

# STATE OF ALASKA

## INVITATION TO BID (ITB)



### WASILLA HANGAR LEASE

ITB F2026-12-006

ISSUED JANUARY 7, 2026

THE DEPARTMENT OF PUBLIC SAFETY, AIRCRAFT SECTION, IS LOOKING TO LEASE HANGAR SPACE IN WASILLA, ALASKA.

**IMPORTANT NOTICE:** If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed below if you desire to receive notification of subsequent amendments to the solicitation.

**BIDDER'S NOTICE:** By signature on this form, the bidder certifies that they comply with the following:

- (1) the bidder has a valid Alaska business license or will obtain one prior to award of any contract resulting from this ITB. If the bidder possesses a valid Alaska business license, the license number must be written below or one the following forms of evidence must be submitted with the bid:
  - a canceled check for the business license fee;
  - a copy of the business license application with a receipt date stamp from the State's business license office;
  - a receipt from the State's business license office for the license fee;
  - a copy of the bidder's valid business license;
  - a sworn notarized affidavit that the bidder has applied and paid for a business license;
- (2) the price(s) submitted was arrived at independently and without collusion, under penalty of perjury, and that the bidder is complying with:
  - the laws of the State of Alaska;
  - the applicable portion of the Federal Civil Rights Act of 1964;
  - the Equal Employment Opportunity Act and the regulations issued thereunder by the state and federal government;
  - the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the state and federal government;
  - the bid will remain open and valid for at least 90 days;
  - all terms and conditions set out in this Invitation to Bid (ITB).

If a bidder does not hold an Alaska Business License (1) at the time designated in the ITB for opening the state will disallow the Alaska Bidder Preference. Bids must also be submitted under the name as appearing on the bidder's current Alaska business license in order to receive the Alaska Bidder Preference. If a bidder fails to comply with (2) of this paragraph, the state may reject the bid, terminate the contract, or consider the contractor in default.

DEPARTMENT OF PUBLIC SAFETY	COMPANY SUBMITTING BID
DIVISION OF ADMINISTRATIVE SERVICES	AUTHORIZED SIGNATURE
PROCUREMENT OFFICER:	PRINTED NAME
CHRIS CAPPSS	
PHONE: (907) 269-7816	
EMAIL: CHRIS.CAPPS@ALASKA.GOV	DATE

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## **SECTION 1. INTRODUCTION & INSTRUCTIONS**

### **SEC. 1.01 PURPOSE OF THE ITB**

The Department of Public Safety, Division of Administrative Services, on behalf of Aircraft Section, is looking to lease hangar space in Wasilla, Alaska. A more detailed description is provided in Section 2 Lease Provisions.

### **SEC. 1.02 BUDGET**

Department of Public Safety, Division of Administrative Services, estimates a budget of between **\$200,000.00** and **\$300,000.00** dollars for this contract. Bids priced at more than **\$300,000.00** will be considered non-responsive.

Approval or continuation of a contract resulting from this ITB is contingent upon legislative appropriation.

### **SEC. 1.03 DEADLINE FOR RECEIPT OF BIDS**

Bids must be received no later than 2:00pm Alaska Time on **January 28, 2026**, at which time they will be publicly opened. Late bids or amendments will be considered non-responsive and will not be opened or accepted for evaluation.

### **SEC. 1.04 PRIOR EXPERIENCE**

In order for a bid to be considered responsive the bidder must meet these minimum prior experience requirements:

- Bidder must own the property offered.

A bidder's failure to meet these minimum prior experience requirements will cause their bid to be considered non-responsive and rejected.

### **SEC. 1.05 REQUIRED REVIEW**

Bidders shall carefully review this ITB for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material in the ITB should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of bids. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of bidders' prices.

### **SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF BIDS**

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing. Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the ITB. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the ITB. The procurement officer will make that decision.

PROCUREMENT OFFICER: Chris Capps – PHONE: 907-269-7816 – EMAIL: [Chris.capps@alaska.gov](mailto:Chris.capps@alaska.gov)

## SEC. 1.07 RETURN INSTRUCTIONS

Bidders must submit one copy of their bid via email to [dps.das.solicitations@alaska.gov](mailto:dps.das.solicitations@alaska.gov). It must contain the ITB number in the subject line of the email. The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the bid exceeds this size, the bid must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy bid, if you are emailing your bid, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of bid.

It is the bidder's responsibility to contact the issuing agency at 907-269-7816 to confirm that the entire bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

## SEC. 1.08 ASSISTANCE TO BIDDERS WITH A DISABILITY

The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a bid should contact the Procurement Officer no later than ten days prior to the closing of the bid to make any necessary arrangements.

## SEC. 1.09 AMENDMENTS TO BIDS

Amendments to or withdrawals of bids will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of bids, in accordance with 2 AAC 12.140. No amendments or withdrawals will be accepted after the deadline unless the delay is due to an error of the contracting agency, in accordance with 2 AAC 12.160.

## SEC. 1.10 AMENDMENTS TO THE ITB

If an amendment is issued before the deadline for receipt of bids, the amendment will be posted on the State of Alaska Online Public Notice (OPN) website. The link to the posting of the amendment will be provided to all who were notified of the ITB and to those who have registered with the procurement officer after receiving the ITB from the OPN.

## SEC. 1.11 ITB SCHEDULE

The ITB schedule below represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of bids, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Standard Time (AST).

ACTIVITY	TIME	DATE
Issue Date / ITB Released		January 7, 2025
Deadline for Receipt of Bids / Bid Due Date	2:00pm AKST	January 28, 2026
Bid Evaluations Complete	Week of	February 2, 2026
Notice of Intent to Award	Week of	February 2, 2026

Contract Issued	Week of	February 9, 2026
Lease Start Date		TBD

This ITB does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Public Safety, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

### **SEC. 1.12 ALTERNATE BIDS**

Bidders may only submit one bid for evaluation. In accordance with 2 AAC 12.830 alternate bids (bids that offer something different than what is asked for) will be rejected.

### **SEC. 1.13 SUPPORTING INFORMATION**

Provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the state reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products or services offered completely meet the ITB requirements. The requirement for such supplemental information will be at the reasonable discretion of the state and may include the requirement that a bidder will provide a sample product(s) so that the state can make a first-hand examination and determination.

A bidder's failure to provide this supplemental information or the product sample(s), within the time set by the state, may cause the state to consider the offer non-responsive and reject the bid.

### **SEC. 1.14 FIRM, UNQUALIFIED, AND UNCONDITIONAL OFFER**

To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB, and which must be complied with at risk of bid rejection for non-responsiveness.

## SECTION 2. LEASE PROVISIONS AND LEASE INFORMATION

### SEC. 2.01 LEASE PROVISIONS

The Department of Public Safety, Aircraft Section, is looking to lease hangar space in Wasilla, Alaska. This hangar shall provide year-round (365/24/7) hangar space for state aircraft. Hangar space shall be between 2,500 and 3,600 square feet in size (+/-) in usable hangar dimensions. The hangar door shall be of adequate dimensions to accommodate the required aircraft or equipment, with a desired opening of 55 feet wide by 18 feet high. Equivalent functional configurations that meet operational requirements will be considered. The state shall determine if submitted dimensions are suitable for required aircraft. Hangar property that can provide an AVGAS tank, restroom, office/desk space, high speed internet connectivity, and tug for use is preferred but not mandatory. Hangar shall be a locked and secure facility and DPS will have 24 hour/7 days-a-week access. DPS shall retain the right to move the aircraft as needed, ingress and/or egress launch, and recovery as required.

