MATANUSKA-SUSITNA
BOROUGH SCHOOL DISTRICT

BID # B19-03

TESTING SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

Due Date and Time: December 11, 2018 at 2:00 p.m.

Enclosed:

Bid Documents
and
Affidavit

Matanuska-Susitna Borough School District

Purchasing Department
690 Cope Industrial Way
Palmer, AK 99645

P: (907) 861-5120 || F: (907) 861-5184
bids@matsuk12.us
www.matsuk12.us/bids

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ADVERTISEMENT

	DATE OF ADVERTISEMENT
Frontiersman	November 11 and 14, 2018
Anchorage Daily News	November 11 and 12, 2018

Type of Ad: Classified / Public Notice

The material herein must be printed in its entirety on the dates shown above. Affidavit of publication is required prior to payment.

Matanuska-Susitna Borough School District
Bid

BID # B19-03

TESTING SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

Notice is hereby given that the Matanuska-Susitna Borough School District (MSBSD) will consider bids from qualified individuals and firms for the provision of:

TESTING SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

Bids are due on or before December 11, 2018 at 2:00 p.m. Palmer, Alaska time. Sealed bids must be submitted and received by the MSBSD Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645, on or before said date and time designated for receipt of bids. All bids must be marked " BID # B19-03 ." Bid documents can be viewed on the MSBSD website at www.matsuk12.us/bids and are also available at the MSBSD Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645. For more information, call (907) 861-5120.

The MSBSD reserves the right to accept or reject any or all bids and waive any minor technicalities, informalities, and/or irregularities as it deems appropriate.

	Requested By:	Diana Garner	Approved By:	Beth Munson

MATANUSKA-SUSITNA
BOROUGH SCHOOL DISTRICT

TESTING SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

BID # B19-03

INVITATION TO BID

THIS IS NOT A PURCHASE ORDER

The Matanuska-Susitna Borough School District (MSBSD) is requesting bids from qualified bidders to provide

TESTING SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

as specific herein.

Bids will be accepted until	December 11, 2018	at	2:00 p.m.
Questions will be accepted until	November 27, 2018	at	4:00 p.m.

BIDDER USE ONLY

THIS PAGE MUST BE COMPLETELY FILLED IN, SIGNED, AND RETURNED WITH YOUR PACKET.

Company Name

Address

City | State | Zip

Telephone Number | Fax Number

State of Alaska Business License Number | Matanuska-Susitna Borough Business License Number

Authorized Signature | Printed Name | Date

INSTRUCTIONS TO BIDDERS

1. GENERAL INFORMATION:

The Matanuska-Susitna Borough School District (MSBSD) is soliciting bids from qualified bidders to provide the scope of services as specified in Attachment A, Scope of Services. Copies of the bid documents can be viewed in the Purchasing section of the MSBSD website at www.matsuk12.us/bids and can be obtained in the Purchasing Department at 690 Cope Industrial Way, Palmer, Alaska 99645 or by calling (907) 861-5120. Office hours are 7:00am - 4:30pm, Monday through Friday.

Bids must be fully executed, signed by each bidder, and enclosed in a sealed envelope with the bidder's name, address, and phone number clearly indicated on the outside, as per Section 8 of this Instructions to Bidders. Bids must be submitted to the MSBSD Purchasing Department at 690 Cope Industrial Way, Palmer, Alaska 99645. Signed bids must be in the office of the MSBSD Purchasing Department on or before the date and time designated for receipt of bids. **The MSBSD will not accept or consider bids that are oral, telephonic, telegraphic, faxed, e-mailed, or otherwise electronically transmitted.**

2. GENERAL STATEMENT:

In rendering the services hereunder, the selected bidder shall adhere to the following general terms and conditions. The term "selected bidder" refers to the bidder awarded a contract to provide services and/or products as required herein. The term "agreement" hereafter refers to this Invitation to Bid, any and all attachments and appendices, any and all addenda, and the bidder's response and acceptance by the MSBSD. A contract may be issued upon award of this bid.

