications are to be made by the Contractor. The Contractor may also be given security codes to allow entry into secure areas of the courthouse. The Contractor and the Contractors Supervisor are the only individuals to be made aware of these codes. Should loss of keys or unauthorized code distribution occur, the Contractor shall advise the Owner immediately, and will be responsible for replacement keys; re-keying; and recoding costs.

1.7 WARRANTY: All work and materials shall be warrantied for a period of one year after acceptance by the Owner, unless otherwise stated in these specifications. At no additional cost to Owner, correct defects in materials and workmanship which appear during warranty period by repairing, or when directed, by replacing.

1.8 MEETINGS: A Preconstruction meeting will be held. Attendance by the Contractor, the Contractors Supervisor, and the first-tier subs is required. One Progress Meetings will be held per week. Attendance by the Contractor and Supervisor is required. Attendance by first tier subs is required if requested by Owner.

1.9 INSPECTIONS: Contractor shall provide a minimum of 72 hour's notice for all required or requested inspections, approvals, tests or differing condition verifications that require site visits. Site visits by Owner are limited to weekdays, between 8am and 4pm, unless agreed to in advance by both parties.

1.10 SUBMITTALS:

- A. Deliver all required submittals to Owner within 14 days of Notice of Award. Provide a minimum of 2 copies of the submittals. Owner will review submittals and resubmittals and provide comments within **seven (7) days** after receipt and will retain the submittals for their files.
- B. Contractor to provide resubmittals within 5 days after receipt of Owner comments.
- C. Identify Project, Contractor, subcontractor or supplier; pertinent contract drawings sheet and detail numbers and specification section number and location in Work. Submittals for each section shall be submitted individually. Submit by specification section complete and all at one time; partial submittals will not be considered.
- D. Apply Contractor's stamp, signed, certifying that review, verification of products required, field dimensions, adjacent construction Work and coordination of information is in accordance with the requirements of the Work and the Contract Documents.
- E. Identify variations from Contract Documents and product or system limitations which may be detrimental to successful performance of the completed Work.
- F. The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, product data, Samples, Qualifications, or similar submittals until the respective submittal has been approved by the Owner.

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- G. Contractor shall submit all required submittals in a timely fashion in order to allow review, comment, and resubmittal process and not delay the Work.
- H. Submittal copy size for most submittals shall be 8-½" by 11", 8-½" by 14", or 11" by 17" as appropriate. Copy size for fire alarm or other system shop and design drawings may be up to 24"x36".
- I. Mark each copy to identify applicable products, details, models, options and other project specific data.
- J. Supplement manufacturer's standard data to provide information unique to this project. Show reference standards, performance characteristics and capacities, electrical characteristics, wiring and piping diagrams and controls, component parts finishes, dimensions, details and required clearances.
- K. Submit 2 full sets of samples. One to the Owner and one to the Owners On-site representative to review, select, and retain. Provide additional sets of samples as needed for return to Contractor. Contractor shall keep one set of samples at the project site for on-site reference. Include identification on each sample with full project information.
- L. Submit samples to illustrate functional and aesthetic characteristics of the product with integral parts and attachment devices. Coordinate samples submittals for interfacing work.

1.11 SUBSTITUTIONS

- A. No items will be considered for, or for equal approval prior to Bid Opening. No request will be considered from sub-bidders or suppliers directly. To be considered, requests for substitution should conform to this Section.
- B. In connection with the use of any substitute item approved by the Architect or Owner, it shall be in the Contractor's responsibility to see that such items meet all space requirements, and that any alterations to connecting items necessitated by use of the alternate items are properly made, at no increase in cost to the Owner.
- C. Specific reference in the specifications to any article, device, product, materials, form or type of construction, etc., by name, make or catalog number, shall be interpreted as establishing a standard of quality and/or color and shall not be construed as limiting competition.
- D. In making a request for substitution, Contractor represents:
 - 1. He has personally investigated proposed product or method, and determined that: It is equal or superior in all aspects to that specified; and that any significant variation between the product specified and the proposed product that would affect the use of product, operation of building systems, or exposed appearance of product has been identified to the Owner.
 - 2. He will provide the same guarantee for substitution as for product or method specified and that he waives all claims for additional costs related to substitution which consequently becomes apparent.
 - 3. He will coordinate installation of accepted substitution as for product or method specified.
 - 4. Owner will be sole judge of acceptability of any proposed substitution and only approved substitutions may be used on Contract Work.
 - 5. Each request for substitution approval shall include:

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- a. The identity of product for which substitution is requested, identity of substitution and quality comparison of proposed substitution with specified product.
- b. Changes required in other work because of substitution and effect on construction progress schedule.
- c. Availability of local (Anchorage, Alaska) maintenance service and source of replacement materials.

1.12 CERTIFIED PAYROLL

- A. The Contractor shall provide one copy of all certified payrolls which are submitted to the State Department of Labor to the Owner for review.
 - 1. Certified payrolls shall be submitted bi-weekly while work is proceeding for all Contractor and subcontractor personnel on site.
 - 2. At completion of each subcontractor's on-site work, a final certified payroll shall be submitted with the wording "FINAL" denoted on it.

1.13 WORK UNDER OTHER CONTRACTS

- A. Contractor shall coordinate with Owner to allow Work by other Contractors.

PART 2 – PRODUCTS

- A. Protection - Use all materials and means necessary to maintain temporary traffic controls, barriers for material storage areas, and protection of Owner's facilities, walkways, and stairways, throughout progress of the work.
- B. Replacements - In the event of loss or damage, immediately make all repairs and replacements necessary at no additional cost to the Owner.

PART 3 – EXECUTION

3.1 SITE ACCESS:

- A. Vehicle Parking: Contractor will be allowed to park in the courthouse parking areas only after Normal Work Hours unless pre-approved otherwise by Owner.
- B. Off-loading of materials and equipment: Off-loading of materials and equipment permitted only after Normal Business Hours unless pre-approved otherwise by Owner.
- C. Contractor is responsible for protection of the Site including concrete and asphalt paving, curbs, landscaping, fencing, and striping.
- D. Contractor is responsible for obtaining all permits/approval required to perform Work. Including but not limited to ACS, Local, State, Muni, sidewalk closing, parking meter/space hooding /closing, crane/forklift hoisting.
- E. After court system Normal Working Hours all building entrances must be secured, and remain secured (locked) throughout the Work session. If an exterior door is left unlocked the Contractor shall not leave the door unattended. If exterior doors are removed or rendered insecure as a result of the Work, the

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Contractor will secure the opening using other means as necessary while maintaining egress compliance.

- F. Sanitary Facilities: Contractor will be limited to two restrooms within the facility. The specific restrooms will be determined by the Owner prior to commencement of the Work. Janitorial personnel provide cleaning services after Normal Working Hours, and will clean each toilet room once a day. At the end of each work activity, Contractor shall leave all toilets used by their personnel in clean and sanitary condition. If additional cleaning by janitorial personnel is required due to Contractor's use of after hours, the Contractor will be charged.

3.2 SITE STAGING, STORAGE AND WASTE DISPOSAL: The Contractor shall be responsible for protection of materials during delivery, off-loading and transportation to on-site storage areas.

- A. Available Storage Areas: Contractor shall store all Contractor provided materials off-site at their bonded and insured warehouse until Work on-site commences. After that time, the Contractor may store limited tools, materials, and equipment in an on-site store room. Stored items to be kept in a neat and orderly fashion.
- B. Protection: Use all materials and means necessary to protect and maintain facility property, including plantings, fencing, pavements, roadways, structures, lighting, existing utilities and vehicles, from the activity of remodel demolition and material removal operations.
- C. Site Waste Disposal: The Contractor shall remove waste resulting from the Work on a daily basis. Transport and legally dispose of materials off site as work progresses. **The Owners waste receptacles shall not be used.**

3.3 QUALITY ASSURANCE: All work shall be performed by workmen skilled and experienced in their craft, and under proper supervision.

3.4 CLEANING:

- A. General: Do not allow the accumulation of scrap, debris, waste material, and other items not required for construction of this Work or caused as a result of the Work. Provide adequate storage for all items, awaiting removal from the job site, observing all requirements for fire prevention and protection of the ecology.
1. Retain all stored items in an orderly arrangement allowing maximum access. Do not impede drainage or traffic and provide required protection of materials.
 2. Weekly, and more often if necessary, inspect all arrangements of materials stored on the site; restack, tidy or otherwise service.
 3. Maintain the interior and exterior areas of Work in a neat and orderly condition at all times to the satisfaction of the Owner.
 4. Construction activities shall be monitored on a daily basis to determine if tracking of dirt and debris from construction areas onto the adjacent areas, floors, desks, office furniture or equipment has occurred. Any cleanup necessary, including sweeping, vacuuming, dusting, or stain removal, shall be accomplished on a daily basis by the Contractor. Washing dirt and debris into the storm drains is not permitted.
 5. If additional cleaning by janitorial personnel is required due to contractor related construction activities the contractor will be charged.
- B. Dust Control:
1. Maintain continuous cleaning and wetting procedures to control dust pollution at the project site and haul routes as required by governing authorities and Contract Documents. Use power sweepers for street cleaning. Schedule cleaning so that resultant dust and contaminants will not fall on newly coated surfaces.

ALASKA COURT SYSTEM (ACS)
Kenai Courthouse Clerk's Counter Upgrades
Project # KEN-C-25-0017

2. Prevent dust and particle infiltration into diffusers, vents and ductwork to remain, and to above ceiling plenum areas. Contain all dust and debris within project areas, removed from occupied spaces. Provide cleaning as needed to control and contain dust.
 3. Any additional cleaning deemed necessary by the Owner shall be provided by the Contractor as soon as requested.
- C. Close Out Cleaning.
1. Execute prior to Substantial Completion.
 2. Employ skilled workmen for final cleaning.
 3. Fully clean all project work areas, project storage, staging and transport area
 4. Remove grease, mastic, adhesives, dust, dirt, stains, fingerprints, temporary labels, protection films, and other foreign matter from sight exposed interior and exterior surfaces.
 5. Clean all interior and exterior surfaces exposed to view. Polish wood, clean transparent and glossy surfaces, vacuum carpeted and soft surfaces, clean hard flooring surfaces as per manufacturer recommendations.
 6. Clean equipment and fixtures to a sanitary condition.
 7. Hose clean exterior paved surfaces at material and equipment storage locations.

