

STATE OF ALASKA REQUEST FOR PROPOSALS



KING AIR HANGAR SPACE LEASE RFP 27ACT0820A

ISSUED SEPTEMBER 8, 2026

**Provide one hangar space for King Air 350i, including support services, in
Anchorage, AK**

ISSUED BY:

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF ADMINISTRATIVE SERVICES

PRIMARY CONTACT:

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OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

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 IN THIS DOCUMENT TO RECEIVE NOTIFICATION OF SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

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INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The Department of Public Safety, Division of Administrative Services, on behalf of the Aircraft Section, is soliciting proposals for a leased hangar space with services for a DPS-owned King Air.

SEC. 1.02 BUDGET

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

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **4:30PM** prevailing Alaska Standard Time on **September 29, 2026** as indicated by postmark or email timestamp and late proposals will not be considered.

SEC. 1.04 PRIOR EXPERIENCE

No specific minimums have been set for this RFP.

SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective proposal and exposure of offeror's proposals upon which award could not be made.

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

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 RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

PROCUREMENT OFFICER: Kelly Pahlau – PHONE (907) 269-8493

SEC. 1.07 RETURN INSTRUCTIONS

One copy of the proposal must be submitted via email. The technical proposal and cost proposal must be saved as separate PDF documents and emailed to **dps.das.solicitations@alaska.gov** as separate, clearly labeled attachments, such as “Vendor A – Technical Proposal.pdf” and “Vendor A – Cost Proposal.pdf” (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

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

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

It is the offeror's responsibility to contact the issuing agency at (907) 269-8493 to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.08 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

SEC. 1.09 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

SEC. 1.10 AMENDMENTS TO THE RFP

If an amendment is issued before the deadline for receipt of proposals, 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 RFP and to those who have registered with the procurement officer after receiving the RFP from the OPN.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

SEC. 1.11 RFP SCHEDULE

RFP schedule set out herein represents the state's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Standard Time.

ACTIVITY	DATE
Issue Date / RFP Released	September 4, 2026
Deadline for Receipt of Proposals / Proposal Due Date	September 29, 2026 @ 4:30pm
Walkthroughs	The week of October 5, 2026

Proposal Evaluations Complete	The week of October 12, 2026
Notice of Intent to Award	October 16, 2026
Contract Start Date	November 1, 2026

This RFP 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 PROPOSALS

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

SEC. 1.13 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.

SECTION 2. LEASE PROVISIONS

SEC. 2.01 LEASE LOCATION

DPS is seeking proposals to lease one hangar space in Anchorage, Alaska that has floor space to store one King Air 350i with equipment and parts and includes unassigned outside vehicle parking spaces, access to common areas, bathrooms, and an indoor passenger receiving area/lobby. The Department will need access to power outlets and a space that would facilitate aircraft washes and minor/routine maintenance. The hangar must include adequate space for two big wall lockers and a vacuum at minimum. The **Department will require ground handling, towing, and fueling services performed outside of normal operating hours.** Oxygen services or space for a state-provided oxygen system is required.

SEC. 2.02 DATE OF OCCUPANCY

Occupancy for space is required No Later Than November 1, 2026. Any changes to the Date of Occupancy must be agreed upon by both parties.

SEC. 2.03 PRE-OCCUPANCY REQUIREMENTS

The spaces 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 proposal document 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.

SEC. 2.04 PREPARATION FOR OCCUPANCY

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

SEC. 2.05 DELIVERY AND CONDITIONS OF PREMISES

The term "ready for occupancy" requires the space to meet all the requirements of the RFP. Note: Lessor must comply with Section 2.03 PRE-OCCUPANCY REQUIREMENTS, (including delivery of required documents prior to acceptance and occupancy). The State reserves the right to determine when the space is ready for occupancy.

SEC. 2.06 INITIAL TERM OF LEASE AND RENEWAL OPTIONS

The length of the lease will be from the lease start date, November 1, 2026, for 3 years with 7 one-year renewal options. The renewal options shall be exercised at the sole discretion of the State of Alaska, giving the Lessor written notice prior to the expiration of the term.

Unless otherwise provided in this RFP, the state and the successful Offeror/Lessor agree: (1) that any extension of the lease 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 Lessor 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 lease amendment.

SEC. 2.07 LEASE CONTRACT AND PROVISIONS

The Lessor shall be required to sign and submit a State of Alaska lease contract upon execution of the lease resulting from this RFP. The Lessor shall comply with the lease provisions set out in the State of Alaska lease contract, as amended from time to time. The lease agreement will be prepared by the state and will incorporate this RFP, including amendments, and is binding upon the lessor and the state and their respective agents and assignees. Compliance to all of this RFP is required prior to occupancy. No alteration of these provisions shall be permitted without prior written approval from the Procurement Officer. Objections to any of the provisions in the State of Alaska lease contract must be set out in the offeror's proposal.