### BUILDING REQUIREMENTS

#### HANGAR FACILITY

The hangar facility shall comply with all state, city, local codes and amendments for the following:

- Electrical
- Mechanical
- Regulations of the State Fire Marshal

#### 1. TYPE OF BUILDING

The space proposed shall be in a building of sound and substantial construction. The building and the area in which it is located shall be clean and free from objectionable odors, vermin, rodents, or other conditions which, in the opinion of the State, will be detrimental to agency operation. The State shall have the right to withhold rent if building is substandard and lessor fails to make corrections after thirty day written notice. The State's opinion shall be binding.

#### 2. GENERAL REQUIREMENTS

A year-round hangar facility to accommodate an aircraft to include the following, at minimum:

1. Hangar space shall be between 2,500 and 3,600 square feet in size (+/-) in usable hangar dimensions
2. Operational hangar door shall be of adequate dimensions to accommodate the required aircraft or equipment, with a desired opening of 55 feet wide by 18 feet high. Equivalent functional configurations that meet operational requirements will be considered
3. A handrail for stairs with four or more steps, including landings
4. All outside area accessible by the tenant must be free from debris and hazardous materials (i.e., broken glass, old refrigerators, used car batteries, dilapidated buildings, abandoned vehicles, low-hanging electrical wires, hazardous waste dumps, open sewers, etc.)
5. Weather-tight roof and outside coverings
6. All windows and doors including hardware must be operational and in good condition

7. All emergency and fire exits must be freely accessible and must be operational. Provide smoke and carbon monoxide (CO) detectors as required under Alaska Statute 18.70.095
8. Maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators, supplied or required to be supplied by the lessor
9. Supply running water and reasonable amounts of hot water and heat at all times, insofar as energy conditions permit
10. Secure and lockable entrances that allow for the state to have 24-hour, 7-days a week access

**Preferred Accommodations (not mandatory)**

1. One restroom
2. AVGAS tank (110LL)
3. Area for one table and chair
4. Highspeed internet and/or connectivity

**3. FLOOR COVERING**

All floors shall be covered with resilient flooring fit for repeated use with the aircraft and personnel.

**4. PAINTING**

All exposed surfaces shall be finished to acceptable standards.

**5. DOOR HARDWARE**

All doors shall be equipped complete with all necessary hardware. Doors that are operable with a “one step” process preferred. The state requires access capabilities (keys, badge, or code) for up to ten state employees.

**6. ELECTRICAL REQUIREMENTS**

Power Distribution: The power distribution system serving the leased space shall include distribution equipment to provide 120 volt single phase, and 208 volt or 240 volt single phase power. Receptacle loads, branch circuits, panel boards and feeder loads shall be calculated in accordance with the National Electric Code.

Switching: Individual switching shall be provided for each room or area. Switches shall be located inside the lighted space, adjacent to the entry, accessible with doors open or closed. All light switches must have unbroken cover plates.

Electrical Outlets: Unless otherwise specified, each room should have a minimum of two outlets per room. All electrical outlets must have unbroken cover plates. If the outlet is disconnected, it must be covered.

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

**General Requirements:**

1. No bare wires, hanging switches, or light fixtures hanging by electrical wires are acceptable in any room accessible by the tenant including garages, utility rooms, and common areas.
2. All permanent light fixtures will be tested.
3. All outdoor plug-ins must comply electrically and have functional covers.

**7. MANUFACTURERS' RECOMMENDATION REQUIREMENT**

All equipment installed shall be in accordance with Federal, State and local governing authority regulations and in accordance with the intended manufacturer purpose and recommended installation instructions.

**8. ENVIRONMENTAL & LIFE/SAFETY**

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

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

**9. HEATING**

A heating system shall be provided to maintain a uniform temperature between 50 degrees and 70 degrees. The temperature shall be maintained throughout all areas.

If the temperature is not maintained within the 50 degree to 70 degree range for a period of more than one working day, the Lessor shall upon receipt of a written complaint from the State, provide suitable temporary/auxiliary heating or cooling equipment to maintain the temperature in the specified range.

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

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

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

The furnace must:

1. Be adequate and free from debris and fire hazards.
2. Have a manual shut-off.
3. Be properly vented.

## 10. VENTILATION

The facility shall be properly ventilated.

## 11. OFF STREET PARKING

Parking shall be located within one-hundred feet walking distance of main entrance using main pedestrian routes such as sidewalks. Routes using alleyways and/or other private property are not acceptable nor are the routes that could pose a danger to pedestrians. Hangar is to be easily accessible by motor vehicle roadway.

The location proposed shall have adequate parking for up to three vehicles.

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

## **ADDITIONAL GENERAL CONDITIONS:**

1. **GENERAL:** These conditions shall govern unless specifically modified by the Special Conditions.
2. **LEASE AGREEMENT:** The lease agreement resulting from the award of this Invitation to Bid will be prepared by the State and will include all the terms and conditions of the Invitation to Bid.
3. **DELIVERY AND CONDITIONS OF PREMISES:** The space shall be delivered ready for occupancy on the date required under the award of this lease. The term “ready for occupancy” requires the space to meet all the requirements of the bid document and receive and receive a Certificate of Occupancy (where applicable) from an appropriate building official. If the jurisdiction in which the premises are located does not provide a Certificate of Occupancy, the state may at its own discretion require an occupancy inspection in lieu of the Certificate of Occupancy. The state reserves the right to determine when the space is ready for occupancy. If new construction is offered, incremental completion, inspection and occupancy of individual units may be considered by the State with a commensurate adjustment to the lease.
4. **RESTORATION LIABILITIES:** The State is not liable for restoration of improvements required to meet the specification requirements set forth by this Invitation to Bid and those made prior to final acceptance for occupancy.
5. **CHANGES:** Changes in the space proposed either by the successful bidder or by the State after acceptance of the offer, shall be mutually agreed upon by both parties in writing before such changes are actually accomplished.