END OF SECTION

ALASKA COURT SYSTEM (ACS)
Kenai Courthouse Clerk's Counter Upgrades
Project # KEN-C-25-0017

SECTION 01740.1
CERTIFICATE OF SUBSTANTIAL COMPLETION

Project: Kenai Courthouse Clerk's Counter Upgrades

Project #KEN-C-25-0017

TO OWNER:

Alaska Court System
820 W. 4th Avenue
Anchorage, AK 99501

ARCHITECT:

Stantec Architecture Inc.
475 Riverstone Way, Unit 3
Fairbanks, AK 99709

CONTRACTOR:

WORK ON THE ABOVE PROJECT GENERALLY INCLUDES:

The project comprises of minor interior alterations at the Kenai Courthouse to include replacement of selected interior finishes and casework and minor space reconfiguration as per the Kenai Courthouse Clerk Counter Remodel 100% Permitting Documents attached to this ITB.

DEFINITION OF DATE OF SUBSTANTIAL COMPLETION: The date of substantial completion of the Work is the date determined by the Owner when the Work is substantially complete in accordance with, and as defined in, the Contract Documents.

CERTIFICATION BY CONTRACTOR OF SUBSTANTIAL COMPLETION:

I certify that the Work is substantially complete, in accordance with, and as defined in, the contract documents. A list of items to be completed or corrected will be prepared by the Owner and the Architect, and appended hereto. The failure to include any items on such list does not alter the responsibility of the undersigned to complete the Work in accordance with the contract documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed to in writing.

CONTRACTOR: _____

(Signature)

For _____

(Company)

(Name Printed)

Date _____

**ALASKA COURT SYSTEM (ACS)
Kenai Courthouse Clerk's Counter Upgrades
Project # KEN-C-25-0017**

CERTIFICATION BY ARCHITECT OF SUBSTANTIAL COMPLETION:

I certify that I have inspected the Work and certify that the Work is substantially complete, in accordance with, and as defined in, the contract documents.

ARCHITECT: _____ For _____
(Signature) (Company)

(Name Printed) Date _____

CERTIFICATION BY PROJECT MANAGER OF SUBSTANTIAL COMPLETION:

I certify that I have inspected the Work and certify that the Work is substantially complete, in accordance with, and as defined in, the contract documents.

PROJECT MANAGER: _____ For ALASKA COURT SYSTEM
 (Signature) (Company)
 _____ Date
 (Name Printed)

DATE OF SUBSTANTIAL COMPLETION:

In reliance upon the certification of the Contractor, the Architect, and the Project Manager, the Owner hereby accepts the Work as substantially complete. The date of substantial completion is hereby established as for all areas and components except for The Contractor shall maintain all insurance, including property insurance, until final acceptance of the Work.

OWNER: ALASKA COURT SYSTEM Date

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

ALASKA COURT SYSTEM (ACS)
Kenai Courthouse Clerk's Counter Upgrades
Project # KEN-C-25-0017

SECTION 01740.2

AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS AND RELEASE
LIENS AND CLAIMS AGAINST PAYMENT BOND

Project: Kenai Courthouse Clerk's Counter Upgrades KEN-C-25-0017

Contract Date: _____ (to be determined at a later date)

TO OWNER: _____ CONTRACTOR: _____

Alaska Court System
820 W. 4th Avenue
Anchorage, AK 99501

State of: ALASKA

Let it be known that the said deponent is duly authorized to make this affidavit by resolution of the Board of Directors of said company and/or corporation; that deponent knows of his own knowledge that said contract has been complied with in every particular by said contractor and that all parts of the work have been approved by the Owner's Engineers; that there are no bills remaining unpaid for labor, material, or otherwise, in connection with said contract and work, and that there are no suits pending against the undersigned as contractor or anyone in connection with the work done and materials furnished or otherwise under said contract. Deponent further says that the final estimate which has been submitted to the Owner simultaneously with the making of this affidavit constitutes all claims and demands against the Owner on account of said contract or otherwise, and the acceptance of the sum specified in said final estimate will operate as a full and final release and discharge of the Owner from any further claims, demands or compensation by contractor under the above contract. Deponent further agrees that all guarantees under this contract shall and be in full force from the date of this release as spelled out in the Contract Documents.

The undersigned, in consideration of the final payment in the amount first mentioned above, hereby waives it right to claim against the payment bond for labor, services, or materials furnished through the date first mentioned above, to the Alaska Court System, for improvements to the project described above. This waiver does not cover any retention or any labor, services, or materials furnished after the date specified.

Exceptions: (If none, write "None." If required by the Owner, the Contractor shall furnish bond satisfactory to the Owner for each exception.)

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required.

Indicate attachment: (yes) (no)

ALASKA COURT SYSTEM (ACS)
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2. Contractor's Release or Waiver of Claims, conditional upon receipt of final payment.
3. Complete and legally effective releases or waivers signed by each of Contractor's direct subcontractors and direct material suppliers, and all persons who have notified Contractor or Owner of a right to make a claim under AS 36.35.020,

CONTRACTOR:

Address:

BY:

Subscribed and sworn to before me this day of 20

Notary Public:

My Commission Expires:

ALASKA COURT SYSTEM (ACS)
Kenai Courthouse Clerk's Counter Upgrades
Project # KEN-C-25-0017

SECTION 01740.3
WARRANTY OF WORK AFTER FINAL PAYMENT

Kenai Courthouse Clerk Counter Upgrades
Project #KEN-C-25-0017

Prior to final payment, the Contractor shall furnish to the Owner a Warranty of Work After Final Payment in the following form:

The CONTRACTOR does hereby warrant all work and materials to be in full and complete accordance with the Contract Documents and Agreement between Owner and Contractor and requirements appertaining thereto; that all work and materials are free from any defects and imperfections and fully suitable for the use and purposes for which each and every part is intended. The contractor also agrees that, should any defect develop or appear which the Project Manager or Architect finds was not caused by improper use, the Contractor shall promptly, upon demand, fully correct, substitute and make good any such defective material, without any cost to the Owner, and will save the Owner harmless against any claim, demand, loss, or damage by reasons of any breach of this warranty.

This period of this warranty shall commence on the date of Final Acceptance of the Owner.

The warranty shall continue to be in full force and effect for the period of one year, except for those items for which a longer period of warranty is specifically stated in the Warranties for work in Technical Sections of the Specifications. Warranties for work stated in Technical Sections shall continue in full force and effect for the respective periods expressly stated.

In WITNESS WHEREOF, the undersigned has signed and sealed this instrument this

_____ day of _____, year _____.

(Firm Name): _____

(Signature): _____

(Title): _____

(Attest): _____

(SEAL IF BIDDER IS A CORPORATION)

ALASKA COURT SYSTEM (ACS)
Kenai Courthouse Clerk's Counter Upgrades
Project # KEN-C-25-0017

CERTIFICATE OF COMPLIANCE

Kenai Courthouse Clerk's Counter Upgrades
Project #KEN-C-25-0017

No final payment shall be made until the CONTRACTOR shall file with the OWNER, prior to acceptance of the Work, a notarized Certificate of Compliance on the following form:

- A. The CONTRACTOR does hereby certify that all work has been performed and materials supplied in accordance with the DRAWINGS, SPECIFICATIONS, and Contract Documents for the above work, and that;
1. No less than the prevailing rates of wages as ascertained by the governing body of the Contracting Agency has been paid to laborers, workmen and mechanics employed on this Work;
 2. There have been no unauthorized substitutions of subcontractors; nor have any subcontracts been entered into without the names of the subcontractors having been submitted to the OWNER prior to the start of such subcontracted Work;
 3. No subcontract was assigned or transferred or performed by any subcontractor other than the original subcontractor, without prior notice having been submitted to the OWNER together with the names of all subcontractors;
 4. All claims for material and labor and other service performed in the connection with these specifications have been paid.

In WITNESS WHEREOF, the undersigned has signed and sealed this instrument this

_____ day of _____, year _____.

(Firm Name): _____

(Signature): _____

(Title): _____

(Attest): _____

ALASKA COURT SYSTEM (ACS)
Kenai Courthouse Clerk's Counter Upgrades
Project # KEN-C-25-0017

(SEAL IF BIDDER IS A CORPORATION)

As determined necessary, evidence of compliance may be required to be submitted with and made a part of this Certificate of Compliance.