SEC. 2.08 ORDER OF PRECEDENCE

The terms and conditions in this RFP, appendices, and amendments are made part of any lease contract resulting from this RFP. The order of precedence for the lease contract between the State of Alaska and Lessor is established by order of the following documents:

1. An amendment to the executed lease contract as provided in this RFP, with the more recent amendment taking precedence over a less recent amendment.
2. The State of Alaska lease contract.
3. The RFP.
4. The Lessor's proposal.

The above numbered documents are, collectively, the "contract". In the case of any conflict or inconsistency arising under the contract documents, a document identified with a lower number in this subsection shall supersede a higher numbered document to the extent necessary to resolve any such conflict or inconsistency. No conflict or inconsistency shall be deemed to occur in the event an issue is addressed in one of the above-mentioned contract documents but is not addressed in another of such documents.

Where terms and conditions specified in the Lessor's proposal differ from the terms and conditions in lease contract documents 2 and 3, as identified above in Section 2.08 ORDER OF PRECEDENCE, the terms and conditions of documents 2 and 3 shall apply. Where terms and conditions specified in the Lessor's proposal supplement the terms and conditions in lease contract documents 2 and 3, as identified above in section 2.08 ORDER OF PRECEDENCE, the supplemental terms and conditions shall apply only if specifically accepted by the Procurement Officer in writing.

SEC. 2.09 RIGHT TO USE

The State shall have the right to use said premises for hangar space. The State shall not use said premises for any other use without the Lessor's consent, which shall not be unreasonably withheld.

SEC. 2.10 LEASE PAYMENTS

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.

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

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

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

SEC. 2.11 CONTRACT PRICE ADJUSTMENTS

Contract prices will remain firm through October 2027.

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

The monthly lease rate may be adjusted after one year from the date of occupancy and each year thereafter. If the date of occupancy is not the 1st day of the month, the adjustment will be effective the 1st day of the following month. Such adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index, for All Urban Consumers, All Items, (CPI-U) Anchorage Area, in effect for each January through June (1st Half). The percentage difference between the CPI in effect for the base year semiannual value, CPI-U Urban Alaska Index, (1st half 2026) and each CPI-U January through June (1st Half) average thereafter will determine the maximum allowable adjustment of the variable costs over the Base Monthly Lease Rate.

The Base Monthly Lease Rate is the MONTHLY COST shown on the attachment Submittal Form E – Cost Proposal.

The formula is expressed as:

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

If the index is discontinued or revised during the term of the lease, such other governmental indices, or computations with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the index had not been discontinued or revised.

Retroactive adjustments will not be allowed.

SEC. 2.12 LEASE AGREEMENT

The lease contract agreement will be prepared by the State and will incorporate this RFP, including appendices and amendments, and is binding upon the Lessor and the State and their respective agents and assigns. Time is of the essence in executing the lease contract agreement.

SEC. 2.13 LEASE IS RECORDABLE

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

SEC. 2.14 COSTS TO BE BORNE BY THE LESSOR

Lessor is required to include as part of the lease consideration all repairs and take any action necessary to keep the premises in a fit and habitable condition during the continuance of the lease or any renewal or lease extension thereof. The Lessor must furnish city water or potable water to the space. The lessor must furnish year around road maintenance from the end of the Lessor's owned driveway, easement or access road to a primary or secondary road that is maintained year around by the State of Alaska, Department of Transportation & Public Facilities, or other governmental body. The road maintenance shall include any and all grading, graveling, sanding for ice, snow removal, ditching, and other maintenance required to maintain any access roads in a smooth, safe, passable condition, free of mud, ruts and snow.

The Lessor shall provide all utilities, including heating fuel, electricity, water (if applicable), sewage disposal, garbage service, and snow removal for aircraft and vehicle access.

SEC. 2.15 MOVING COSTS

The Lessor shall be responsible for any moving costs associated with moving the state or the state's goods during maintenance/repairs or Lessor renovations that require good moves in the performance of the work. If the building becomes untenable and the state must move their goods, the Lessor is responsible for the moving costs to the temporary location and the cost to return to the leased building when the building becomes tenantable again.

SEC. 2.16 RENOVATION

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

Specifications for the materials must comply with Section 3 BUILDING REQUIREMENTS.

Lessor is responsible for all costs associated with the renovations, including moving expenses of all fixtures, furniture, and equipment. Lessor is required to provide the State with a detailed schedule of the planned renovation project for its review and approval.