6. **FIRE PREVENTION:** The successful bidder shall maintain the premises in keeping with good fire prevention practices. The State reserves the right at reasonable times to enter and make fire prevention and fire protection inspections of the building and space occupied. If any fire hazard is detected through inspection of the building, it shall be promptly corrected by the successful bidder. **Smoke and Carbon Monoxide detectors are required in each housing unit.**
7. **ACCIDENT HAZARD:** The successful bidder shall maintain the building free of structural or mechanical hazards. If any accident hazards relative to the structure or building operating equipment are detected through inspections of the space, they shall be promptly corrected by the successful bidder.
8. **INTERRUPTION OF UTILITIES AND SERVICES:** In the even that, in the reasonable judgment of the Lessee the lawful enjoyment of the demised premises is threatened by the interruption or severance of utilities and services provided hereunder the Lessor, and when such interruption or severance is due to deliberate, or negligent, or tacitly negligent act of the Lessor, the Lessee shall have the right to bind such utilities and services as are threatened, in the name of the Lessee. The Lessee shall be free to deduct from the lease payments and costs of such utilities and services, together with all necessary deposits and the Lessee's actual administrative costs necessary to procure the utilities and services.
9. **MAINTENANCE AND REPAIR:** **The successful bidder shall assume sole responsibility for the maintenance of the demised premises.** This responsibility encompasses keeping the premises in good repair and tenantable condition. The term "repair" includes repairs of any type including but not limited to exterior and interior, structural and nonstructural, routine or periodic, except as in case of damage arising from the negligence of the State's agents or employees. The successful bidder agrees that after reasonable notice in writing by the State to the effect that the repair, maintenance, or service obligations as specified herein for the demised premises have not been satisfactorily fulfilled, the State can then obtain competent workers to correct the deficiencies. All related costs shall be paid for by the successful bidder either by direct payment or by the State making the payment to the workers and reducing the rent accordingly. Lessor shall provide name and phone number of local point of contact for maintenance service requests.
10. **TENANTABILITY:** Facilities provided must be tenantable and comply with all laws pertaining to tenantability and the performance of this provision. The Lessor agrees to pay the cost of any building alterations which may be needed for purposes of correcting any casualty damage or any violation of a law cited by a regulatory agency. If the premises or any part thereof are rendered untenantable by casualty or public authority, a proportionate part of the rent, according to the extent of such untenantability, will be abated and suspended until the premises are again made tenantable and restored to their former condition.

If the premises or a substantial part thereof are rendered untenantable and so remain for a period of ten (10) days, the Lessee may, at its option, terminate the lease by written notice to the Lessor. This ten (10) day period shall not be so restrictively construed that the Lessee is bound to remain in the leased facility if the Lessee's business cannot be safely executed. The Lessee's determination shall be controlling regarding tenantability. If untenantable conditions are determined to exist, the Lessee has the right to move elsewhere.

If the premises are made tenantable again within the ten (10) day period the Lessee will return to the facility. The Lessee has the right to recover any excess costs, over the abated lease payments, occasioned by relocation due to such untenantable conditions.

In the event the Lessor fails to correct damage or violation(s) within the ten (10) day period the Lessee will have the right to terminate the lease, or will have the option of hiring competent workers to correct the damage or violation(s). The Lessor will bear the cost of all such labor and materials. The Lessor agrees that damage or violations corrections performed by the Lessee will not be construed to constitute a breach of the terms of this Invitation to Bid and the subsequent lease.

11. **PEACEFUL OCCUPANCY:** If the State shall pay the rent as provided by the lease issued as a result of this Invitation to Bid and shall keep, observe and perform all of the other covenants of the lease by it to be kept, performed and observed, the State shall and may peaceably and quietly have, hold, and enjoy the premises for the term of such lease.
12. **PAYMENT DEFAULT:** If the State shall at any time be in default in the payment of rent, or in the performance of any of the terms of the lease issued as a resulted of this Invitation to Bid and shall fail to remedy such default within sixty (60) days after written notice thereof from the successful bidder. It shall be lawful for the successful bidder to enter upon the premises and repossess and enjoy the same as if the lease and everything therein contained on the part of the successful bidder to be done and performed shall cease and terminate without prejudice, however, to the right of the successful bidder to recover from the State all rent due up to the time of such entry. In case of any default and any entry by the successful bidder, the successful bidder may relet the premises for the remainder of the term for the highest rent obtainable and may recover from the State any deficiency between the amount so obtained and rent specified by the lease.
13. **EXTENSION:** Any holding over after the expiration date of the lease issued as a result of this Invitation to Bid or any extension of rent thereof, shall be construed to be a tenancy from month-month at the same monthly rental and on the terms and conditions as specified by the lease.
14. **TERMINATION:** The payments of rent by the State are subject to appropriation of funds by the Legislature of the State of Alaska and the lease issued as a result of this Invitation to Bid may be terminated due to lack of such appropriations.
15. **DELAYS:** Time is of the essence. Delays in completing the building or in installation of the equipment and furnishings by the successful bidder due to unforeseeable causes beyond the control and without fault or neglect of the successful bidder may be excused. Unforeseeable causes may include but are not limited to: (1) act of God, (2) public enemy, (3) act of the Government or State in either its sovereign or contractual capacity, (4) acts of another contractor in the performance or a contract with the Government or State, (5) fires, (6) floods, (7) epidemics quarantine restrictions, (8) strikes, (9) freight embargoes, (10) unusual severe weather conditions, and (11) delays by subcontractors or suppliers unusual in nature. Notification of such delays must be made to the State's Contracting Officer in writing within ten (10) days of the commencement of the unforeseeable cause. The State's Contracting Officer shall ascertain the facts and the extent of delay and the extent of the time for completing the project. The State's Contracting Officer may approve an extension when, in his/her judgment, the findings of fact justify an extension. This finding of fact thereon shall be final and conclusive, unless the successful bidder shall appeal to the Commissioner of Administration pursuant to AS 36.30.620. If no such appeal to the Commissioner of Administration is taken, the decision of the Contracting Officer shall be final and conclusive.

Pending final decision on an extension of time hereunder, the successful bidder shall proceed diligently with the performance of the contract. Inability to comply with State, City, or local construction or zoning laws or ordinances or restrictive covenants shall not be regarded as unforeseeable cause. However, if the successful bidder shall acquire the property and interest therein through assignment from the State and the course of such acquisition the successful bidder is unable to comply with such laws or ordinances or restrictive covenants, then the agreement shall become terminated with no further liability on the part of either party unless such laws, ordinances or restrictive covenants are suitably changed or removed.

16. **STATE'S RESPONSIBILITIES:** The State will: (1) Pay said rent at the times and place to the successful bidder in advance on the first day of each and every month of said term of lease. (2) Pay all utilities (3) Use and occupy the premises in a careful and proper manner. (4) Not use or occupy the premises for any unlawful purposes. (5) Not use or occupy the premises or permit the same to be occupied for any purpose deemed extra-hazardous on account of fire or otherwise. (6) Make no alterations or additions in or to the premises without the written consent of the successful bidder. (7) Permit the successful bidder to enter upon the premises at all reasonable times to examine the conditions of same.
17. **HOLD HARMLESS:** The Lessor shall indemnify, save harmless, and defend the State, its officers, agents, and employees, from liability of any nature of kind, including costs and expenses for or on account of any and all suits or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of any act performed by the Lessor or the Lessor's agents and employees pursuant to this lease; the Lessor shall also assume all insurable risks and bear any loss or injury to property or persons occasioned by neglect or accident during the tenure of this lease, excepting only sole negligence of the Lessee.
18. **INSURANCE:** Without limiting contractor's indemnification, it is agreed that the contractor will 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 will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer, which must provide for a 30-day prior notice of cancellation, nonrenewal or material change.

Proof of insurance is required prior to award for the following:

- A. **WORKER'S COMPENSATION INSURANCE:** The contractor shall provide and maintain, for all employees for the contractor engaged in work under this contract, Worker's Compensation Insurance as required by AS 23.30.045. The contractor will be responsible for Worker's Compensation Insurance for any Subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in work and employer's liability protection not less than \$100,00 per person, \$100,00 per occurrence. Where applicable, coverage for all federal acts (i.e. U.S.L. & H. And Jones Acts) must also be included.