Kenai Courthouse Clerk Counter Remodel - 100% Design

ISSUE DATE: 09/23/2025

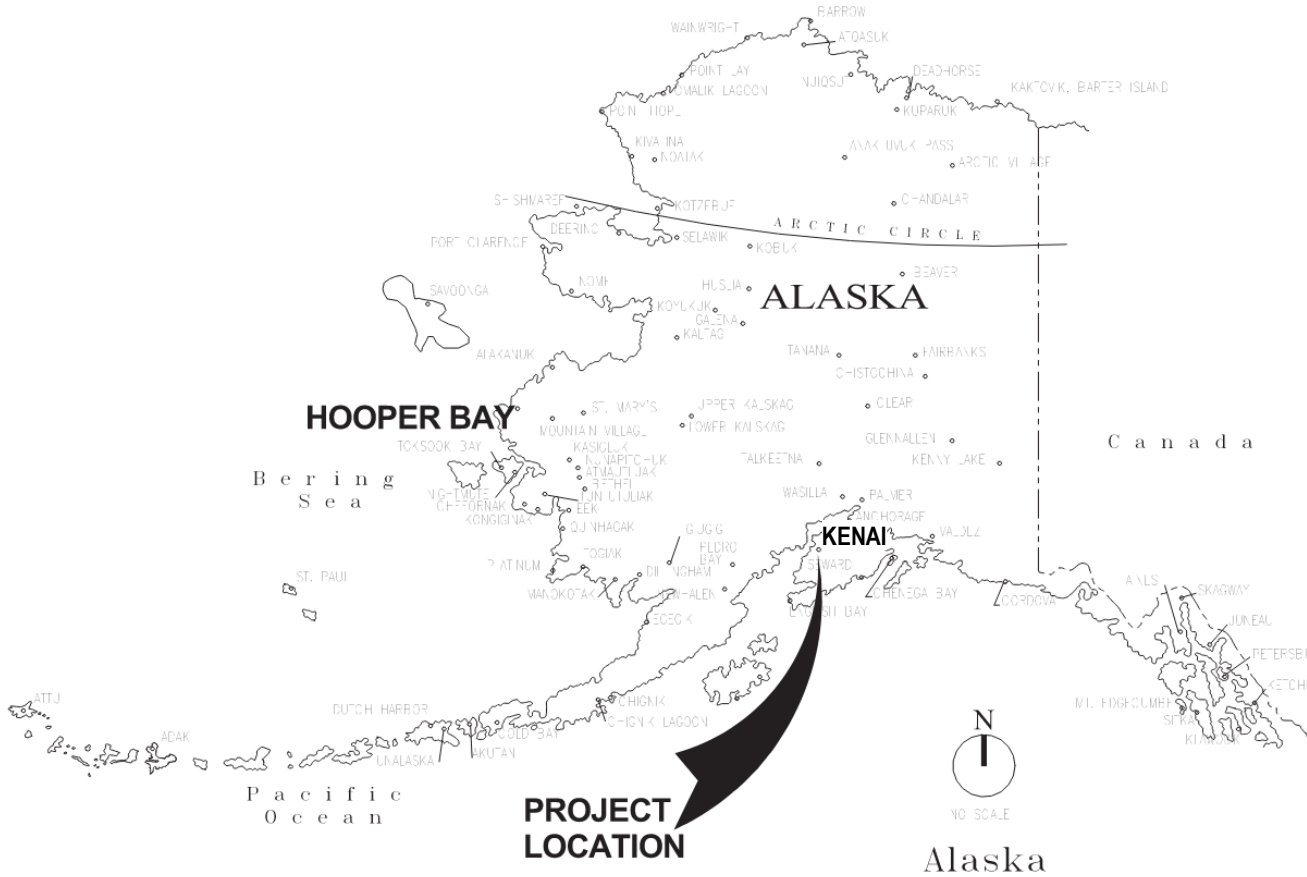
125 Trading Bay Rd Ste 100
Kenai AK 99611

Stantec Project Number: 2014357600



DRAWING INDEX	
NO.	DRAWING NAME
A-001	ABBREVIATIONS, SYMBOLS, & GENERAL NOTES
A-002	SPECIFICATIONS
A-111	FLOOR PLANS & REFERENCE RCP - DEMO & CONST
A-121	INTERIOR ELEVATIONS & SECTIONS
A-601	INTERIOR DETAILS

LOCATION MAP



VICINITY MAP



CLIENT
ALASKA COURT SYSTEM

ADDRESS: 820 W 4TH AVE, ANCHORAGE, AK 99501
PHONE: (907) 264-0514
CONTACT: ANNA HARRISON
EMAIL: AHARRISON@AKCOURTS.GOV

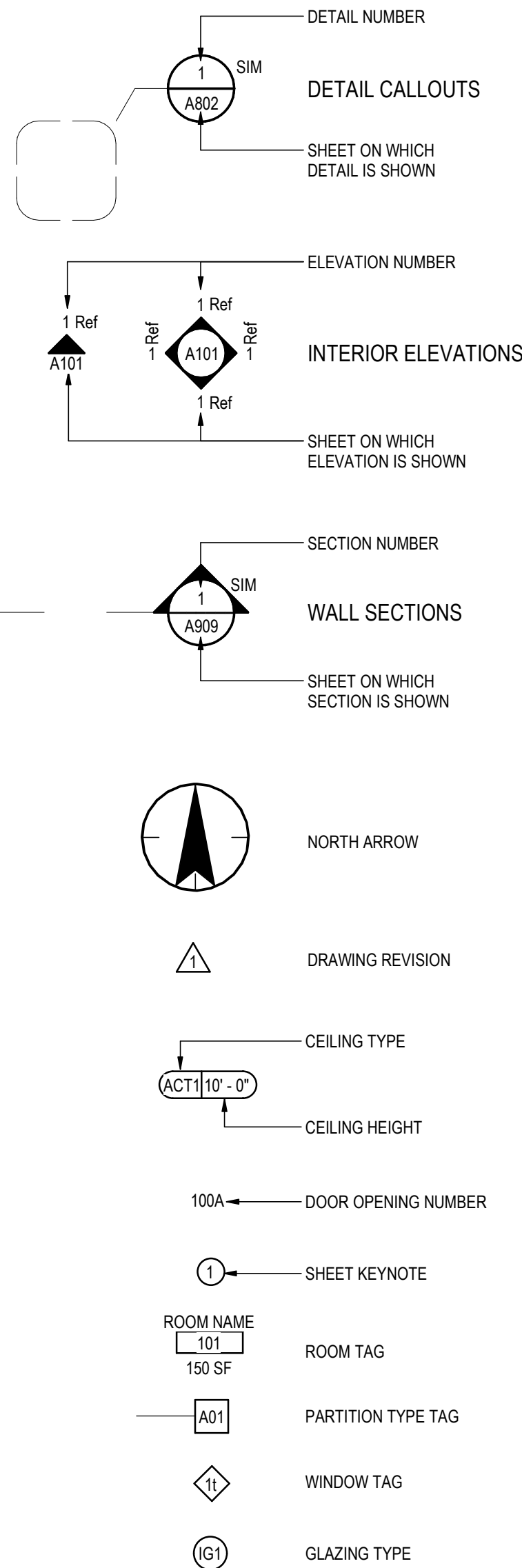
ARCHITECT
STANTEC ARCHITECTURE INC.

ADDRESS: 3900 C ST, STE 902, ANCHORAGE, AK 99503
PHONE: (907) 276-4245
CONTACT: GIOVANNA GAMBARDILLA
EMAIL: GIOVANNA.GAMBARDILLA@STANTEC.COM

ABBREVIATIONS

ACT	ACOUSTICAL CEILING TILE
AL	ALUMINUM
CF	CONTRACTOR FURNISHED
CI	CONTRACTOR INSTALLED
FO	CONTRACTOR FURNISHED
FI	OWNER INSTALLED
CG	CORNER GUARD
CLR	CLEAR
CPT	CARPET
CR	CARD READER
DBL	DOUBLE
ELEC	ELECTRIC
EX	EXISTING
EXP	EXPOSED
FAC	FACTORY FINISH
FBR	FABRIC
FF	FINISH FLOOR
FOF	FACE OF FINISH
FR	FIRE RATED
GL	GLAZING
GWB	GYPSON WALL BOARD
HMI	HOLLOW METAL
INT	INTERIOR
KD	KNOCK DOWN
MTL	METAL
NO	NUMBER
OC	ON CENTER
OF	OWNER FURNISHED
CI	CONTRACTOR INSTALLED
FO	OWNER FURNISHED
FI	OWNER INSTALLED
PL	PLASTIC LAMINATE
PT	PAINT
RB	RESILIENT OR RUBBER WALL BASE
RF	RESIDENT FLOORING
RWS	ROLLER WINDOW SHADES
S	SMOKE
S-F	SMOKE + FIRE RATED
SAB	SOUND ATTENUATION BLANKET
SS	STEEL
SSM	SOLID SURFACE MATERIAL
ST	STOREFRONT (ALUMINUM)
TG	TEMPERED GLAZING
UNO	UNLESS NOTED OTHERWISE
VIF	VERIFY IN FIELD
WB	WINDOW BLINDS
WC	WALL COVERING
WD	WOOD
WM	WALK OFF MAT
WP	WALL PANEL / PROTECTION
WS	WINDOW SHADES
WT	WINDOW TREATMENT