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

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

SEC. 2.17 FIRE PREVENTION

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

SEC. 2.18 ACCIDENT HAZARD

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

SEC. 2.19 INTERRUPTION OF UTILITIES AND SERVICES

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

SEC. 2.20 MAINTENANCE AND REPAIR

The Lessor at any time during the continuance of this lease or any renewal or extension thereof shall assume sole responsibility for the maintenance of the demised premises. This responsibility encompasses keeping the premises in fit, good repair and tenantable condition and maintaining the premises in conformity with this RFP. 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 the case of damage arising from the negligence of the State's agents or employees. The Lessor agrees that after reasonable notice in writing by the State to the effect that the repair, maintenance, or service obligations as specified herein for the demised premises have not been satisfactorily fulfilled; the State can then obtain competent workers to correct the deficiencies. The Lessor shall pay all related costs either by direct payment or by the State making the payment to the workers and reducing the rent accordingly.

Examples of typical property maintenance duties which may fall under these statutory provisions include the Lessor's duty to maintain:

- doors, windows, roof, floors, walls and ceilings, ensuring that they do not leak or have holes;
- plumbing that works, does not leak, and provides hot and cold water at reasonable water pressure;
- a reliable heating system which provides adequate heat to all rooms;

- a safe electrical wiring system (with no loose or exposed wires, sockets that do not spark and adequate circuit breakers);
- enough garbage cans or dumpsters to provide an adequate and safe trash removal service;
- extermination service if roaches, rats, mice or other pests infest the building or property;
- properly working smoke and carbon monoxide detection devices;

These tasks must be accomplished by the Lessor or licensed contractor or handyman. Lessor must provide proof to the State this requirement has been completed upon request.

SEC. 2.21 CASUALTY DAMAGE

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

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 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.

SEC. 2.22 COMPLIANCE WITH LAWS

All building and site improvements shall conform to all applicable federal, state and local laws, ordinances, codes and regulations including occupational health and safety regulations. The Lessor shall be responsible for the accomplishment and cost of any building alterations which may be required to correct violations of all applicable federal, state and local laws, ordinances, codes, and regulations.

SEC. 2.23 TENANTABILITY

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

- A. Hangar will be furnished with commercial electrical power.
- B. Furnish heating system capable of maintaining an even room temperature of 70 degrees Fahrenheit at a point three feet above the floor in all habitable rooms.
- C. Keep all common areas of the premises in a clean and safe condition.
- D. 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 hangar.

- E. Ensure that facilities provided in this lease are tenantable and that they comply with all laws, ordinances, or governmental regulations which includes any building codes concerning fitness for habitation or the construction, maintenance, operation, occupancy, use or appearance of a premise or dwelling unit, except the Americans Disability Act, (ADA) which the Lessor makes no representation concerning. 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 as of the date of this lease, except as may be required by the ADA. Lessor shall have no obligation to comply with governmental regulations enacted after the date hereof, unless said regulation specifically applies to all residential leased premises, and except for requirements of the ADA. 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 any other casualty to the extent that enjoyment of the premise is substantially impaired, the Lessee shall,
 - a. Abate and suspend a proportionate part of the rent according to the extent of such untenability until the premises are again made tenantable and restored to their former condition by the Lessor; or,
 - b. Lessee may hire competent workman to restore the premises with the Lessor bearing all the cost of repairs; or,
 - c. Immediately vacate the premises and notify the Lessor of the intention to terminate the lease in which case the lease terminates as of the date of vacating.
- F. 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, and building codes 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 applicable laws and codes, 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 30-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 30-day period, Lessee will return to the facility for occupancy.

- G. Renovate the space by refinishing or replacing all damaged or worn wall, ceiling, floor and window covering at least every five years of occupancy.
- H. The Lessor will give the Lessee 90 days prior to notice to the sale of the property. If the Lessee does not wish to become a competitor in the purchase of the said property, the Lessee will at the time of notice of property sale give written notification as to their desires. If the leased property is sold during the term of the lease, or any extension thereof, the sale will be made subject to all terms of this lease plus the option to purchase provision. This also applies to any sale as a result of an encumbrance on the property that existed prior to the execution of this lease. 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.