3. PRE-BID CONFERENCE:

A pre-bid conference will not be held for this scope.

4. EXAMINATION OF BID DOCUMENTS:

A. Bidders shall carefully examine the bid documents before submitting a bid. The submission of a bid shall be an admission that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements and accuracy of the bid documents.

B. The MSBSD assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents, or employees prior to the execution of the bid, unless such understanding or representations are expressly stated in the bid documents or addenda.

C. Bidders shall include in their bid sums sufficient to cover all items and services required by the bid documents, and shall rely entirely upon their own examination in making their bid. The submission of a bid shall be taken as prima facie evidence of compliance with this paragraph.

5. INTERPRETATION OR CORRECTION OF BID DOCUMENTS:

Bidders shall notify the Purchasing Department promptly of any error, omission, or inconsistency that may be discovered during examination of the bid documents. Requests from bidders for interpretation or clarification of the bid documents shall be made in writing to the Purchasing Department by

November 27, 2018 at 4:00 p.m. Palmer, Alaska time.

Any questions received after this date and time will not be answered. Questions should reference the applicable bid number and title and can be submitted by mail, fax, or e-mail to the following:

Mail: MSBSD Purchasing Department; 690 Cope Industrial Way; Palmer, AK 99645
Fax: MSBSD Purchasing Department; (907) 861-5184
E-mail: bids@matsuk12.us

5. INTERPRETATION OR CORRECTION OF BID DOCUMENTS (CONT.):

Interpretations, corrections, responses to questions, and changes of the Bid Documents will be made by addenda. Interpretations, corrections, responses to questions, and changes of the Bid Documents made in any other manner will not be binding on the MSBSD and bidders shall not rely on them. All addenda issued shall become part of the agreement documents. It is the bidder's sole responsibility to ascertain that they have received all addenda issued by the Purchasing Department. Each addendum will be issued by both fax machine and U.S. mail. All addenda will also be posted in the Purchasing section of the MSBSD website at www.matsuk12.us/bids. **All addenda must be acknowledged in the space provided on Appendix 1 or the bid may be deemed non-responsive.**

6. PREPARATION AND SUBMISSION OF BIDS:

A. Each bid must be signed in longhand by the bidder with their usual signature. Bids submitted by partnerships must be signed with the partnership name by one of the partners, followed by the signature and designation of the partner signing. Bids submitted by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation, and the signature of the president, secretary, or other person authorized to bind in the matter. The full name and address of each person signing shall be typed or printed below the signature.

B. Bids shall be submitted on the forms furnished and must be manually signed. Bids must be submitted in a sealed envelope and addressed as indicated in Section 8 of this Instructions to Bidders.

C. Bids shall specify a price, typed or written in ink, for each bid item called for. Bids may be rejected if they show an omissions, alteration of the forms, additions not called for, conditional or alternate bids not called for, qualified bids, or irregularities of any kind.

D. Bidders shall bear all costs directly or indirectly related to preparing a bid, preparing presentations or supplements, and/or clarifying a bid as may be required by the MSBSD in response to this solicitation.

7. SUBMITTAL REQUIREMENTS:

All of the following must be included with the bid or the bid may be considered non-responsive and be rejected. The bid shall include the following:

A. Invitation to Bid signature page, signed by responsible party.

B. Bid Form, fully executed and signed.

C. Appendix 1, Addendum Acknowledgement, fully executed and signed.

D. Appendix 2, Non-Collusion Certificate, fully executed and signed.

E. Evidence of Insurance, as required in the Invitation to Bid and Appendix 3, will be required prior to an award to the successful bidder.

F. Appendix 4, Vendor Paperwork, fully executed.

G. Appendix 5, Proposed Subcontractors and Suppliers List, fully executed (if applicable)

H. Copies of Alaska Business License and all other licenses, certificates, or permits required by city, borough, state, and federal law as applicable.