SYMBOLS



GENERAL NOTES

1. GENERAL CONTRACTOR AND SUBCONTRACTORS ARE REQUIRED TO REVIEW THESE NOTES PRIOR TO BIDDING AND TO FAMILIARIZE ALL PERSONS WORKING ON THIS PROJECT WITH THESE GENERAL NOTES AND THE CONTRACT DOCUMENTS. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR FULLY ACQUAINTING THEMSELVES WITH THE CONTENT AND SCOPE OF THESE DOCUMENTS. ALL WORK IS BY GENERAL CONTRACTOR UNLESS OTHERWISE NOTED. WORK DECLARED UNACCEPTABLE BY THE TENANT AND OR OWNER'S REPRESENTATIVE SHALL BE CORRECTED IN A MANNER AND TO A DEGREE OF QUALITY AS ACCEPTABLE BY THE TENANT AND OR OWNER'S REPRESENTATIVE.
2. ALL CONTRACTORS SHALL BE BONDED AND LICENSED CONTRACTORS POSSESSING GOOD LABOR RELATIONS AND MUST BE CAPABLE OF QUALITY WORKMANSHIP. COORDINATING WITH OTHER CONTRACTORS WORKING ON THE PROJECT. THE OWNER IS TO BE NOTIFIED IN WRITING OF THE NAMES, EMAIL ADDRESSES, AND DAYTIME PHONE NUMBERS OF ALL SUBCONTRACTORS AND SUPPLIERS WORKING ON THIS PROJECT.
3. ALL WORK TO COMPLY WITH LOCAL, STATE AND FEDERAL CODES AND ORDINANCES AS WELL AS ANY OTHER GOVERNING AGENCIES HAVING JURISDICTION.
4. THE GENERAL CONTRACTOR IS REQUIRED TO ADHERE TO ALL ACCESSIBILITY LAWS (ADA) WHETHER STATED OR NOT ON THESE CONTRACT DOCUMENTS. THIS LAW IS A CIVIL RIGHTS LAW AND THE EXCLUSION OF REQUIREMENTS BY THE LOCAL CODE OFFICIALS DOES NOT RELIEVE THE TENANT OR THE GENERAL CONTRACTOR OF ADHERING TO THE NECESSARY WORK, EITHER DURING CONSTRUCTION OR AFTER OCCUPANCY.
5. THE GENERAL CONTRACTOR SHALL COMPLY AND CONFORM TO ALL OF THE REQUIREMENTS OF THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA), NO EXCEPTIONS WILL BE PERMITTED. THE PROVISIONS OF THE TENANT'S LEASE SHALL APPLY IN THE EVENT OF VIOLATION RESULTING IN DAMAGES, CAUSES OF ACTION OR ANY CLAIMS ARISING THEREFROM, IF GENERAL CONTRACTOR AND/OR ITS SUBCONTRACTORS DO NOT COMPLY WITH THIS ACT.
6. THE ARCHITECT SHALL NOT HAVE CONTROL OVER, CHARGE OF, OR BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, PROCEDURES, SAFETY PRECAUTIONS AND PROGRAMS, INCLUDING ANY AND ALL OSHA REQUIREMENTS, IN CONNECTION WITH THE WORK.
7. THE GENERAL CONTRACTOR IS TO COORDINATE WITH THE OWNER'S REPRESENTATIVE FOR SITE MOBILIZATION INCLUDING, BUT NOT LIMITED TO, USE OF PREMISES, MATERIAL STORAGE, SITE ACCESS, HOUSEKEEPING PROCEDURES, SECURITY, ETC.
8. EACH CONTRACTOR AND SUBCONTRACTOR SHALL MAKE APPROPRIATE ARRANGEMENTS WITH THE OWNER'S REPRESENTATIVE FOR TEMPORARY UTILITY IF REQUIRED. CONTRACTOR TO PAY THE COST OF THE CONNECTIONS AND OF PROPER MAINTENANCE AND REMOVAL OF SAME.
9. THE GENERAL CONTRACTOR IS TO NOTIFY THE OWNER'S REPRESENTATIVE / BUILDING FACILITIES MANAGER PRIOR TO THE COMMENCEMENT OF ALL WORK REQUIRING THE CUTTING, REMOVING, ALTERING OR SHUTTING OFF ANY BUILDING UTILITY AND LIFE SAFETY SYSTEM.
10. ANY ALTERATIONS, ADDITIONS, DRILLING, WELDING, OR OTHER ATTACHMENT OR REINFORCEMENTS TO EXISTING STRUCTURE SHALL LEAVE THE STRUCTURE AS STRONG AS, OR STRONGER THAN, THE ORIGINAL DESIGN AND WITH FINISHES UNIMPAIRED.
11. THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS ARE REQUIRED TO CHECK AND VERIFY ALL DIMENSIONS AND FIELD CONDITIONS, INCLUDING BUT NOT LIMITED TO "HOLD" DIMENSIONS AND CLEAR HEIGHTS, AT THE BUILDING SITE AND PREMISES AND NOTIFY THE ARCHITECT OF ANY AND ALL DISCREPANCIES AND LIST ANY WORK NOT YET COMPLETED BEFORE STARTING WORK.
12. CONTRACTOR IS RESPONSIBLE FOR PROTECTING EXISTING FINISHES, TRIM, FIXTURES, BUILT IN CASEWORK AND FURNITURE, AND EQUIPMENT TO REMAIN.
13. IF HAZARDOUS MATERIAL IS UNCOVERED, NOTIFY THE OWNER'S REPRESENTATIVE IMMEDIATELY AND STOP ALL WORK IN THAT AREA.

3. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL OF TRASH, RUBBISH, AND SURPLUS MATERIALS RESULTING FROM CONSTRUCTION. THE CONTRACTORS AND SUBCONTRACTORS PARTICIPATING IN THE PERFORMANCE OF TENANT'S WORK SHALL REMOVE AND DISPOSE OF, AT LEAST ONCE A WEEK AND MORE FREQUENTLY AS TENANT MAY DIRECT, ALL DEBRIS AND RUBBISH CAUSED BY OR RESULTING FROM THE PERFORMANCE OF TENANT'S WORK AND, UPON COMPLETION THEREOF, REMOVE ALL TEMPORARY STRUCTURES, SURPLUS MATERIALS, DEBRIS AND RUBBISH OF WHATEVER KIND REMAINING IN THE BUILDING WHICH HAD BEEN BROUGHT IN OR CREATED BY THE CONTRACTOR AND SUBCONTRACTORS IN THE PERFORMANCE OF TENANT'S WORK. THIS CONTRACTOR MUST MAINTAIN A CLEAR PATH OF EGRESS FROM THE PREMISES FREE FROM TRASH AND RUBBISH AT ALL TIMES. ALL REMOVAL OF CONSTRUCTION DEBRIS TO AN APPROVED DUMPING SITE TO BE INCLUDED IN THE GENERAL CONTRACTOR'S WORK.
14. THE GENERAL CONTRACTOR SHALL FURNISH AND INSTALL, AS REQUIRED, BEGINNING WITH THE CONSTRUCTION PHASE, HAND OPERATED FIRE EXTINGUISHERS, U.L. RATED, AS PER LOCAL CODE REQUIREMENTS: PLACEMENT AS APPROVED BY TENANT AND LOCAL BUILDING OFFICIAL.
15. ALL EGRESS, INCLUDING BUT NOT LIMITED TO EXITS AND EGRESS PATHS, SHALL BE UNOBSTRUCTED AT ALL TIMES DURING CONSTRUCTION AND OCCUPANCY.
16. THE GENERAL CONTRACTOR IS RESPONSIBLE TO CUT AND FRAME ALL OPENINGS FOR OTHER TRADES THROUGH PARTITIONS AND STRUCTURAL WALLS. ALL PENETRATIONS THROUGH RATED WALLS TO BE FILLED AT OPENING WITH "FIRESTOPPING" MATERIALS TO MAINTAIN THE INTEGRITY OF THE SPECIFIED RATING OF THE WALL.
17. THE CONSTRUCTION DRAWINGS LISTED IN THESE CONTRACT DOCUMENTS HAVE BEEN PREPARED BASED ON THE BEST INFORMATION AVAILABLE TO THE TENANT DURING PREPARATION OF THE CONTRACT DOCUMENTS. IN THE EVENT THAT PROBLEMS ARISE DURING THE COURSE OF THE PROJECT, DUE TO UNKNOWN SITE CONDITIONS OR CODE AND LANDLORD REQUIREMENTS (IF ANY) THAT CONFLICT WITH THE CONTRACT DOCUMENTS, THE GENERAL CONTRACTOR SHALL INFORM THE ARCHITECT.
18. DO NOT DETERMINE DIMENSIONS AND SIZE OF THE GRAPHIC REPRESENTATIONS SHOWN ON THE DRAWINGS BY USING MEASURING DEVICE (NOT "SCALE"). RELY ON THE NUMERIC DIMENSIONS SHOWN ON THE DRAWINGS FOR MEASUREMENT. WHERE UNCLEAR, COORDINATE DIMENSIONS WITH ARCHITECT.

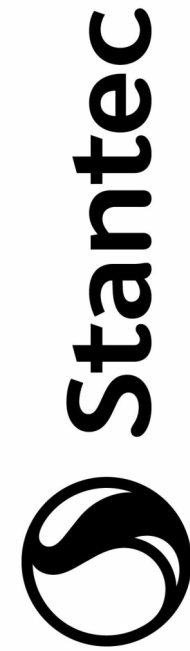
PROJECT INFORMATION & CODE SUMMARY

AUTHORITY HAVING JURISDICTION (AHJ)
CITY OF KENAI

PROJECT SUMMARY:
THIS PROJECT IS AN INTERIOR ALTERATION ON LEVEL 1 OF AN EXISTING BUILDING, INCLUDING CHANGES TO THE CLERK BUILT IN CASEWORK. THE WORK AREA IS APPROXIMATELY 600 SF. THE PROJECT DOES NOT INCLUDE OR REQUIRE ANY CHANGES TO THE EXISTING ENVELOPE OR RECONFIGURATION OF INTERIOR SPACE, MECHANICAL, ELECTRICAL, PLUMBING, VENTILATION OR STRUCTURAL SYSTEMS. THE WORK DOES NOT ALTER OCCUPANCY CLASSIFICATIONS OR OCCUPANT LOADS. **THIS PROJECT DOES NOT AFFECT EGRESS REQUIREMENTS. PROJECT SCOPE ADDS SAFETY AND SECURITY FEATURES. LEVEL 2 ALTERATION PER IEBC CH 6.**

TENANT ADDRESS:
KENAI COURTHOUSE - ALASKA COURT SYSTEM (ACS)
125 TRADING BAY RD
KENAI, AK, 99611

APPLICABLE CODES:
 2021 INTERNATIONAL EXISTING BUILDING CODE
 LOCAL AMENDMENTS MAY BE REVIEWED AT KMC 4.33.015
 2021 INTERNATIONAL BUILDING CODE
 LOCAL AMENDMENTS MAY BE REVIEWED AT KMC 4.05.015
 2021 INTERNATIONAL FIRE CODE
 LOCAL AMENDMENTS MAY BE REVIEWED AT KMC 8.05.030



Stantec Architecture Inc.
3900 C Street Suite 902
Anchorage, AK 99503-5938
Tel: (907) 276-4245 • www.stantec.com

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The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to Stantec without delay.

Consultant

[illegible]

Permit/Seal

Alaska Court System

Kenai Courthouse Clerk
Counter Remodel -
100% Design

125 Trading Bay Rd Ste 100
Kenai AK 99611

Project No.:2014357600

File Name: N/A

SW	SW	CN	09/23/2025
Dwn.	Dsgn.	Chkd.	MM/DD/YYYY

Title

ABBREVIATIONS, SYMBOLS, & GENERAL NOTES

Scale: As indicated

Revision

Drawing No.