- I. Disclose to the Lessee in writing on or before the commencement of the tenancy the name, address, and telephone number of:
 - a. 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.
 - b. The owner of the premises or a person authorized to 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.
 - c. The information required above shall be kept current and this section extends to and is enforceable against any successor landlord, owner, or manager.
- J. Provide and maintain locks and furnish keys reasonably adequate to ensure safety to the state's property.
- K. Furnish fire extinguishers in accordance with N.F.P.A requirements.
- L. 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.
- M. Schedule routine repairs and maintenance work with the state. Any repairs that will affect the state's use of the property will require at least 24-hours notice prior to the work commencing unless it is an emergency.
- N. Furnish year-round road maintenance from the parking pad to a primary or secondary road 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.
- O. 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.
- P. If the premises or any part thereof are rendered untenable by casualty damage or declared untenable by a regulatory agency, public official or DPS, 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
- Q. If the premises or a substantial part thereof are rendered untenable and remain so for a period of 30 calendar days, the State may, at its option, terminate the lease by written notice to the Lessor. This 30-calendar day period shall not be so restrictively construed that the State is bound to remain in the leased facility if the State's business cannot be safely executed. The State's determination shall be binding regarding tenantability. If untenable conditions are determined to exist, the State has the right to move elsewhere.
- R. If the premises are made tenantable again within the 30-calendar day period, the State will return to the facility. The State has the right to recover any excess costs, over the abated lease payments, occasioned by relocation due to such untenable conditions.
- S. In the event the Lessor fails to correct damage or violation(s) within the 30 calendar day period, the State will have the right to terminate the lease, or will have the option of hiring competent workers to correct the damage or violation(s). The Lessor will bear the cost of all such labor and materials.

The Lessor agrees that damage or violations corrections performed by the State will not be construed to constitute a breach of the terms of this RFP and the subsequent lease.

SEC. 2.24 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.
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 60 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 thereupon this lease and everything contained on the part of the Lessor to be done and performed shall cease and determine 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 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. The Lessee shall notify the Lessor of tenant changeover or termination of lease. Upon notification Lessee will permit Lessor to jointly inspect hangar space. The intent of this inspection is to document the condition of the space and identify maintenance and repair needs.
- F. The Lessor will perform inspection of hangar space within 15 days from the date of vacating the space. The Lessor will identify any damages caused by the Lessee and notify the State within seven days from inspection. Normal wear and tear and renovations due to the age of the hangar space will not be considered as damages cause by the Lessee.
- G. The Lessor shall not perform any repair to the damages identified unless the damages and any costs associated to repair the damages are approved by the State.
- H. The lease and all the terms, provisions and conditions herein contained shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto.

SEC. 2.25 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 term of the lease, the State has the right to terminate this lease in whole, or in part, if (1) the Alaska State Legislature fails to appropriate funds budgeted for

continuation of this lease, and/or (2) the Alaska State Legislature fails to appropriate funds to the occupying agency(s) that results in a material alteration or discontinuance, in whole or in part, of the occupying agency(s)' programs. The termination of the lease for fiscal necessity and non-appropriation of funds under this section shall not cause any penalty or liability to be charged to the State and shall not constitute a breach or an event of default by the State.

SEC. 2.26 LESSOR, LESSOR'S EMPLOYEES AND CONTRACTOR'S SECURITY REQUIREMENT

The State may request fingerprints, Department of Public Safety background clearance or conduct other investigations of the Lessor, Lessor's employees, or employees of contractors and subcontractors performing work within the space occupied by the State. Should such request be denied or unfulfilled within ten days, the State has the right to terminate the lease or prohibit access of leased space to lessors, employees, contractors, and subcontractors. Should this refusal of access limit routine maintenance or janitorial services to the State, the State has the right to employ such services independent of the Lessor and to deduct the cost of services from lease payments. The State at its discretion may limit or deny access to individuals in which they deem could be a security risk to the State, its employees, or its mission.

SEC. 2.27 STATE'S RESPONSIBILITIES

The State will:

1. use and occupy the premises in a careful and proper manner,
2. not use or occupy the premises for any unlawful purposes, Personal uses of the hangar space are expressly prohibited,
3. not assign the lease nor underlet the premises or any part thereof, without the written consent of the lessor provided, however, that such consent shall not be unreasonably withheld,
4. not use or occupy the premises or permit the same to be occupied for any purpose or business deemed hazardous or in any way unsafe,
5. make no alterations or additions in or to the premises without the written consent of the Lessor, which consent shall not be unreasonably withheld,
6. pay monthly rent as stipulated herein,
7. leave the premises at the expiration or prior to termination of the lease or any renewal or extension thereof, in as good condition as received, or in which modified by or approved by the Lessor, excepting reasonable wear and tear, and/or loss or damage caused by fire, explosions, earthquake, acts of God, other casualty, or as provided for in Section 2.29 INDEMNIFICATION,
8. This is a "No-Smoking" facility. If the Lessee's personnel using the facility smokes indoors, Lessee will be assessed for repainting and cleaning at the expiration or termination of the lease or any extension thereof, to the extent needed to restore the premises to "No-Smoking" condition.

SEC. 2.28 INDEMNIFICATION

The Lessor 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 Lessor under this agreement. The Lessor 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 Lessor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Lessor" 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 Lessor and in approving or accepting the Lessor’s work.