Failure to supply satisfactory proof of insurance within the time required will cause the State to declare the bidder nonresponsible and to reject the bid.

**SEC. 2.02 CONTRACT TERM**

The length of the contract will be from the date of award, approximately **February 1, 2026**, through **January 31, 2029**, with the option to renew for **seven** additional **one-year** terms under the same terms and conditions as the original contract. Renewals will be exercised at the sole discretion of the state.

Unless otherwise provided in this ITB, the State and the successful bidder/contractor agree: (1) that any extension of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) the procurement officer will provide notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

**SEC. 2.03 CONTRACT TYPE**

This contract is a **FIRM FIXED PRICE** contract.

**SEC. 2.04 PAYMENT FOR STATE PURCHASES**

No payment will be made until the contract is approved by the Commissioner of the Department of Public Safety or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract. The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

**SEC. 2.05 ELECTRONIC PAYMENTS**

The State of Alaska prefers vendors receive payment via Electronic Funds Transfer (EFT). Bidders may review information concerning the EFT process and access the [Electronic Payment Agreement Form for Vendors](#) at the following link: <https://doa.alaska.gov/dof/vendor.html>. Method of payment is not a factor in the State's determination for award.

Any single contract payments of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

**SEC. 2.06 CONTRACT ADMINISTRATION**

The administration of this contract is the responsibility of the procurement officer or person appointed by the Department of Public Safety, Division of Administrative Services.

**SEC. 2.07 CONTRACT PRICE ADJUSTMENTS**

A contract resulting from this ITB will include the following price adjustment clause:

**Consumer Price Index (CPI):** Contract prices will remain firm through **January 31, 2027.**

The Contractor or State may request price adjustments, no sooner than 12 months from the Contract execution date, and no more than once per contract year. Contractors must submit a request to the State at least thirty (30) days prior to the end of the current term. All Requests must be in writing and must be received 30 days prior to the Contract renewal date.

- a. If the Contractor or State fail to request a CPI price adjustment 30 days prior to the Contract renewal date, the adjustment will be effective 30 days after the State or Contractor receives their written request.
- b. Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor, Bureau of Labor and Statistics, Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Urban Alaska.
- c. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year reported HALF1 (January through June 2025) (depends on the timing, may be HALF2 for July-December); and each HALF1 (or HALF2) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. All price adjustments must be approved by the Procurement Officer prior to the implementation of the adjusted pricing. Approval shall be in the form of a Contract Amendment issued by the Procurement Officer.
- d. Approval for all price increases is dependent upon full compliance with the terms of the Contract including reporting requirements.

The Base Monthly Lease Cost is the total monthly lease cost offered in this ITB. The formula is expressed as:

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

Example: If the base monthly lease cost was \$1,000.00 per month, with a 35% variable factor and a 10% change in the CPI, the adjusted lease cost would be computed as follows:

- A.  $[(35\% \times \$1,000.00) \times 10\%] + \$1,000.00 = \text{Adjusted Lease Cost}$
- B.  $[\$350.00 \times 10\%] + \$1,000.00 = \text{Adjusted Lease Cost}$
- C.  $\$35.00 + \$1,000.00 = \$1035.00$  (new monthly lease cost)

**RETROACTIVE ADJUSTMENTS WILL NOT BE ALLOWED.**

All price adjustments must be approved by both the contractor and the procurement officer prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the procurement officer and signed by the contractor.

**SEC. 2.08 CONTRACT PERFORMANCE LOCATION**

The location the work is to be performed, completed, and managed is at Wasilla, Alaska.

By signature on their bid, the bidder certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the bidder cannot certify that all work will be performed in the United States, the bidder must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of bids.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the bid as non-responsive or cancel the contract.

**SEC. 2.09 SUBCONTRACTORS**

Subcontractors will not be allowed.

**SEC. 2.10 RIGHT TO INSPECT PLACE OF BUSINESS**

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

**SEC. 2.11 EQUIPMENT INSPECTION**

Equipment offered (including for lease) may be subject to inspection and approval by the state prior to the award of the ITB. The equipment and attachments must be in good repair and capable of performing the work for which they were designed.

**SEC. 2.12 CONTRACT CHANGES – UNANTICIPATED AMENDMENTS**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the state will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured required state approvals necessary and issued a written contract amendment.

**SEC. 2.13 CONTINUING OBLIGATION OF CONTRACTOR**

Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance, and parts availability requirements have completely expired.

**SEC. 2.14 BILLING INSTRUCTIONS**

All invoices produced by the contractor must contain the following information at a minimum:

Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order. The state will make payment after it receives the goods or services and the invoice. Questions concerning payment must be addressed to the ordering agency.

**SEC. 2.15 NONDISCLOSURE AND CONFIDENTIALITY**

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc.).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

**SEC. 2.16 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.

**SEC. 2.17 INSURANCE**

Without limiting the contractor's indemnification, it is agreed that the 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 procurement officer prior to contract approval 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.

**Proof of insurance is required for the following:**

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

## SECTION 3. BID FORMAT AND CONTENT

### SEC. 3.01 BID FORMS

Bidders shall use the front page of this ITB, the Bid Submission Cover Sheet, and any other forms identified in this ITB for submitting bids. All bids must be signed by an individual authorized to bind the bidder to the provisions of the ITB.

#### BIDDER'S CERTIFICATION

By signature on the bid, the bidder certifies that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the state and federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the state and federal government and certifies that programs, services, and activities provided to the general public on behalf of the State under a contract resulting from this solicitation comply with the Americans with Disabilities Act of 1990, 28 CFR, Part 35, Subpart B 35.130;
- E. all terms and conditions set out in this ITB;
- F. the price(s) submitted was arrived at independently arrived and without collusion, under penalty of perjury; and
- G. that the bid will remain open and valid for at least 90 days.

If any bidder fails to comply with [a] through [g] of this paragraph, the state reserves the right to disregard the bid, terminate the contract, or consider the contractor in default.

#### CONFLICT OF INTEREST

Each bid shall include a statement indicating whether the company or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to **consider a bid non-responsive and reject it** or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the contract to be performed by the bidder.

### SEC. 3.02 PRICES

The bidder shall state prices in the units of issue on this ITB. Prices quoted in bids must be exclusive of federal, state, and local taxes. If the bidder believes that certain taxes are payable by the state, the bidder may list such taxes separately, directly below the bid price for the affected item.

## SECTION 4. EVALUATION AND CONTRACTOR SELECTION

### SEC. 4.01 EVALUATION OF BIDS

After bid opening, the procurement officer will evaluate the bids for responsiveness. Bids deemed non-responsive will be eliminated from further consideration. An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the bidder.