8. BIDS:

A. Signed bids **MUST** be in the MSBSD Purchasing Department office on or before

December 11, 2018 at 2:00 p.m. Palmer, Alaska time.

B. It is the responsibility of all bidders to ensure that their bids and associated documents are in the office of the Purchasing Department prior to the date and time designated for receipt of bids. Bids **MUST** be in **SEALED** envelopes clearly marked as follows:

Bid Number: BID # B19-03

Bid Title: TESTING SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

Due: December 11, 2018 at 2:00 p.m.

8. BIDS (CONT.):

C. Bidders are cautioned that mailed bids which arrive after the date time designated for receipt of bids will not be opened or considered. Bidders are further cautioned not to rely on the U.S. Postal System or any other second party for timely delivery of their bid. It is the bidder's sole responsibility to ensure that their bid and associated documents are in the physical possession of the Purchasing Department prior to the date and time scheduled for receipt of bids.

D. All bids shall be submitted on the attached bid forms in the spaces indicated and must comply with these instructions. The bid must be completed and signed by an authorized representative of the firm submitting the bid.

E. Scheduled bid openings are open to the public and are located in the Purchasing Department.

9. WITHDRAWAL FROM CONSIDERATION:

Bids may be withdrawn upon written request delivered to the MSBSD Purchasing Department on or before the date and time designated for receipt of bids. However, no bidder shall withdraw or cancel their bid for a period of ninety (90) calendar days prior to the date and time designated for receipt of bids, nor shall the selected bidder withdraw, cancel or modify their bid after having been notified by the Purchasing Department that said bid has been accepted by the MSBSD.

10. MODIFICATION OF BIDS:

Prior to the date and time designated for receipt of bids, a bid may be modified or withdrawn by notice to the MSBSD at the place designated for receipt of bids. Such notice shall be in writing over the signature of the bidder. That notice shall be date and time stamped by the MSBSD on or before the date and time designated for receipt of bids. A modification must not reveal the amount of the original bid. A bid bond, if required, shall be in an amount sufficient for the bid as modified.

11. AWARD OF CONTRACT:

A. The MSBSD will award a contract to the lowest responsive and responsible bidder. This bid will be awarded on the basis defined in Attachment A, Scope of Services.

B. The MSBSD, as it deems appropriate, shall have the right to reject any and all bids. Bids may be rejected if they do not include a required bid bond or other data required by the bid documents. All responsive bids may be rejected if the MSBSD, in its sole judgment, considers them too costly.

C. The MSBSD has the right to accept Alternatives in any order or combination unless otherwise specifically provided in the Bid Documents, and to determine the low bidder on the basis of the sum of the Base Bid and Alternatives accepted.

D. In determining the lowest responsive and responsible bidder, the MSBSD may consider, in addition to price, at any point in the selection process, any of the following factors:

I. The ability, capacity, and skill of the bidder to perform the contract.
II. Whether the bidder can perform the contract within the time specified without delay or interference.
III. The character, integrity, judgment, experience, and efficiency of the bidder.
IV. The quality of performance by the bidder on previous contracts of a similar nature.
V. Whether the bidder is in arrears on any existing contract with the MSBSD or is in litigation, arbitration, or other legal dispute with the MSBSD.
VI. Previous compliance by the bidder with laws and regulations relating to the contract.
VII. The number and scope of conditions attached to the bid.
VIII. The number and scope of minor variations contained in the bid.
IX. If the contract is one which will require future maintenance or repairs, the availability of replacements, replacement parts, and maintenance service for any machinery, equipment, or other material proposed to be installed or supplied by the bidder.
X. The quality, availability, and adaptability of the supplier, equipment, or contractual services to the particular use required.
XI. Whether the bidder is prepared to furnish supplies, equipment, or contractual services which meet the specifications of the MSBSD.

E. The MSBSD reserves the right to make award within a ninety (90) calendar day award period from the date the bids are opened. Bids submitted must be firm for the award period and the contracted service period.