A-001

D

C

B

A

1	2	3	4	5
PROJECT SPECIFICATIONS DIVISION 01 - GENERAL REQUIREMENTS 011000 Project Requirements DIVISION 02 - EXISTING CONDITIONS 024100 Selective Demolition DIVISION 06 – WOOD AND PLASTICS 064023 Interior Architectural Woodwork DIVISION 07 - THERMAL PROTECTION 079200 Joint Sealants DIVISION 08 - OPENINGS 081210 Interior Aluminum Frames 087005 Door Hardware (Add Alt #1) 088400 Plastic Glazing DIVISION 09 - FINISHES 099000 Painting and Coating DIVISION 10 - SPECIALTIES 102200 Acoustic Room Dividers 011000 PROJECT REQUIREMENTS Summary: The clerk area/lobby is an approximately 600 sf floor area located in the Kenai Courthouse. The Project consists of minor renovations to replace upper casework at clerk counter with glass, add solid surface ledge between existing counters, dimensional signage (station numbers), a new acoustic privacy screen between clerk counters and back of house clerks, painting the clerk's lobby, a new customer station / check in kiosk (OFOI), and assessing why the remote locking button (for the secondary lobby door) does not work. Project Requirements: See <i>Building Regulations per Building Owner</i> Conditions of Contract, Agreements, Insurance: 1. Issued separately by Owner. Definitions: 1. Owner, Building Owner, Landlord 2. Tenant Intent: 1. Drawings and specifications are intended to provide the basis for the proper completion of the Project suitable for the intended use of the Owner. 2. Items not expressly set forth but which are reasonably implied or necessary for the proper performance of this work shall be included. Coordination: 1. Coordinate the work of all trades. 2. Prepare coordination drawings for areas above ceilings where close tolerances are required between building elements and mechanical and electrical work. 3. Verify location of utilities and existing conditions. 4. Notify Architect of conditions differing from those indicated on the Drawings. 5. Verify dimensions on Drawings with dimensions at the Project. Do not scale Drawings. 6. GC to review and coordinate design intent and requirements of all construction documents and other project consultant/engineering documents with existing site conditions, shop drawings and other project information/requirements. 7. Notify Architect/Designer of any conflicts prior to Work. Cutting and Patching: 1. Provide cutting and patching work to properly complete the Project. 2. Do not remove or alter structural components without written approval. 3. Cut with tools appropriate for materials to be cut. Cuts to be clean, smooth & straight. 4. Use of abrasive wheels, saws, or coring and jackhammers will be allowed only after prior review and obtaining approval by the architect and landlord in writing. 5. Patch with materials and methods to produce patch which is consistent with new work. 6. Do not cut and patch in a manner that would result in a failure of the work to perform as intended, decrease fire performance, decrease acoustical performance, decrease energy performance, decrease operational life, or decrease safety factors. Project Meetings: 1. Arrange for a preconstruction conference prior to start of construction. Meeting shall be attended by Owner, Architect, Contractor, and major subcontractors. 2. Arrange for progress meetings once a week or as agreed upon with Architect during construction, prior to application for payment. Record minutes and distribute promptly. Progress Schedule: 1. Provide comprehensive bar chart schedule showing all major and minor portions of work, sequence of work and duration of each activity. Update and re-issue regularly as work scope is modified, but not less than monthly. 2. Provide initial bar chart schedule provided before or on date of preconstruction conference of date indicated on Notice to Proceed. 3. Provide 3 week forecast schedules, updated weekly. 4. Provide Schedule of Submittals to be provided before or on date of preconstruction conference. Provide a minimum of one week notification prior to any major modifications. 011000 PROJECT REQUIREMENTS CONTINUATION Submittals: 1. Submit for approval all submittals listed in individual sections. Submit electronically, in PDF format. Submittals shall clearly indicate deviations from requirements of the Contract Documents. Submittals shall include details of construction and adjacent construction as applicable. Format each submittal with one item per email. For physical samples, submit 3 representative samples. 2. Contractor shall also provide a submittal schedule for review at the project kick-off meeting prior to the first submittal being issued. Submittals may be transmitted through a cloud-based platform if acceptable to the Architect. 3. Timing of Submittals: Submit to allow at least 10 business days for review and handling. Submittals which have to be reviewed by the Architect and one of their consultants require at least 10 business days for review and handling. 4. Architect's Action on Submittals: Architect will review submittals, stamp with "action stamp", mark action, and return to Contractor. Architect will review submittals only for conformance with the design concept of the project as stated in the Owner/Architect Agreement and the Conditions of the Contract). In no case shall approval or acceptance by the Architect be interpreted as a release of Contractor of his responsibilities to fulfill all of the requirements of the Contract Documents. 5. Required Resubmittal: Unless submittal is noted " approved" or "approved except as noted, resubmission not required," make corrections or changes to original and resubmit to Architect. 6. Clearly indicate any deviations from requirements of the contract documents. Fabricate materials from approved shop drawings only. 7. Finish submittals: Provide, at minimum: A. Shop drawings B. Seaming and pattern diagrams for wall finishes C. Strike down samples on paint colors and finishes Request For Interpretation (RFIs): 1. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, and if not possible to request interpretation at Project meeting, prepare and submit an RFI in digital format, email as described herein. 2. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response. 3. Content of the RFI shall include a detailed, legible description of item needing interpretation. 4. Architect will review each RFI, determine action required, and return it. Allow three to five working days for Architect's response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day. 5. Format each email with one subject per RFI. 6. The following RFIs will be returned without action: requests for coordination information already indicated in the Contract Documents, incomplete RFIs or RFIs with numerous errors. Quality Assurance: 1. Comply with applicable codes, regulations, ordinances and requirements of authorities having jurisdiction, including accessibility guidelines where applicable. 2. Submit copies of inspection reports, notices and similar documents to Architect. 3. Contractor shall have the sole responsibility of verifying conditions at the job to provide for a safe and orderly performance of the work and assure compliance with safety requirements of all authorities having jurisdiction. 4. Demolition work under this contract shall be the full responsibility of the demolition contractor; and no act, direction or review of any system or method by the architect or his consultants shall change or affect the contractors responsibility in this matter. 5. Verify and protect service lines and existing site area from deterioration or damage. 6. Provide temporary protection at return air ducts to eliminate dust and debris from building system related to construction activity. 7. Maintain the premises clean and free of trash and debris. Protect adjacent work from damage, soiling, paint overspray, etc. Fixtures, equipment, glazing, floors, etc. shall be left clean and ready for occupancy upon completion of project. 8. Provide products of acceptable manufacturers which have been in satisfactory use in similar service for at least three years unless otherwise specified by Architect. 9. Use experienced installers. Furnish evidence of experience if requested. 10. Deliver, handle, and store materials in strict accordance with manufacturer's instructions. 11. Use of any supplier or subcontractor is subject to Owner's approval. 12. Engage and pay for testing agencies as required. Refer to individual sections for additional requirements. Temporary Facilities: 1. Refer to Building Regulations. If temporary facilities are not required per Building Regulations, provide a plan in writing for review and approval by the building Owner before work commences. 2. Provide temporary facilities and connections as required for the proper completion of the project. 3. Owner will pay for cost of utilities consumed. Separate metering is not required. Do not waste. 4. Provide temporary protection for adjacent areas to prevent contamination by construction dust and debris. 5. Provide temporary barricades as necessary to ensure protection of the public. Do not close or obstruct streets, walks, or other occupied or used facilities without permission from authorities having jurisdiction. Provide alternative routes around closed or obstructed traffic ways if required by governing regulations. 6. Do not close or obstruct corridors, restrooms, egress paths, elevator lobbies or other areas occupied or used by other tenants unless reviewed and approved by the architect and landlord in writing. 7. Provide suitable waste disposal units and empty regularly. Do not permit accumulation of trash and waste materials. 8. Use of designated existing sanitary facilities in building is acceptable. 9. Maintain egress within and around construction areas. 10. Maintain fire alarm systems in operation during construction. 11. Provide fire extinguishers in work areas during construction. 12. Provide temporary protection for adjacent construction. Promptly repair any damage at no additional cost to the Owner. 13. Secure building against unauthorized entry at all times. Products and Substitutions: 1. Provide products and materials specified. Request Architect's selection of colors and accessories in sufficient time to avoid delaying progress of the Work. 2. Submit requests for substitutions shall be in writing, including reasons. Submit sufficient information for Architect to evaluate proposed substitution including but not limited to information of Architect's specified item for the architect comparison process. 3. Remove and replace work which does not conform to the contract documents at no additional expense to the Owner. 011000 PROJECT REQUIREMENTS CONTINUATION Installation: 1. Inspect substrates and report unsatisfactory conditions in writing. 2. Do not proceed until unsatisfactory conditions have been corrected. 3. Take field measurements prior to fabrication where practical. Form to required shapes and sizes with true edges, lines and angles. Provide inserts and templates as needed for work of other trades. 4. Install materials in exact accordance with manufacturer's instructions and approved submittals. 5. Install materials in proper relation with adjacent construction and with proper appearance. All visible surfaces and edges, as shop fabricated or field modified to be finished to match adjacent. 6. Restore units damaged during installation. Replace units which cannot be restored at no additional expense to the Owner. 7. Refer to additional installation requirements and tolerances specified under individual specification sections. Closeout: 1. Prepare punchlist for remaining work for review by the Architect. 2. Complete punchlist items promptly at no additional expense to the Owner. 3. Submit accurate record documents of building and site. 4. Submit operating manuals, maintenance manuals, and warranty information. 5. Obtain and submit copy of occupancy permits, if applicable. 6. Remove temporary facilities and provide final cleaning and touch up. If building regulations are not provided, provide, at minimum, cleaning by wipe dry cloth at all finish surfaces and interior window surfaces. Damp cloth wipe at all hard surfaces, vacuum clean at all soft surfaces and fabrics. 7. Restore portions of building, site improvements, landscaping and other items damaged by construction operations to the satisfaction of the Architect at no additional expense to the Owner. 024100 SELECTIVE DEMOLITION Summary: 1. Provide selective demolition of interior partitions, systems, ceilings and components designated to be removed. 2. Protect portions of building, site and adjacent structures affected by demolition operations. 3. Remove and properly terminate abandoned utilities, conduits and wiring systems, including those above ceilings. 4. Provide temporary protection for the public from demolition operations. 5. Provide pollution control during demolition operations. 6. Provide removal and legal disposal of materials. 7. Notify Building Owner in writing of schedule of shut off of utilities which serve occupied spaces. 8. Notify Building Owner in writing if hazardous materials are encountered or suspected and stop work in that area until determination is made. 9. Coordinate items to be salvaged for Reinstallation or Packaged and Delivered to Owner's Storage Area. 10. Remove items of salvageable value to the contractor from the project area as work progresses. Transport salvaged items from the site as they are removed. Do not store salvaged items on site. Submittals: 1. Submit demolition schedule. Include methods for protecting adjacent work and location of temporary partitions if applicable. Provide in-situ samples for coordination with new work (flooring demolition and prep). 2. Submit proposed location for legal disposal of materials, and permit if applicable. Demolition: 1. Survey existing conditions and coordinate with Architectural & Electrical Drawings and specifications to verify extent of demolition required. Provide videotape of existing conditions if clarification of existing damage may be construed as damage done by construction operations. 2. Verify conditions at site to determine whether demolition methods proposed for use will not endanger existing structures by overloading, failure, or unplanned collapse. 3. Perform demolition operations by methods which do not endanger adjacent spaces, structures, or the public. 4. Perform demolition operations to prevent dust and pollutant hazards. Provide chutes as required to control dust and debris. 064023 INTERIOR ARCHITECTURAL MILLWORK Summary: 1. Provide Interior Architectural Woodwork: Refer to Drawings for all items; provide miscellaneous metal supports for framing. 2. Remodel existing interior architectural woodwork. 3. Manufacturing, storage and install shall comply with AWI Standards. Submittals: 1. Submit product data, shop drawings, and samples, each type. Products: Refer to Drawings for applicable items. 1. AWI Standards: Architectural Woodwork Standards. 2. Interior Plastic Laminate Clad Casework: A. Laminate: High pressure decorative laminate, NEMA LD 3, match existing African Mahogany (WD-1) B. Grade: Premium. C. Location: Public side of Clerk Lobby divider at clerk counters. No new PLAM is required; however, if existing is damaged during construction, repairs are to match existing. 3. Stone Countertops and Trim: A. Granite (existing GT-1): Polished finish, ASTM C 615 dimensional tolerances. B. Manufacturer: Cold Springs Granite / Granite Designs (existing) C. Color: Carnelian (existing); https://coldspringusa.com/products/carnelian/ D. Location: Public countertop (existing and new) 4. Solid-Surfacing-Material Countertops (Alternate to GT-1): A. Material Thickness: Not less than 1/2 inch. B. Fabricate tops in one piece, unless otherwise indicated. Comply with solid-surfacing-material manufacturer's written recommendations for adhesives, sealers, fabrication, and finishing. C. Color / Finish: Match GT-1 079200 JOINT SEALANTS Summary As shown and additionally: 1. At interior joints. 2. At joints between dissimilar materials, UNO. 3. At all gaps between similar materials. 4. At visible perimeters of frames and trims. Products: 1. Latex Joint Sealants: A. Acrylic Type: Acrylic emulsion, ASTM C 834. B. Application: Interior joints in vertical and overhead surfaces with limited movement. 2. Auxiliary Materials: A. Plastic foam joint fillers. B. Elastomeric tubing backer rods. C. Bond breaker tape. 3. Acoustical Sealants: A. Type: Latex-based sealing compounds, ASTM C834 B. Application: For Exposed, color as selected by Architect from manufacturer's complete range of colors. For Concealed, color per manufacturer's standard. Installation: 1. Comply with requirements of Section 011000. 2. Test sealant adhesion for each substrate required. 3. Install in proper relation with adjacent work. 4. Clean adjacent surfaces soiled with sealant immediately. 087005 DOOR HARDWARE (ADD ALT 1) Summary: 1. See A-111 for summary. Submittals: 1. Submit product data, warranty, maintenance data. Products & Installation: 1. See A-111 for products and installation notes. 2. Comply with requirements of Section 011000. 088400 PLASTIC GLAZING Summary: 1. Provide Laminated polycarbonate and accessories for high impact bullet resisting security glazing. 2. Provide structural metal framing and concealed metal channel at sill. 3. Provide Submittals: 1. Submit product data, shop drawings, warranty, maintenance data. Products: 1. Barrier / Window: A. Manufacturer BOD: Insulgard B. Product: Bulletblock - SP1250 - Clear 112 C. Rating: UL 752 - Level 3 D. Material: Lexgard laminated polycarbonate glazing E. Nominal Thickness: 1.24" F. Weight: 7.7 lbs/sq ft G. Available Sizes: a. 38x96 b. 48x48 c. 48x60 d. 48x72 e. 48x96 f. 60x96 g. 72x96 2. Frame: A. Product: Structural security metal framing rated to the appropriate bullet resistant level is suggested. B. Jamb and intermediate mullions BOD size: 2½" x 4½" C. Sill: Concealed aluminum channel D. Material: Components to be constructed from extruded aluminum 6061-T6 alloy temper or equivalent E. Fasteners: to be stainless steel type 302 or 304 F. Anchors to be fully concealed G. Sealants / Gaskets: See Accessories 3. Accessories: A. Backer plate speak-thru a. Manufacturer: Match barrier that it is to be installed in. b. Rating: Match barrier that it is to be installed in. c. Material: Match barrier that it is to be installed in. d. Size: 6" dia. hole with 10" dia. backer plate e. Stand-offs: 1" acrylic using zinc-plated and aluminum fasteners. B. Sealants / Gaskets: a. The use of compatible sealant or gasket material is recommended, with flexible material on both sides of the laminate. b. Product BOD: Santoprene c. Do not use PVC gasket material. d. Do not use setting blocks made from PVC, EPDM, or neoprene rubber materials. Santoprene rubber should be used. If these other rubber products are required, a protective barrier material should be used between the rubber setting block and the Lexgard sheet edge. 099000 PAINTING AND COATING Summary: 1. Provide repainting and surface preparation for interior surfaces as noted in the drawings. 2. Provide painting of entire surface where patch painting is required. 3. Factory finished items, except as noted. Submittals: 1. Submit product data, samples consisting of two strike-downs of each color and each finish. 2. Extra stock consisting of 1 unopened gallon of each type of paint used at completion. Products: 1. Products: Refer to Finish Schedule. 2. Requirements: No VOCs; 100% Acrylic. 3. First line commercial quality products for all coating systems. 4. Schedule: A. Gypsum board and plaster walls, eggshell finish, 1 coat primer and 2 coats finish. b. Color / Finish: • P-1: New clerk lobby color TBD / Eggshell • P-2: Match existing where patching is required (if applicable) B. Wood for transparent finish, site refinishing, match existing gloss, 2 coats polyurethane (if applicable). Installation: 1. Comply with requirements of Section 011000. 2. Test sample area for adhesion for each type of paint and surface. 3. Remove cover plates, T-stats, horn, strobes and pull-stations. Protect hardware and adjacent surfaces. 4. Sand before painting until smooth and flat and sand between coats. 5. Apply paint to achieve manufacturer's recommended dry film thicknesses. 6. Paint entire surface where patch painting is required. 7. Recoat areas which show bleed through, ghosting, defects or flashing. 8. Clean paint spatter from adjacent surfaces and glass. 9. Touch up damaged surfaces at completion of construction. 102200 ACOUSTIC ROOM DIVIDERS Summary: 1. Provide acoustic room dividers and associated labor, materials, and equipment necessary to complete the work. Submittals: 1. Submit product data, product samples, shop drawings, warranty, maintenance data. Products: 1. Manufacturer: 3Form (BOD), Acoufelt, Filzfelt 2. Product: Hush 3. Material: PET Felt 4. Size: See interior elevations. 5. Design / Pattern: As selected from manufacturer's standard patterns. BOD shown in drawings: Brush. 6. Felt Color: As selected from manufacturer's standard colors; BOD shown in drawings: Steelblue. 7. Fire Rating: ASTM E84 Class A. 8. Mounting: Ceiling and floor mounted as recommended by manufacturer. Installation: 1. Install units in accordance with manufacturer's instructions, approved submittals, and in proper relationship with adjacent construction. 2. Adjust units for proper position and uniform appearance. 3. Clean exposed and semi-exposed surfaces using materials acceptable to manufacturer.				