### SEC. 4.02 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder and Alaska Veteran preferences are the most common preferences involved in the ITB process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the following website:

<https://oppm.doa.alaska.gov/policy-oversight/policy-resources/user-guide-matrixes/>

- Alaska Military Skills Program Preference – AS 36.30.321(l)
- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Bidders must attach a copy of their certification letter to the bid. **A bidder's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

### SEC. 4.03 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the total bid price. The preference will be given to a bidder who:

- 1) holds a current Alaska business license prior to the deadline for receipt of bids;

- 2) submits a bid for goods or services under the name appearing on the bidder's current Alaska business license;
- 3) has maintained a place of business within 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, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

**Alaska Bidder Preference Certification Form**

To receive the Alaska Bidder Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

**SEC. 4.04 ALASKA VETERAN PREFERENCE**

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the total bid price. The preference will be given to a bidder who qualifies under AS 36.30.990(2) as an Alaska Bidder and is a:

- a) sole proprietorship owned by an Alaska veteran;
- b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

**Alaska Veteran Preference Certification**

To receive the Alaska Veteran Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

**SEC. 4.05 ALASKA MILITARY SKILLS PROGRAM PREFERENCE**

An Alaska Military Skills Program Preference of 2%, 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:

- a) Employs at least one person who is currently enrolled in, or within the previous two years graduated from, a United States Department of Defense SkillBridge or United States Army career skills program for service

members or spouses of service members that offers civilian work experience through specific industry training, pre-apprenticeships, registered apprenticeships, or internships during the last 180 days before a service member separates or retires from the service; or

- b) has an active partnership with an entity that employs an apprentice through a program described above.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

#### **Alaska Military Skills Program Preference Certification**

In order to receive the Alaska Military Skills Program Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

In addition, proof of graduation of the qualifying employee from an eligible program as described in AS 36.30.321(l) must be provided to the Procurement Officer at time of bid submission. Bidders must provide clarification or additional information requested by the Procurement Officer related to the preference not later than 5:00 PM Alaska Time one (1) business day following the date of the request. Failure to provide sufficient documentation will result in the bidder not receiving the Military Skills Program Preference.

### **SEC. 4.06 EMPLOYMENT PROGRAM PREFERENCE**

If a bidder qualifies for the Alaska Bidder Preference and is offering goods or services through an employment program as defined under AS 36.30.990(12), an Employment Program Preference of 15% will be applied to the total bid price.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

### **SEC. 4.07 ALASKANS WITH DISABILITIES PREFERENCE**

If a bidder qualifies for the Alaska Bidder Preference and is a qualifying entity as defined in AS 36.30.321(d), an Alaskans with Disabilities Preference of 10% will be applied to the total bid price.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

### **SEC. 4.08 PREFERENCE QUALIFICATION LETTER**

Regarding the Employment Program Preference and the Alaskans with Disabilities Preference, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists companies who qualify for those preferences. As evidence of a company's right to the preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences, a bidder must be on the appropriate Division of Vocational Rehabilitation list at the time the bid is opened and must attach a copy of their

certification letter to their bid. The bidder's failure to provide this certification letter with their bid will cause the state to disallow the preference.

#### **SEC. 4.09 EXTENSION OF PRICES**

In case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.

#### **SEC. 4.10 METHOD OF AWARD**

Award will be made to the lowest responsive and responsible bidder. To be considered responsive, bidders must bid on all items.

#### **SEC. 4.11 CONTRACTOR SELECTION PROCESS**

Once the contracts are established this selection process will be used. When the state needs to order the product or service, the lowest priced contractor for that location will be contacted first. If, for any reason, the lowest contractor is not available to perform the needed service, the state will contact the next lowest priced contractor for that location. This process will continue until a contractor who can perform the service is located. The location of the contractor initially contacted will be determined by the starting location of the call-out. For example, if there was a need to transport a person from Anchorage to Fairbanks and then guard the person for two days in Fairbanks, the agency would contact Anchorage contractors, even though a substantial portion of the actual service would be performed in Fairbanks.

#### **SEC. 4.12 NOTICE OF INTENT TO AWARD**

After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. This tabulation, called a Notice of Intent to Award, serves two purposes. It lists the name of each company or person that offered a bid and the price they bid. It also provides notice of the state's intent to award a contract(s) to the bidder(s) indicated. A copy of the Notice of Intent will be sent to each company or person who responded to the ITB. Bidders identified as the apparent low responsive bidders are instructed not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the procurement officer. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the procurement officer does so without a contract and at their own risk.

## SECTION 5. GENERAL PROCESS AND LEGAL INFORMATION

### SEC. 5.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the procurement officer. If performed, the scope of the debriefing will be limited to the products provided or work performed by the contractor.

### SEC. 5.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, a bidder must hold a valid Alaska business license. However, to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaskans with Disabilities Preference, a bidder must hold a valid Alaska business license prior to the deadline for receipt of bids. Bidders should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the bidder possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license,
- certification on the bid that the bidder has a valid Alaska business license and has included the license number in the bid,
- a canceled check for the Alaska business license fee,
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office, or
- a sworn and notarized statement that the bidder has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time bids are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of bids, all bidders must hold any other necessary applicable professional licenses required by Alaska Statute.

### SEC. 5.03 AUTHORITY

This ITB is written in accordance with AS 36.30 and 2 AAC 12.

**SEC. 5.04 COMPLIANCE**

In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.

**SEC. 5.05 SUITABLE MATERIALS, ETC.**

Unless otherwise specified in this ITB, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model, or crop and of recent manufacture.

**SEC. 5.06 SPECIFICATIONS**

Unless otherwise specified in this ITB, product brand names or model numbers specified in this ITB are examples of the type and quality of product required and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

**SEC. 5.07 WORKMANSHIP AND MATERIALS**

All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the service, maintenance, and inspections. Service, maintenance, and inspections that are improperly done will be redone, by the contractor, at the contractor's risk and expense.

**SEC. 5.08 CONTRACTOR SITE INSPECTION**

The state may conduct on-site visits to evaluate the bidder's capacity to perform the contract. A bidder must agree, at risk of being found non-responsive and having its bid rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

**SEC. 5.09 ORDER DOCUMENTS**

Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The state is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the state under this ITB. Unless otherwise specified in this ITB, the State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.

**SEC. 5.10 HUMAN TRAFFICKING**

By signature on their 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/j/tip/>

Failure to comply with this requirement will cause the state to reject the bid as non-responsive or cancel the contract.

### **SEC. 5.11 RIGHT OF REJECTION**

Bidders must comply with all the terms of the ITB, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any bid that does not comply with all the material and substantial terms, conditions, and performance requirements of the ITB.

Bidders may not qualify the bid nor restrict the rights of the state. If a bidder does so, the procurement officer may determine the bid to be a non-responsive counteroffer and the bid may be rejected.

Minor informalities that:

- do not affect responsiveness,
- are merely a matter of form or format,
- do not change the relative standing or otherwise prejudice other bidders,
- do not change the meaning or scope of the ITB,
- are trivial, negligible, or immaterial in nature,
- do not reflect a material change in the work, or
- do not constitute a substantial reservation against a requirement or provision,

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it is determined to be in the state's best interest. **A bid from a debarred or suspended bidder shall be rejected.**

### **SEC. 5.12 STATE NOT RESPONSIBLE FOR PREPARATION COSTS**

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any bid.