12. AVAILABILITY OF FUNDS:

A. The MSBSD reserves the right, at its sole discretion, to cancel this Invitation to Bid or any part thereof, at any time, prior to an award of contract issued under this Invitation to Bid.

12. AVAILABILITY OF FUNDS (CONT.):

B. Awards are contingent upon the appropriation of MSBSD budget funds.

13. REQUEST FOR ADDITIONAL INFORMATION:

A. The MSBSD reserves the right to request current audited financial statements; qualifications of management personnel, including project manager or field supervisors performance references; or other information deemed relevant at any time prior to bid award. Bidder agrees to provide such requested information within three (3) business days of the request.

B. Prior to the final selection, bidders may be required to submit additional information, which the MSBSD may deem necessary to further evaluate the bids.

C. The MSBSD reserves the right to make investigations of the qualifications of the bidder as it deems appropriate, including but not limited to a background investigation conducted by proper authorities.

14. PUBLIC RECORDS CLAUSE:

This Invitation to Bid and the resulting bids received, together with copies of all documents pertaining to the award of a contract, will be kept by the Purchasing Department and made a part of the record which will be open to public inspection, unless restricted by the bidder and School Board Policy, once the Notice of Intent to Award has been issued. If a bid contains any information which is proprietary or confidential, each page of the confidential information must be clearly marked with a diagonal watermark that reads "CONFIDENTIAL"; such information will be kept confidential if appropriate and will not be released to the public. The MSBSD is not responsible for the release of any documents not marked in this manner. A confidential watermark is required. The bid tabulation sheet shall be open to public inspection as soon as practicable after the Notice of Intent to Award has been issued.

15. PROTEST OF AWARD:

The MSBSD has a process in place for an unsuccessful bidder to submit a written protest, requesting a review of the bid award.

A. An unsuccessful bidder must submit its protest within [three (3)] days of the date of the Notice of Intent to Award issued by the MSBSD's Purchasing Department.

B. The protest must be made in writing, delivered to the same location as the original bid, and must set forth in detail the reason(s) for the protest, with specific reference to the relevant provision of the Bid Documents.

C. Upon receipt of the protest, the Purchasing Department shall schedule an informal hearing to include the successful bidder, the protesting bidder, the Assistant Superintendent of Business and Operations, and a representative of the Purchasing Department. At such time, the bidder making protest can express his/her concerns with said award.

D. Following the informal hearing, the Assistant Superintendent of Business and Operations will send the MSBSD's decision on the protest to all involved parties.

E. If the contract award for the proposed project is required to be approved by the MSBSD School Board, the involved parties will be notified of the date and time of the applicable School Board meeting.

16. CONTRACT:

The contract between the MSBSD and the bidder shall consist of (1) the Invitation to Bid and any attachments and/or amendments and/or addenda thereto; (2) the bid submitted by the bidder in response to the Invitation to Bid; and (3) the actual written agreement or contract. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the bid documents shall govern.

17. INSURANCE:

It is specifically agreed between the parties executing this agreement that it is not intended by any of the provisions of this agreement to create in the public or any member thereof a third-party benefit hereunder, or to authorize anyone not a party to this agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this agreement. The successful bidder shall procure and maintain minimum insurance requirements and shall provide all required documentation as per attached Appendix 3 to the MSBSD upon award of this agreement. Failure to furnish proper evidence of insurance, or the lapse of insurance required under the provisions of this agreement, may be grounds for termination. The duties required under this subsection shall survive the termination expiration of this agreement. **It is highly recommended that the**

17. INSURANCE (CONT.):
bidders confer with their respective insurance companies or brokers to determine if their insurance program complies with the MSBSD's insurance requirements, as per attached Appendix 3.

18. LICENSES:
All individuals or businesses conducting business within the State of Alaska and within the Matanuska-Susitna Borough are hereby advised that they must obtain both a State of Alaska and a Matanuska-Susitna Borough business license. For information on how to obtain the appropriate business license or see if any exemptions may apply, please visit the following websites.

