

ALASKA COURT SYSTEM (ACS)

SPECIFICATIONS AND INFORMAL QUOTATION

Procurement per ACS Procurement Guidelines 2-206

Property/Facility: 435 South Denali Street, Palmer, AK

Date of Solicitation: December 1, 2025

Date & Time Response Due: December 15, 2025 at 12:00 PM

Type of Work: Demo & patch work

Location(s): Palmer Courthouse

Project #: PAL-C-25-0019

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

ATTN: Hanna Humphries, Leasing & Contracts
Manager

Phone: 907-264-0427

Fax: N/A

E-Mail Address: hhumphries@akcourts.gov

The Alaska Court System is seeking quotes to demo an existing mail box system and singular sink, and patch & paint walls as needed at the Palmer Courthouse located at 435 South Denali Street, Palmer, AK 99645. This project will be located in the Palmer Courthouse clerk's office.

A site visit may be scheduled at the discretion of the Project Manager, further details will be posted to Online Public Notices prior to the site visit date.

If Contractors are unable to attend the non-mandatory site visit, contractors may not be granted interior access unless in attendance for the scheduled site visit.

An Alaska Business License and Certificate of Insurance will be required of the awarded contractor.

For all employees of the contractor working on site, a DPS Criminal History Report will be required prior to starting work.

RFQ response may be submitted via email or dropped off at the Snowden Administrative Building located at 820 W. 4th Ave., Anchorage, AK 99501

PART 1 – GENERAL

A. Submittals:

1. Itemized quote that clearly breaks down materials, labor, and any additional costs.

B. Delivery Information:

1. Draft schedule to complete project which should include demo times and any other relevant information related to schedule.

PART 2 – PRODUCTS

1. Demo existing mail box system and singular sink located in the Palmer Courthouse clerk's office. Patch and paint walls as needed.

PART 3 – EXECUTION

1. Contractor is responsible for all demolition, scope as stated above, and clean-up.

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BID FORM

The following must be completed for quote to be responsive:

If this Quote is awarded, Contractor shall furnish all equipment, materials supplies and labor, in accordance with the above specifications, in a workmanlike manner, for the individual sums of:

BASE BID:

Demo existing mail box system and singular sink, patch and paint walls as-needed:

Base Bid \$ _____
(figures)

_____ Dollars
(words)

The undersigned has read the foregoing Bid Schedule and hereby agrees to the conditions stated therein by affixing his signature below:

Contractor Name: _____ Contact Name: _____

Mailing Address: _____

Business License #: _____ EIN or SSN: _____

Phone: _____ Fax: _____ E-Mail: _____

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

Sole Proprietor: _____ Partnership: _____ Corporation: _____ Other (Specify): _____

SIGN HERE:

Contractors Authorized Signature

Title

Date

END OF SECTION