### **SEC. 5.13 DISCLOSURE OF BID CONTENTS**

This section governs the ownership, return, and disclosure of any offer or other record a bidder submits in response to this invitation to bid. (Herein, any reference to "Record" includes all such records and the offer; any reference to "Law" includes any federal or State of Alaska (State) law, including any court or administrative order or rule.)

1. All Records belong to the State.

2. The State has sole discretion regarding whether to return any Record. In exercising this discretion, the State will comply with all Laws.
3. Unless a notice of intent to award is issued, the State will, to the extent permitted by Law, consider all Records confidential and not subject to the Alaska Public Records Act (APRA).
4. If, and when a notice of intent to award is issued, the State will consider nonconfidential any Record unless, at the time of submission, the bidder undertook the following protective measures:
  - a. marked information confidential;
  - b. for any information marked confidential, identified the authority that makes that specific information confidential; and
  - c. committed, in writing, to explain in detail, including with affidavits and briefs, why each authority applies in any court or administrative proceeding in which any nondisclosure is challenged.
5. If the bidder did not undertake each protective measure, the State will not consider any information in a Record confidential: the State will disclose the entire Record without any redaction in response to an APRA or other request or, if it chooses, in the absence of a request and the State will disclose the entire Record without notifying the bidder.
6. If the bidder undertook each protective measure, the State will withhold the information marked confidential to the following extent:
  - a. the State agrees that the Law protects the information; and
  - b. if the nondisclosure is challenged, the bidder fulfills its commitment to explain, including with affidavits and briefs, how each authority applies to the information marked confidential.
7. The State will only notify a bidder of a request for the Record and of a planned release if the bidder undertook each protective measure, but the State disagrees that the marked information is protected. If there is such a disagreement, then before releasing the Record, the State will, to the extent permitted by Law and practicable, notify the bidder that it will disclose the information unless the bidder convinces the State not to or obtains an order prohibiting disclosure.

## **SEC. 5.14 ASSIGNMENTS**

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer. Bids that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

## **SEC. 5.15 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)**

The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party.

For the purposes of this ITB, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the

project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

### **SEC. 5.16 DEFAULT**

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

### **SEC. 5.17 DISPUTES**

If the contractor has a claim arising in connection with the contract that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632.

### **SEC. 5.18 SEVERABILITY**

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

### **SEC. 5.19 CONTRACT CANCELLATION**

- 1) The state reserves the right to cancel the contract at its convenience upon 60 calendar days written notice to the contractor. The state is only liable for payment in accordance with the payment provisions of this contract for supplies or services provide before the effective date termination.
- 2) By signature on their bid, the bidder certifies that they will not support or participate in a boycott of the State of Israel. Failure to comply with this requirement may cause the state to reject the bid as non-responsive or cancel the contract.

### **SEC. 5.20 GOVERNING LAW; FORUM SELECTION**

A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by Section 5.15 of this ITB, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

### **SEC. 5.21 QUALIFIED BIDDERS**

Per 2 AAC 12.875, unless provided for otherwise in the ITB, to qualify as a bidder for award of a contract issued under AS 36.30, the bidder must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the ITB.

If the bidder leases services or supplies or acts as a broker or agency in providing the services or supplies to meet these requirements, the procurement officer may not accept the bidder as a qualified bidder under AS 36.30.

## **SEC. 5.22 FEDERALLY IMPOSED TARIFFS**

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased federal excise tax or duty that may result in either an increase or decrease in the contract price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
  - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract.
  - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment taxes, that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
- **State's Ability to Make Changes:** The state reserves the right to request verification of federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
- **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

## **SEC. 5.23 PROTEST**

AS 36.30.560 provides that an interested party may protest the content of the ITB.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or bidder whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of bids.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If a bidder wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a bid to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester,
- the signature of the protester or the protester's representative,
- identification of the contracting agency and the solicitation or contract at issue,
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents, and
- the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All bidders will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## **SECTION 6. ATTACHMENTS**

### **SEC. 6.01 ATTACHMENTS**

#### **Attachments:**

- 1) Bid Schedule (attached separately)
- 2) Alaska Bidder Certification Form
- 3) Sample Notice of Intent to Award
- 4) Sample Lease



## STATE OF ALASKA BUSINESS – NO CHARGE

**LEASE #**

### State of Alaska Hangar Lease

This hangar lease entered into on the 1st day of March 2022 between:

**Business Name**  
**POC: Name**  
**Address**  
**City, State Zipcode**  
**Email:**  
**Phone:**

Hereinafter called the Lessor, and the

**State of Alaska  
Department of Public Safety  
Procurement and Supply Section  
5700 East Tudor Road  
Anchorage, Alaska 99507**

Hereinafter called the Lessee, covering:

Hangar space combined for approximately **36,000+** square feet, legal description:

**Legal Description :**

**Physical address:**

This Lease Shall:

1. Establish the initial lease period of three years **starting Date** and **expiring Date**.
2. Establish the monthly lease rate of **\$ \_\_\_\_\_** per month, payable in advance by the first of each month during the lease period to the above address.
3. Establish the State of Alaska's option to renew this lease for seven one-year renewal periods. The renewal periods shall be exercised at the sole discretion of the State of Alaska, giving the lessor written notice prior to the expiration of the term.

**Lessor:**

**Lessee: State of Alaska**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SAMPLE

## ACKNOWLEDGMENT OF LESSOR

**State of Alaska**

**City of \_\_\_\_\_, 4<sup>th</sup> Judicial District**

This is to certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2025 before me a Notary Public in and for the State of Alaska duly commissioned and sworn \_\_\_\_\_ personally appeared to me known and known by me to be the person(s) described in and who executed the instruments set forth above and by to execute the foregoing lease for and on behalf of the said company, corporation, individual, or other entity and they executed same freely and voluntarily as a free act and deed of \_\_\_\_\_.

WITNESS my hand and official seal the day and year this certificate first above written.

\_\_\_\_\_  
Notary Public for Alaska

Residing at \_\_\_\_\_

My Commission Expires \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year written below.

Lessor: \_\_\_\_\_

By: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

## ACKNOWLEDGMENT BY LESSEE

**State of Alaska**

**City of Anchorage**

This is to certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2025 before me a Notary Public in and for the State of Alaska duly commissioned and sworn \_\_\_\_\_ personally appeared to me known and known by me to be the person described in the executed instruments set forth above as an agent of the Department of Public Safety of the State of Alaska and that He/She has been authorized by the State of Alaska to execute the foregoing lease and on behalf of said State of Alaska and that He/She executed the same freely and voluntarily as the free act and deed of the State of Alaska.

WITNESS my hand and official seal the day and year this certificate first above written.

Notary Public for Alaska

Residing at \_\_\_\_\_

My Commission Expires \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year written below.