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Permit/Seal

Alaska Court System

Kenai Courthouse Clerk
Counter Remodel -
100% Design

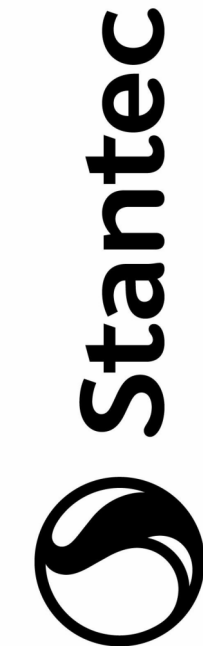
125 Trading Bay Rd Ste 100
Kenai AK 99611

Project No.:2014357600
File Name: N/A
SW SW CN 09/23/2025
Dwn. Dsgn. Chkd. MM/DD/YYYY

Title
SPECIFICATIONS

Scale: 1/4" = 1'-0"
Revision:
Drawing No.

A-002



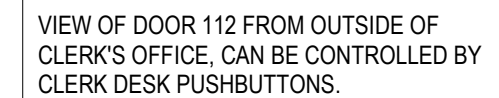
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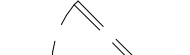
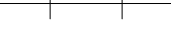


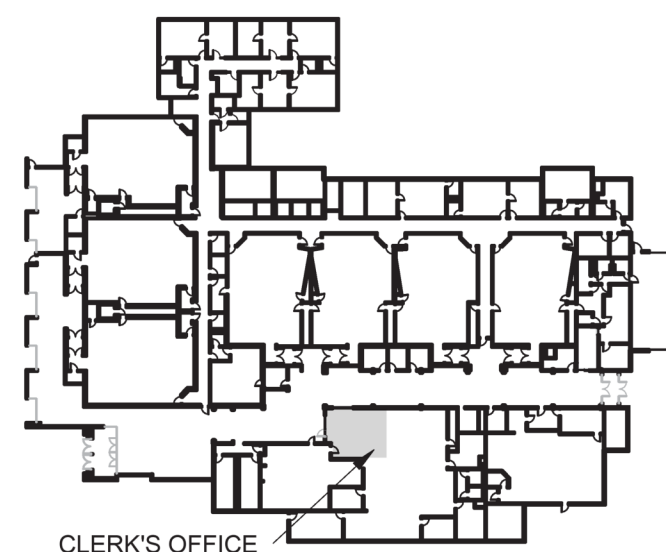
VIEW OF CLERK DESK 2 AND EXISTING
PUSHBUTTON LOCATION FROM EMPLOYEE
SIDE. PUSHBUTTON RELEASES DOOR 112
TO CLOSE.