SEC. 2.29 INSURANCE REQUIREMENTS

The successful offeror must secure the insurance coverage required by the State. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Without limiting Lessor’s indemnification, it is agreed that lessor 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 Lessor’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 beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

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.

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

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

SEC. 2.30 “HANDYMAN” STATUTE REQUIREMENTS

The Lessor shall ensure compliance with Alaska Statute 08.18 governing contractor licensing, insurance, and bonding requirements.

<http://www.akleg.gov/basis/statutes.asp#08.18>

SEC. 2.31 TERMINATION FOR DEFAULT

If the project director or procurement determines that the Lessor or contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion,

the State may, by providing written notice to the Lessor or contractor, terminate the contractor's right to proceed with part or all of the remaining work.

SEC. 2.32 CONTRACT TYPE

This contract is a firm fixed price contract.

SEC. 2.33 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. 2.34 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 project director 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 any required State approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Public Safety or the Commissioner's designee.

SEC. 2.35 NONDISCLOSURE AND CONFIDENTIALITY

Lessor or 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 Lessor or 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 Lessor or 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 Lessor or contractor or agent or otherwise made available to the Lessor or contractor or agent in connection with this contract, or acquired, obtained or learned by the Lessor or contractor or 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.).

Additional information that the contractor shall hold as confidential during the performance of services under this contract include:

Personal cell phone numbers for State employees.

If confidential information is requested to be disclosed by the Lessor or 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 Lessor or 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 Lessor or 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 Lessor or contractor must be provided to the State within a reasonable time after the Lessor or 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.

SECTION 3. BUILDING REQUIREMENTS

SEC. 3.01 HANGAR FACILITY

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

- Electrical
- Mechanical
- Plumbing
- City water or potable water
- Wastewater disposal
- Regulations of the State Fire Marshal

SEC. 3.02 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.

SEC. 3.03 GENERAL REQUIREMENTS

A year-round hangar facility to accommodate an aircraft with a maximum width of 58', maximum height of 15', and maximum length of 47' to include the following, at minimum:

- A. 2,726 sqft for the aircraft and 290 sqft for equipment and walking space, with a total of 3,016 sqft
- B. Operational hangar door large enough for the dimensions provided
- C. One bathroom
- D. A handrail for stairs with four or more steps, including landings

- E. 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.)
- F. Weather-tight roof and outside coverings
- G. All windows and doors including hardware must be operational and in good condition
- H. 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
- I. 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
- J. Supply running water and reasonable amounts of hot water and heat at all times, insofar as energy conditions permit
- K. Secure and lockable entrances that allow for the state to have 24-hour, 7-days a week access

SEC. 3.04 SERVICE REQUIREMENTS

The four elements of required service are

- A. Shelter - Indoor hangar
 - a. Priority for the aircraft by keeping it up front
- B. Ground Support - oxygen, lavatory, water, oil and other ground support for the aircraft
 - a. Oil services shall be billed separately based on legible delivery tickets and invoices.
- C. Ground handling - the ability to move our aircraft in and out of the hangar 24 hours per day
 - a. Ground handling and towing service requests must be responded to within one hour or less of the request to ensure mission responsiveness. If additional lead time is available, notice will be given upon request for service.
- D. Fuel - Provide Jet A with prist
 - a. Fuel services shall be billed separately based on legible delivery tickets and invoices.

SEC. 3.05 FLOOR COVERING

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

SEC. 3.06 PAINTING

All exposed surfaces shall be finished to acceptable standards.

SEC. 3.07 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.

SEC. 3.08 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.

SEC. 3.09 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.

SEC. 3.10 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.

SEC. 3.11 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 RFP and seek other space.

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

The furnace must:

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

SEC. 3.12 VENTILATION

The facility shall be properly ventilated.

SEC. 3.13 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 eleven 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.

SECTION 4. PROPOSAL FORMAT AND CONTENT

SEC. 4.01 INTRODUCTION

This RFP contains Submittal Forms, which must be completed by the Offeror and submitted as their proposal. An electronic copy of the forms is posted along with this RFP. Offerors shall not re-create these forms, create their own forms, or edit the format structure of the forms unless permitted to do so.

Unless otherwise specified in this RFP, the Submittal Forms shall be the Offeror's proposal. The Offeror is required to provide additional information. Do not include any marketing information in the proposal.

Any proposal that does not follow these requirements may be deemed non-responsive and rejected.