Lessee: State of Alaska

By: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

## PART I

### COVENANTS OF THE LESSEE

**The Lessee does hereby covenant and agree with the Lessor that Lessee will:**

- A. Pay said rent at the times and place and in the manner aforesaid.
- B. Use and occupy said premises in a careful and proper manner and in accordance with all applicable laws, rules, regulations, ordinances and codes.
- C. Not use or occupy said premise for any unlawful purpose.
- E. Not assign this lease, not underlet said premises, nor any part thereof, without the written consent of the Lessor, provided however such consent shall not be unreasonably withheld.
- F. Keep the premises neat and tidy and free from waste, nuisance or debris and not use or occupy said premises or permit the same to be used or occupied, for any purpose or business deemed extra-hazardous, noxious or objectionable by Lessor, including on account of fire or otherwise.
- G. Make no alterations or additions in or to said premises without the written consent of the Lessor, such consent shall not unreasonably be withheld. Consent to proposed alterations or additions being made by qualified contractors or workers skilled in the trade shall be considered as acceptance of the revised building improvements. The Lessee shall not be liable for restoration of the facility to its condition at date of occupancy.
- H. Leave the premises at the expiration or prior termination of this lease or any extension thereof, in as good condition as received, or in which they might be put by the Lessor, excepting reasonable wear and tear and/or, loss or damage caused by fire, explosions, earthquakes, acts of God, other casualty or as provided for in section 2.b below.
- I. Permit the Lessor to enter said premises at all reasonable times for the purpose of examining the said premises and performing repairs and maintenance to said premises. All such entry shall be preceded by a minimum of twenty-four hours notice to the Occupant with the exception of an emergency.
- J. The state reserves the right to establish and maintain its own hours of operation during the life of the lease and any renewals. The Department of Public Safety personnel shall have access to the facility 24/7 for emergency response aircraft launch. Generally, state offices are open to the public from 8:00 am to 5:00 pm,

Monday through Friday. The state reserves the right to change its hours of operation to accommodate the needs of the public and the state at no additional lease costs. This may require the Lessor to provide fully building functions during any change in hours of operations such as HVAC, lighting, electrical, etc. at no additional lease costs.

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

L. The state shall have the right to use said premises for aircraft storage, aircraft maintenance and repair, and general storage of aircraft related equipment, parts, tools, and miscellaneous general aircraft items, including without limitation, use by various agencies, corporations, departments, instrumentality's, other entities working in partnership with the state, and other office of the State of Alaska. The state shall not use said premises for any other use without the Lessor's consent, which shall not be unreasonably withheld.

M. The State of Alaska agrees that they will be responsible for their own acts, omissions, or other culpable conduct and neither party shall be responsible for the actions or inactions of the other. Each party agree to defend itself individually from claims, demands, or liabilities arising out of any activities authorized by this Agreement or the performance thereof. In any claim arising out of the performance of this Agreement, whether sounding in tort, contract, or otherwise, and whether alleging sole liability, joint liability, vicarious liability, or otherwise, each party shall defend itself but may assert comparative fault, the sole liability of another, or any other defense, affirmative, defense, or request for relief.

End of Part I Covenants of the Lessee

## PART II

### COVENANTS OF THE LESSOR

**And the Lessor does hereby covenant and agree with the Lessee that Lessor will:**

- A. Make all repairs and do whatever is necessary to maintain and keep the premises in a fit and habitable condition during the continuance of this lease or any renewal or extension thereof. The State shall be responsible for the cost of any such repairs arising out of damage caused by the State or its employees.
- B. Indemnity: the Lessor shall hold and save the State, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses for or on account of any and all suits or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of any act performed by the Lessor or the Lessor's agents and employees pursuant to this lease. The Lessor or his agents shall be liable to the Lessee only for damages to the person, property, guests, and invitees of the Tenant only to the extent that such injuries to those persons or property are caused by the negligence of the Lessor or his agents.
- C. Hangar space will be furnished with commercial electrical power. The Lessee will pay the electrical bills for use of electricity after acceptance. The Lessor shall furnish the sewer/water, exterior maintenance, airport land lease, and snow removal with out additional cost to the Lessee.
- D. Furnish heating and cooling to all common space and similar type space uniformly with a 60 degrees Fahrenheit to 72 degrees Fahrenheit temperature range. Heating the hangar space shall be maintained at no less than 60 degrees Fahrenheit.
- E. Furnish a private bathroom with flushing toilet, hot and cold running water at all lavatories and similar fixtures.
- F. Maintain and keep the stairway and common or public hallway used for access to the leased premises in a clean and safe condition
- G. Maintain the premises in keeping with good fire prevention practices. The Lessee reserves the right, at reasonable times, to enter and make fire prevention and fire protection inspections of the building and space occupied. Fire safety items will be immediately corrected by the Lessor. In addition, the Lessee reserves the right to make other inspections such as inspections to determine condition of the leased premises.

H. Ensure that facilities provided in this lease are tenantable and that they comply with all laws, ordinances, or governmental regulations pertaining to tenability and performance of this provision is insured by the Lessor agreeing to pay the cost of any building alterations which may be needed during the period of the Lessee's occupancy for purposes of correction any violation of the law cited by a regulatory agency of government not directly as a result of the state's occupancy.

If during the term of this lease, or any renewal or extension thereof, the premises or any part thereof should be rendered untenable by public authority, or by fire or the elements, or other casualty, a proportionate part of the rent according to the extent of such untenability shall be abated and suspended until the premises are again made tenantable and restored to their former condition by the Lessor; and if the premises or a substantial part thereof are thereby rendered untenable and so remain for a period of 30 days, the state may, at its option terminate the lease by written notice to the Lessor.

The State's decision shall be controlling as to whether or not the premises are fit or unfit for occupancy. This 30-day period shall not be so restrictively construed that the Lessee is bound to remain in the leased facility if the State's business cannot be safely executed. If warranted due to unsafe condition, Lessee is free to move elsewhere. If the premises are made tenantable again within this 30-day period, Lessee will return to the facility for occupancy. Lessee may also choose to recover any excess costs, over the abated lease payments, occasioned by relocation due to unsafe condition.

In the event the Lessor fails to correct any violation or remedy any untenable condition in the time interval prescribed by law, the Lessee shall be free to terminate the lease, or shall have the option by hiring competent workmen, with the Lessor bearing the cost of all materials and labor. Lessor further agrees that alterations performed by the Lessee to correct OSHA violations will not be construed by the Lessor to constitute a breach of the terms of this lease.

In the event that, in the reasonable judgment of the Lessee the lawful enjoyment of the demised premises is threatened by the interruption or severance of utilities and severance provided hereunder by the Lessor, and when such interruption or severance is due to deliberate, or negligent, or tacitly negligent act of the Lessor, the Lessee shall have the right to bind such utilities and services as are threatened, in the name of the Lessee. The Lessee shall be free to deduct from the lease payments the cost of such utilities and services, other than the cost of the electricity and heat which are to be paid by the Lessee, together with all necessary deposits and the Lessee's actual administrative costs necessary to procure the utilities and services. This includes any building codes concerning fitness for habitation or the construction, maintenance, operation, occupancy, use or appearance of a premise or unit. The Lessor agrees to pay the cost of any building alterations, which may be needed during the period of the lease for the purpose of correcting any violations of the aforementioned code, regulations, laws, or ordinances.

I. Maintain the building and premises in good and safe working order and condition. The building and premises will be in compliance with all applicable laws, ordinances,

governmental regulations, building and housing codes and The Uniform Housing Code including all mechanical, structural, electrical, plumbing, sanitary, heating, ventilating, and other facilities, equipment and appliances. If the building and premises should become substandard in accordance with Chapter 10 of the Uniform Housing Code, the Lessor will be notified of the substandard condition and the Lessor will within seven days notify the Lessee of the action to be taken to correct the condition and estimated completion date of correcting action. If the premises or a substantial part thereof are thereby rendered substandard and so remain for a period of 30 days, or mutually agreed time, the Lessee may at its option terminate the lease by written notice to the Lessor.