- A3 LEVEL 1 REFLECTED CEILING PLAN - REFERENCE ONLY**
 A-111 1/4" = 1'-0"

NOTE: CEILING INFORMATION IS FOR REFERENCE ONLY. EXISTING CEILING AND CEILING FIXTURES ARE TO REMAIN.
V.I.F. FIXTURE LOCATIONS SHOWN.

- | | | | |
|---|---|---|---|
|  | EXISTING CONSTRUCTION
TO BE DEMOLISHED |  | EXISTING TO REMAIN
2x2 LAY-IN CEILING SYSTEM |
|  | EXISTING CONSTRUCTION
TO REMAIN |  | EXISTING TO REMAIN
2' X 4' LIGHT FIXTURE |
|  | NEW PARTITION |  | EXISTING RETURN AIR TERMINAL |
|  | NEW WALL FINISH, PAINT P-1
(CLERK LOBBY 112A ONLY) |  | EXISTING SPRINKLER |
|  | AREA NOT IN SCOPE | | |



TRUE
NORTH

D

C

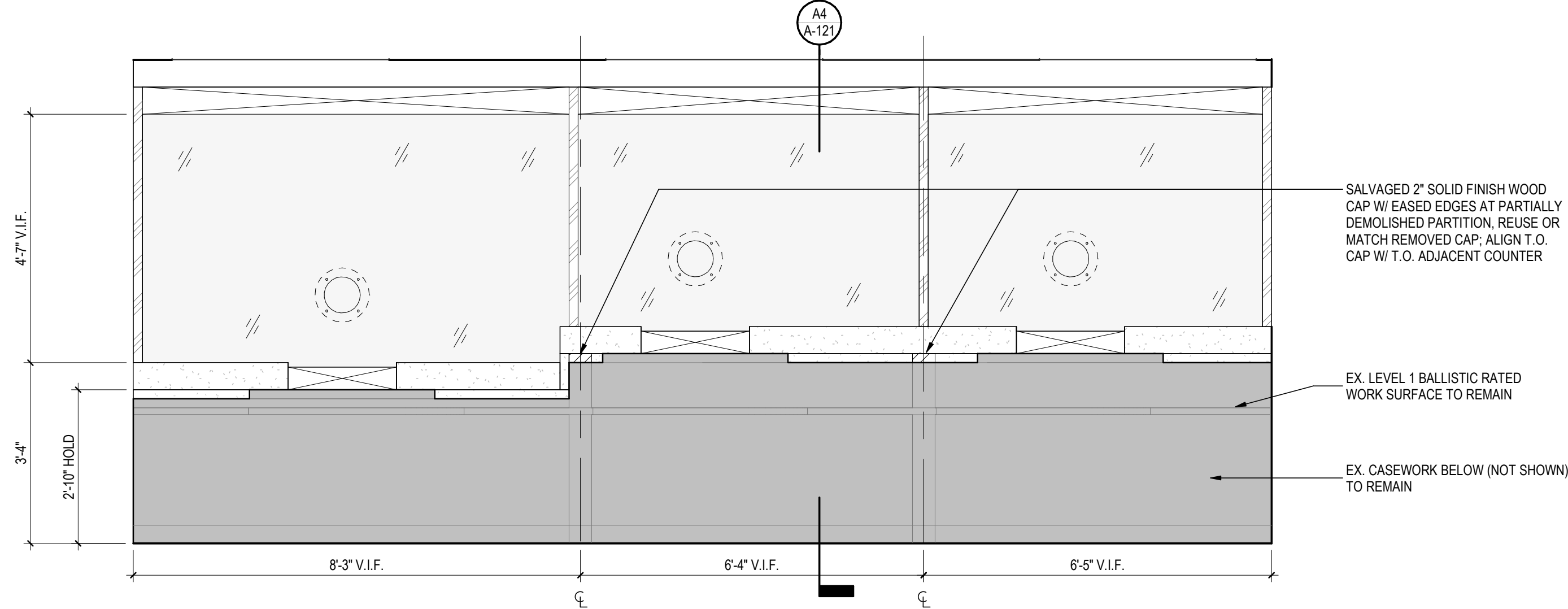
B

A

C1
A-121

INT. ELEV. - SERVICE COUNTER - EMPLOYEE SIDE - CONST

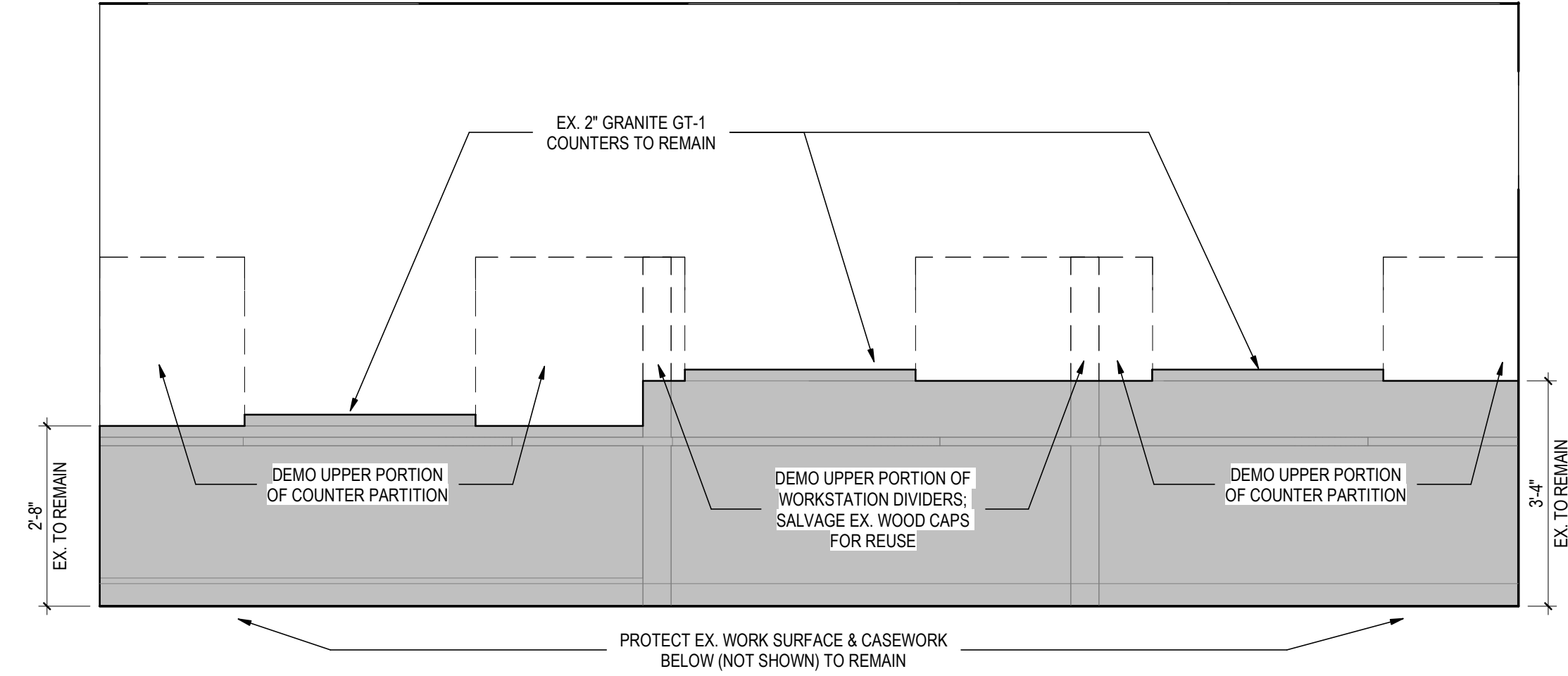
1/2" = 1'-0"



C3
A-121

INT. ELEV. - SERVICE COUNTER - EMPLOYEE SIDE - DEMO

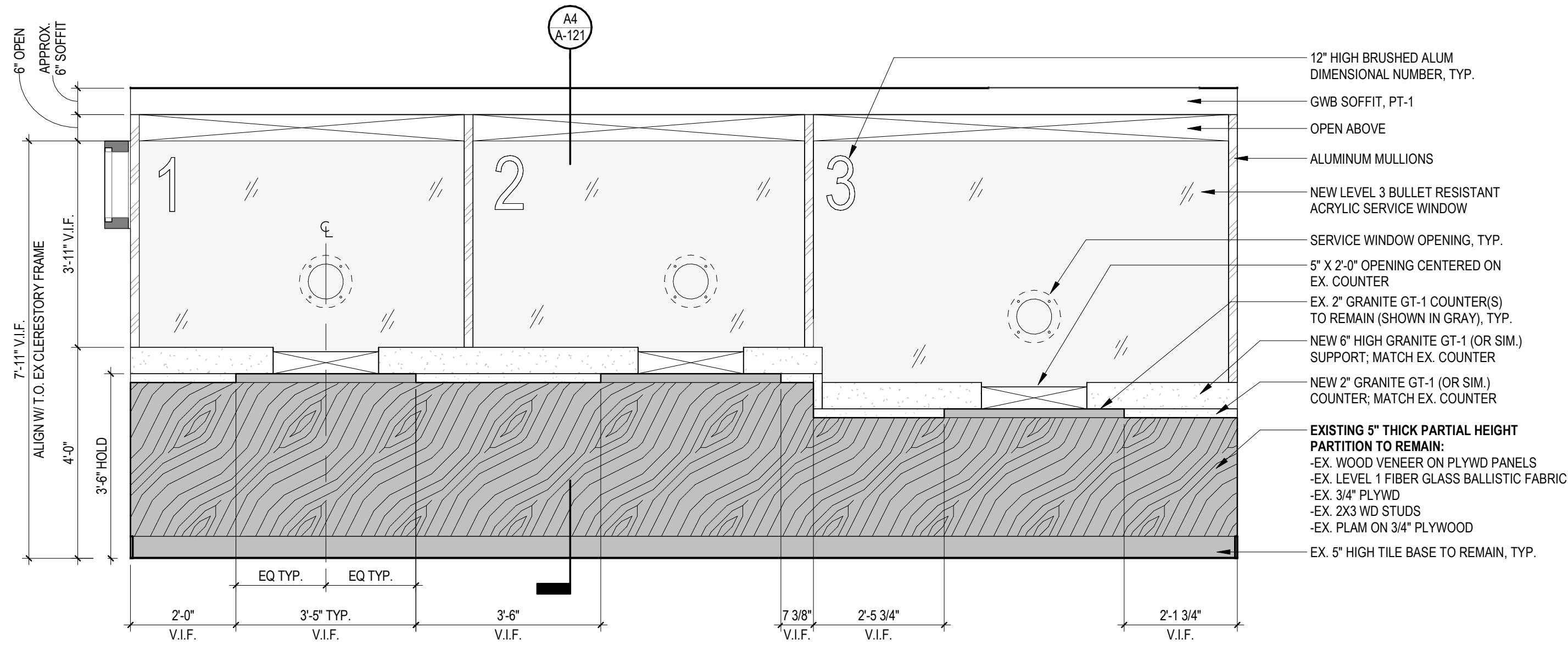
1/2" = 1'-0"