SEC. 4.02 SPECIAL FORMATTING REQUIREMENTS

Submittal Forms and Required Information
Submittal Form A – Offeror Information and Certifications
Submittal Form B – Ownership and Lease Space Information
Submittal Form C – Facility Condition
Submittal Form D –Environment, Access, and Provisions
Submittal Form E – Cost Proposal

Any Submittal Form that is being evaluated and does not follow these instructions may receive a '1' score for the evaluated Submittal Form, or the entire response may be deemed non-responsive and rejected. **The Submittal Forms must be used in response to this solicitation. Failure to submit any of the Submittal Forms will result in the proposal being deemed non-responsive and rejected.**

SEC. 4.03 OFFEROR INFORMATION & CERTIFICATIONS (SUBMITTAL FORM A)

The Offeror must complete and submit this Submittal Form. The form must be signed by an individual authorized to bind the Offeror to the provisions of the RFP.

By signature on the form, the offeror certifies 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 federal government;
- d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- e) all terms and conditions set out in this RFP;
- f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and

- g) that the offers will remain open and valid for at least 90 days.

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

The Submittal Form also requests the following information:

- a) The complete name and address of Offeror's firm along with the offeror's Tax ID.
- b) Information on the person the state should contact regarding the proposal.
- c) Names of critical team members/personnel.
- d) Addenda acknowledgement.
- e) Conflict of interest statement.
- f) Federal requirements.
- g) Alaska preference qualifications.

An Offeror's failure to address/respond/include these items may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

SEC. 4.04 OWNERSHIP & LEASE SPACE INFORMATION (SUBMITTAL FORM B)

Offerors must provide with their proposal the items outlined below. Offers will initially be reviewed to assure compliance with the following requirements:

- A. Ownership information
- B. Offered space
- C. Date space may be occupied
- D. Offeror must submit with the proposal, or upon request by the State, a detailed floor plan of all areas of the proposed space drawn to 1/8" scale. The plans shall show usable square footage of each room or area; and shall be labeled to show all rooms and areas listed in this RFP.
- E. Offeror must submit with the offer a parking layout plan that indicates the total number and location of each parking space the Offeror plans to provide.
- F. One set of photographs showing the exterior and interior of the proposed hangar unit (i.e. front and rear main entrances, bathroom, and utility rooms).

SEC. 4.05 FACILITY CONDITION (SUBMITTAL FORM C)

Offerors must provide a detailed evaluation of the latest facility inspection report or assessment report describing the health and condition of building, including the hangar door. The report must be no older than one year from the date of RFP. Offeror shall describe any type of security available at the hangar. See evaluation questions in Section 5.05 Facility Condition.

SEC. 4.06 ENVIRONMENT, ACCESS, & PROVISIONS (SUBMITTAL FORM D)

Offeror must provide a description of access by tenants. Evaluation of the exterior layout to include condition of the roof, size of driveway, ease of parking, availability of storage areas, if offered. Offeror must provide a description of the interior layout including amenities for use, such as bathrooms, workspaces, sinks, etc. See evaluation questions in Section 5.06 Environment, Access, and Provisions.

SEC. 4.07 WALKTHROUGH

After the deadline for proposals, the state shall contact each responsive and responsible offeror to schedule a walkthrough of the hangar space offered. The walkthrough shall be conducted during normal business hours of Monday – Friday, 08:00 – 16:00 (excluding state holidays) at an agreed upon time by the state and the offeror, but within ten days of the deadline for proposals. Failure to respond to the state’s request for a walkthrough within three business days after the request will waive the offeror’s opportunity to show the offered space. See evaluation questions in Section 5.07 Walkthrough.

SEC. 4.08 COST PROPOSAL (SUBMITTAL FORM E)

Offerors must complete and submit this Submittal Form. Proposed costs must all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the state. No additional charges shall be allowed.

SEC. 4.09 EVALUATION CRITERIA

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION.**

SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

SEC. 5.01 SUMMARY OF EVALUATION PROCESS

The state will use the following steps to evaluate and prioritize proposals:

- 1) Proposals will be assessed for overall responsiveness and responsibility. Proposals deemed non-responsive or non-responsible will be eliminated from further consideration.
- 2) A proposal evaluation committee (PEC), made up of at least three state employees or public officials, will evaluate the Technical portion of all responsive proposals.
- 3) Each responsive Technical Proposal will be sent to the PEC. No cost information will be shared or provided to the PEC.
- 4) The PEC will independently evaluate and score the proposals based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting, chaired by the procurement officer, where the PEC may have a group discussion prior to finalizing their scores.
- 6) The evaluators will submit their final individual scores to the procurement officer, who will then compile the scores and calculate awarded points.
- 7) The procurement officer will calculate scores for cost proposals and add those scores to the awarded points along with factoring in any Alaska preferences.
- 8) The procurement officer may ask for best and final offers from offerors susceptible for award and revise the cost scores accordingly.
- 9) The state will then conduct any necessary negotiations with the highest scoring offeror and award a contract if the negotiations are successful.