This thirty-day period shall not be so restrictedly construed that the Lessee is bound to remain in the lease facility if the facility is unsafe. If warranted due to unsafe condition, Lessee is free to move elsewhere. If the premises are restored to good condition in the thirty-day period, Lessee will return to the facility for occupancy.

J. The Lessee is responsible for the utility costs for heat and electricity. If the Lessor fails to furnish the above, the Lessee may 1) give written notice to the Lessor specifying the breach and may immediately take action to restore reasonable amounts of hot water, running water, heat, and sanitary facilities during the period of the Lessor's noncompliance and deduct their actual and reasonable cost from the rent; or 2) if the premises are untenable as a result of such failure, procure substitute premises during the period of the Lessor's noncompliance, in which case the Lessee will not pay rent for the period of the Lessor's noncompliance.

K. Renovate the space by refinishing or replacing all damaged or worn walls, ceiling, floor and window coverings, as needed; provided that Lessee shall be responsible for the costs of any damage caused by Lessee or its employees, agents, contractors, customers or others in the premises at the invitation of the Lessee.

L. Disclose to the Lessee in writing on or before the commencement of the tenancy the name, address, and telephone number of:

1. The person authorized to manage the premises. There shall always be an authorized manager or designee in-state and available by telephone responsible to manage the premises.
2. The owner of the premises or a person authorized to and for and on behalf of the owner for the purpose of service of process and the purpose of receiving and receipting of notices and demands. This individual must be located in Alaska.
3. The information required above shall be kept current and this section extends to and is enforceable against any successor landlord, owner, or manager.

M. Provide and maintain locks and furnish keys reasonably adequate to ensure safety to the tenant's person and property.

N. Furnish fire extinguishers for the leased premises that are in accordance with all applicable state and local city laws.

O. Provide annual maintenance and inspection (per N.F.P.A. requirements) of fire extinguisher and smoke detectors. Smoke detectors must be checked annually for proper operation. A licensed fire extinguisher inspector must inspect fire extinguishers.

P. Schedule routine repairs and maintenance work with the Lessee. In all cases the Lessee is to receive a minimum of 24 hours notice prior to any work commencing on the leased premises. This work may be requested by either the Lessor or the Lessee. Emergency repairs will not require the 24-hour notification but will require, when possible, notification of the Lessee prior to any work.

Q. Furnish year-round road maintenance from the parking pad to a primary or secondary road that is maintained year-round by the State of Alaska Department of Transportation or other governmental body. The road maintenance shall include all grading, graveling, ditching and other maintenance required to maintain the driveways and access road in a smooth, passable condition free of mud and ruts.

R. Furnish grounds maintenance as needed to grade, ditch, gravel or other grounds care as needed to the grounds, walks and parking pads to prevent erosion, ponding, mud, or improper drainage to occur.

S. If on-site water and/or sewer system are used, the premises must meet the minimum requirements established by the Department of Environmental Conservation (D.E.C.) for water and sewer systems.

T. If the leased property is sold during the term of the lease, or an extension thereof, the sale will be made subject to the lease. This also applies to any sale as a result of an encumbrance on the property that existed prior to the execution of this lease.

End of Part II Covenants of the Lessor

**PART III**

**OTHER MUTUALLY AGREED TERMS  
AND CONDITIONS**

It is mutually agreed by and between the Lessor and Lessee that:

A. All terms and condition of the preceding covenants of both Lessee and Lessor are agreeable and accepted in their entirety, except as herein noted;

**DISPUTE RESOLUTION:** In the event of a dispute between the parties concerning this Agreement, or any events relating thereto, the parties shall first attempt to resolve the dispute through informal negotiations or, if the parties mutually agree, through the use of a third-party mediator or other informal dispute resolution process agreed upon by the parties.

B. All fixtures and/or equipment of whatsoever nature as shall have been installed in the demised premises by the Lessee, whether permanently affixed thereto or otherwise, shall continue to be the property of the Lessee, and may be removed by it at the expiration or termination of this lease or any renewal and at its own expense repair any injury to the premises resulting from such removal.

C. If the Lessee shall at any time be in default in the payment of rent herein reserved, or in the performance of any covenants, terms and conditions, or provisions of this lease, and the Lessee shall fail to remedy such default within thirty days after written notice thereof from the Lessor, it shall be lawful for the Lessor to enter upon said premises and again have, repossess, and enjoy the same as if the lease had not been made, and to remove Lessee's furniture, fixtures and personal property at Lessee's cost and expense, and thereupon this lease and everything herein contained on the part of the Lessor to be done and performed shall cease and terminate without prejudice however, it shall be the right of the Lessor to recover from the Lessee all rent due up to the time of such entry. In case of any such default, Lessor may relet the premises for the remainder of said term for the highest rent obtainable, and may recover from the Lessee any deficiency between the amount so obtained and the rent herein reserved.

D. If the Lessee shall pay the rent as herein provided, and shall keep, observe, and perform all the covenants of this lease the Lessee shall and may, peaceably and quietly, have, hold, and enjoy the said premises for the term aforesaid.

E. This lease and all the covenants, provisions and conditions herein contained shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto.

F. This lease is subject to all applicable laws of the State of Alaska or local government.

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

I. All conditions and covenants of the lease shall remain in full force and in effect during any extension hereof. Any holding over after the expiration date of this lease or any extension or renewal thereof, shall be construed to be a tenancy from month to month, at 125% of the monthly rental and on the terms and conditions herein specified so far as applicable.

J. Time is of the essence of this lease.

End of Part III Other Mutually Agreed Terms and Conditions

# STATE OF ALASKA

Department of NAME

Division of NAME



## NOTICE OF INTENT TO AWARD A LEASE

**THIS IS NOT AN ORDER**

**DATE ISSUED:**

**ITB NUMBER:**

**ITB SUBJECT:**

**PROCUREMENT OFFICER:**

**SIGNATURE:** \_\_\_\_\_

This is notice of the state's intent to award a lease. The figures shown below are a tabulation of the bids received with the apparent low bidder indicated. A bidder who wishes to protest this Notice of Intent must file the protest with the procurement officer within ten calendar days following the date of this notice. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day. **The bidder identified below as being the lowest responsive and responsible bidder is instructed not to proceed until a lease award or other form of notice to proceed is given by the procurement officer.** If the bidder proceeds prior to receiving a contract award or other form of notice to proceed, the bidder does so without a lease and at their own risk. AS 36.30.365.

**LEGEND:** @ = AWARD TO BIDDER

YES = RESPONSIVE AND RESPONSIBLE BIDDER

NO = NON-RESPONSIVE OR NON-RESPONSIBLE BIDDER

? = BID NOT EVALUATED BECAUSE THERE WAS A LOWER RESPONSIVE BID

<u>Bidder</u>	<u>Total Bid Price</u>	<u>Responsive</u>	<u>Award</u>

### SUMMARY