B1
A-121

INT. ELEV. - SERVICE COUNTER - PUBLIC SIDE - CONST

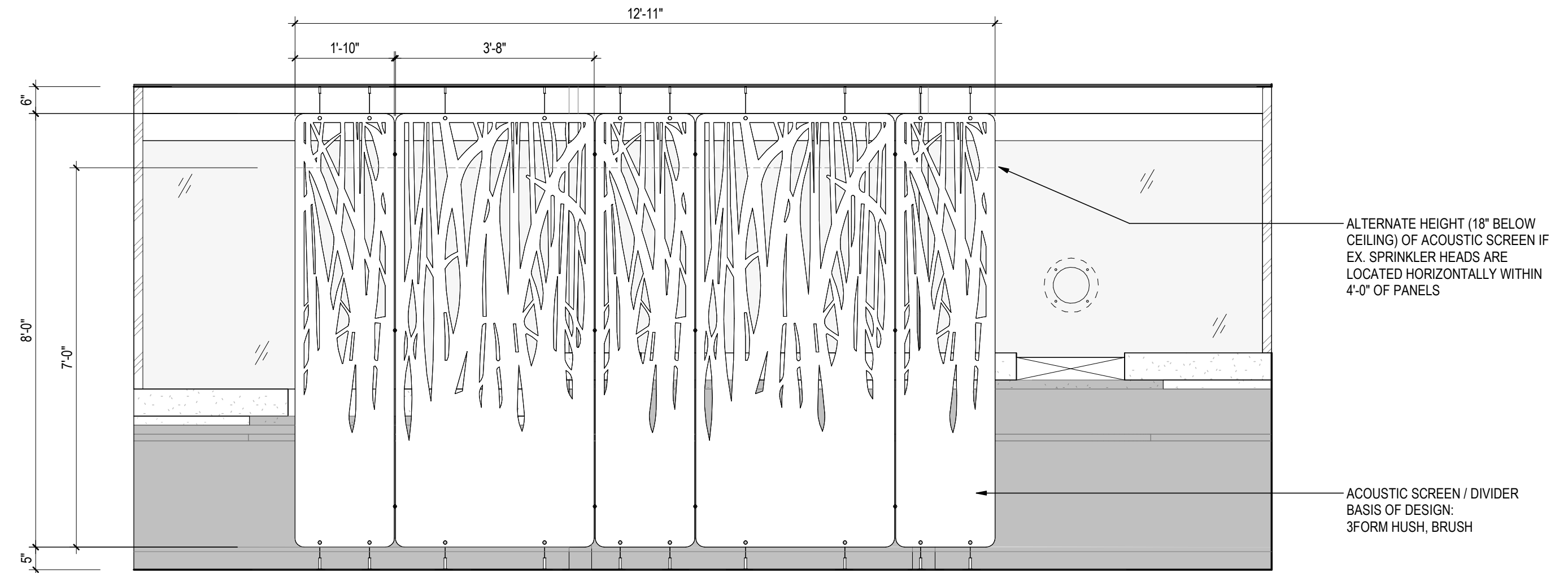
1/2" = 1'-0"



A1
A-121

INT. ELEV. - SERVICE COUNTER PRIVACY SCREEN

1/2" = 1'-0"

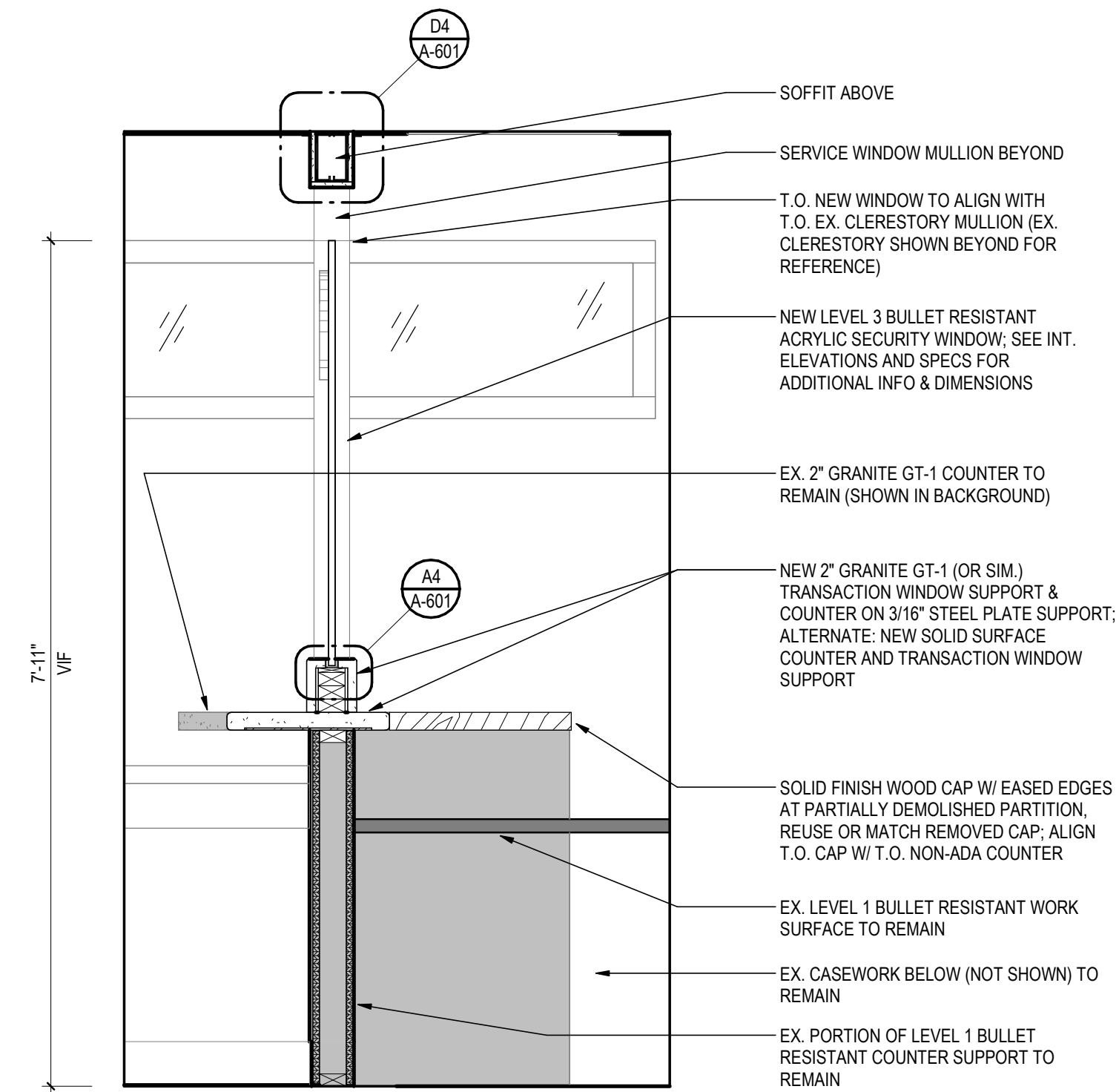


EXAMPLE IMAGE OF ACOUSTIC SCREEN
BASIS OF DESIGN: 3FORM HUSH
PATTERN: BRUSH
COLOR: STEELBLUE

A4
A-121

CLERK WORK STATION

3/4" = 1'-0"



Consultant

Permit/Seal

Alaska Court System

Kenai Courthouse Clerk
Counter Remodel -
100% Design

125 Trading Bay Rd Ste 100
Kenai AK 99611

Project No.:2014357600

File Name: N/A

SW	SW	CN	09/23/2025
Dwn.	Dsgn.	Chkd.	MM/DD/YYYY

Title

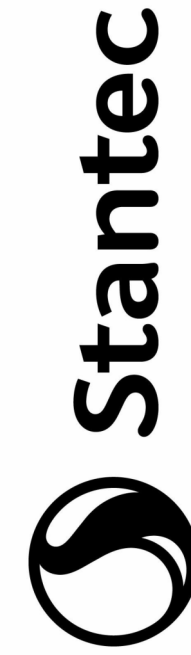
INTERIOR ELEVATIONS
& SECTIONS

Scale: As indicated

Revision:

Drawing No.

A-121



Stantec Architecture Inc.

3900 C Street Suite 902

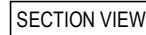
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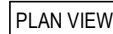
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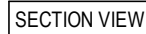
A-601

$$3'' = 1'-0''$$

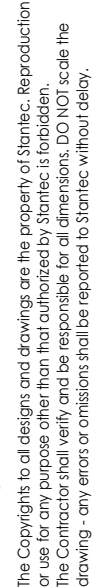

A-60

$$3'' = 1'-0''$$


A-60

$$3'' = 1'-0''$$


A-60

$$3'' = 1'-0''$$


Permit/Seal

125 Trading Bay Rd Ste 100
Kenai AK 99611

File Name: N/A

SW	SW	CN	09/23/2025
Dwn.	Dsgn.	Chkd.	MM/DD/YYYY

Title

INTERIOR DETAILS

Scale: 3" = 1'-0"

Revisions:

Drawing No.

A-601