SEC. 5.02 EVALUATION CRITERIA

Proposals will be evaluated based on their overall value to state, considering both cost and non-cost factors as described below. Note: An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

Overall Criteria		Weight
Responsiveness		Pass/Fail

Qualifications Criteria		Weight
Ownership and Lease Space Information	(Submittal Form B)	6
Facility Condition	(Submittal Form C)	10
Environment, Access, and Provisions	(Submittal Form D)	17
Walkthrough		17
Total		50

Cost Criteria		Weight
Cost Proposal	(Submittal Form E)	40
Total		40

Preference Criteria		Weight
Alaska Offeror Preference (if applicable)		10
Total		10

TOTAL EVALUATION POINTS AVAILABLE: 100

SEC. 5.03 SCORING METHOD AND CALCULATION

Each Proposal Evaluation Committee (PEC) member will individually evaluate and score each responsive proposal using the criteria set out in Sections 5.04 through 5.07 and assign a single score of 1 through the maximum points, with the maximum points representing the highest score and 1 representing the lowest score.

After the PEC has scored, the scores for each section will be totaled and the following formula will be used to calculate the total amount of points awarded for each section:

SEC. 5.04 OWNERSHIP AND LEASE SPACE INFORMATION (6 POINTS MAXIMUM)

Proposals will be evaluated against the questions set out below:

- 1) Has the offeror provided all of the required information on the property?
- 2) Does the offeror understand the state's time schedule for occupancy and can meet it?
- 3) Does the property appear in good standing in regard to history and current occupants (if applicable)?

SEC. 5.05 FACILITY CONDITION (10 POINTS MAXIMUM)

Proposals will be evaluated against the questions set out below:

- 1) Has the offeror provided a description of the latest facility inspection report or assessment report describing the health and condition of the building?
- 2) What condition of the building is portrayed in the report?

SEC. 5.06 ENVIRONMENT, ACCESS, AND PROVISIONS (17 POINTS MAXIMUM)

Proposals will be evaluated against the questions set out below:

- 1) Has the offeror provided a description of the exterior environment and access, including security?
- 2) Has the offeror provided an interior layout, including description of storage, relief areas, and amenities?
- 3) Is the site easy to access?

- 4) What is the condition of the siding and/or paint?
- 5) What is the condition of the roof?
- 6) What is the ease of parking area?
- 7) Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

SEC. 5.07 WALKTHROUGH (17 POINTS MAXIMUM)

Proposals will be evaluated against the questions set out below:

- 1) What is the condition of flooring, walls, ceiling, heating, water heater, and any operating equipment and appliances?
- 2) What is the wear of finishes, color of finishes and are there odors identified?
- 3) Did the space match with the proposal provided?

SEC. 5.08 CONTRACT COST (40 POINTS MAXIMUM)

Overall, a minimum of 40% of the total evaluation points will be assigned to cost. After the procurement officer applies any applicable preferences, the offeror with the lowest total cost will receive the maximum number of points allocated to cost per 2 AAC 12.260(c). The point allocations for cost on the other proposals will be determined using the following formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

Example (Max Points for Contract Cost = 400):

Step 1

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

Step 2

In this example, the RFP allotted 40% of the available 1,000 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 400 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 400 points.

Offeror #2 receives 374.3 points.

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = \mathbf{374.3}$

Offeror #3 receives 336.8 points.

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = \mathbf{336.8}$

SEC. 5.09 ALASKA OFFEROR PREFERENCE (10%)

Per 2 AAC 12.260, if an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points, which will be added to the offeror's overall evaluation score.

Example:

Step 1

Determine the number of points available to qualifying offerors under this preference:

1000 Total Points Available in RFP $\times$ 10% Alaska Offeror preference = 100 Points for the preference

Step 2

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska Offeror preference. For the purpose of this example, presume that all proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1	830 points	No Preference	0 points
Offeror #2	740 points	Alaska Offeror Preference	100 points
Offeror #3	800 points	Alaska Offeror Preference	100 points

Step 3

Add the applicable Alaska Offeror preference amounts to the offerors' scores:

Offeror #1	830 points	
Offeror #2	840 points	(740 points + 100 points)
Offeror #3	900 points	(800 points + 100 points)

Offeror #3 is the highest scoring offeror and would get the award, provided their proposal is responsive and responsible.

SECTION 6. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 6.01 INFORMAL DEBRIEFING

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

SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors 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 offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- 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 offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals 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 proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

SEC. 6.03 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal 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. 6.04 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

SEC. 6.05 DISCUSSIONS WITH OFFERORS

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions, they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

SEC. 6.06 EVALUATION OF PROPOSALS

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

SEC. 6.07 CONTRACT NEGOTIATION

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held virtually.

If the contract negotiations take place virtually, the offeror will be responsible for the equipment necessary to participate.

SEC. 6.08 FAILURE TO NEGOTIATE

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

SEC. 6.09 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will set out the names of all offerors and identify the offeror selected for award.

SEC. 6.10 PROTEST

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

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror 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 proposals.

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 an offeror 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 proposal in order 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 offerors 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."

SEC. 6.11 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP 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:

[Application Of Preferences](#)

- 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)
- Alaska Veteran's Preference - AS 36.30.321(f)
- Alaska Military Skills Program Preference – AS 36.30.321(l)

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. Offerors must attach a copy of their certification letter to the proposal. **An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

SEC. 6.12 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 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

In order to receive the Alaska Bidder Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror does not need to complete the Alaska Veteran Preference or Alaska Military Skills Program questions on the form if not claiming the Alaska Veteran or Alaska Military Skills Program Preferences. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 6.13 ALASKA VETERAN PREFERENCE

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

- 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

In order to receive the Alaska Veteran Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 6.14 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 proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 6.15 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign the state's Standard Agreement Form for Professional Services Contracts (form SAF.DOC/Appendix A) **OR** Standard Contract Form for Goods and Non-Professional Services (form SCF.DOC/Appendix A). This form is attached with the RFP for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law, and the state reserves the right to reject a proposal that is non-compliant or takes exception

with the contract terms and conditions stated in the Agreement. Any requests to change language in this document (adjust, modify, add, delete, etc.), must be set out in the offeror's proposal in a separate document. Please include the following information with any change that you are proposing:

- 1) Identify the provision that the offeror takes exception with.
- 2) Identify why the provision is unjust, unreasonable, etc.
- 3) Identify exactly what suggested changes should be made.

SEC. 6.16 QUALIFIED OFFERORS

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror 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 RFP.

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

SEC. 6.17 PROPOSAL AS PART OF THE CONTRACT

Part of or all of this RFP and the successful proposal may be incorporated into the contract.

SEC. 6.18 ADDITIONAL TERMS AND CONDITIONS

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

SEC. 6.19 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror 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: <https://www.state.gov/trafficking-in-persons-report/>

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

SEC. 6.20 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may

reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counteroffer and the proposal 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 offers;
- do not change the meaning or scope of the RFP;
- 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 determines that it is not in the best interest of the State.

A proposal from a debarred or suspended offeror shall be rejected.

SEC. 6.21 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

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

SEC. 6.22 DISCLOSURE OF PROPOSAL CONTENTS

This section governs the ownership, return, and disclosure of any offer or other record an offeror submits in response to this request for proposals. (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 offeror 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 offeror 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 offeror.
- 6. If the offeror 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 offeror 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 an offeror of a request for the Record and of a planned release if the offeror 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 offeror that it will disclose the information unless the offeror convinces the State not to or obtains an order prohibiting disclosure.

SEC. 6.23 ASSIGNMENT

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.

SEC. 6.24 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)

The parties to a contract resulting from this RFP 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 RFP, 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. 6.25 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement 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. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SEC. 6.26 SEVERABILITY

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

SEC. 6.27 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with Section 6.08 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

If conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

If the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

SEC. 6.28 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

SEC. 6.29 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 contact 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.

SECTION 7. ATTACHMENTS

SEC. 7.01 ATTACHMENTS

Attachments:

- 1) Submittal Forms A-D (Word, attached separately)
- 2) Submittal Form E Cost Proposal (Excel, attached separately)
- 3) Sample Notice of Intent to Award
- 4) Sample lease



Department of Public Safety
Division of Administrative Services
5700 E Tudor Road
Anchorage, Alaska 99507

THIS IS NOT AN ORDER

DATE ISSUED:

RFP NO.:

RFP SUBJECT:

CONTRACTING OFFICER:

This notice is provided pursuant to AS 36.30.365 and 2 AAC 12.210.

The state intends to award a contract for the above identified project to [awarded vendor].

AS 36.30.350 describes the procedure for protesting proposed award(s) and identifies required information to be submitted. In accordance with AS 36.30.565, protests based upon alleged improprieties in the proposed award must be received by the undersigned by [date 10 full days from date NOIA is issued].

We appreciate your participation in the solicitation.

Sincerely,

[name and title]



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

DPS Lease #

Page 1 of 12

By: _____

Printed Name: _____

Title: _____

Date: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

SAMPLE

ACKNOWLEDGMENT OF LESSOR

State of Alaska

City of _____, 4th 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.
- D. 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