State of Alaska:
https://www.commerce.alaska.gov/web/cpbl/BusinessLicensing/BusinessLicensingFormsFees.aspx

Matanuska-Susitna Borough
http://www.matsugov.us/business-licenses

19. INVOICES AND METHOD OF PAYMENT:
Billings for services must be verified by a responsible representative of the MSBSD before payment can be made. Payments shall be made to the bidder within thirty (30) calendar days after the MSBSD receives and approves a written request for payment or invoice. The request for payment or invoice may be submitted to the MSBSD, Attn: Accounting Department, 501 N. Gulkana St., Palmer, AK 99645, or invoices can be e-mailed to accounting@matsuk12.us.

20. FEDERAL EXCISE TAXES:
The MSBSD is exempt from Federal Excise Taxes. An Exemption Certificate will be furnished upon request.

21. MODIFICATIONS:
The MSBSD may, from time to time, require modifications in the scope of services to be performed under this agreement. However, it is expressly understood that this agreement shall not under any circumstances be modified without written authorization from the MSBSD. All modifications in the terms of this agreement, to include adding additional schools or sites, shall be incorporated by written amendments to this agreement executed by both parties.

22. INDEMNIFICATION:
A. Any and all employees of the bidder and other persons, while engaged in the performance of any work or services required by the bidder under this agreement, shall not be considered employees of the MSBSD.

B. The bidder shall indemnify, defend, hold and save the MSBSD, its elected and appointed officers, agents and employees, harmless from liability of any nature or kind, including costs, expenses, and attorney fees for or on account of any and all legal actions or claims of any character resulting from injuries, death, economic loss, damages, violations of constitutions, statutes, ordinances, regulations, and other laws or any other kind of loss sustained by any person or property, arising from the bidder's, or bidder's attorneys', partners', officers', agents', employees', assigns' and subcontractors' performance of this agreement in any way whatsoever.

23. PROTECTION OF EQUIPMENT AND PROPERTY:
The bidder assumes full responsibility for and shall indemnify the MSBSD for any loss or damage to any MSBSD property resulting in whole or in part from the acts or omissions of the bidders, or any employee, agent or representative of the bidder.

24. BIDDER'S PERSONNEL REQUIREMENTS:
The MSBSD may, by serving written notice, require the bidder to promptly remove from the site of work any employee or worker the MSBSD deems incompetent, careless, or otherwise objectionable including, but not limited to, violation of MSBSD policies relating to alcohol, illegal drugs or firearms on MSBSD property.

25. EQUAL EMPLOYMENT OPPORTUNITY:
Bidders, in submitting bids, certify that if awarded a contract under this Invitation to Bid, they will not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national or ethnic origin, disability, marital status, change in marital status, pregnancy, parenthood, or any other basis prohibited by Alaska state or federal laws. The bidder will take affirmative action to ensure non-discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.

26. DRUG, TOBACCO, AND ALCOHOL-FREE WORKPLACE:

The selected bidder agrees to comply with MSBSD School Board Policy (BP) 4020, Drug, Tobacco and Alcohol-Free Workplace. This policy states, in part: "In the interest of the health and safety of students and employees, it is a violation of this policy for students, staff, parents, visitors, contractors and all others to use, distribute or sell tobacco, any non-FDA-approved tobacco or nicotine delivery products or devices including but not limited to, cigarettes, cigars, dip, hookah pens, e-cigarettes, and dissolvable nicotine products on District premises, at school-sponsored activities on or off District premises and in District-owned, rented or leased vehicles."

27. CODE OF ETHICS:

A. The selected bidder shall comply with MSBSD School Board Policy BP 4119.21, Code of Ethics.

B. The selected bidder shall also comply with BP 3515.7, Restrictions on Sex Offenders on Campus. This policy states, in part: "To protect the morals, health, and safety of students, it is the policy of the district to deny entrance onto the premises of any district school or any building used for school activities to registered sex offenders or persons required to register under the sex offender registration act of whom the district has knowledge."

C. The selected bidder shall take affirmative action to ensure that no contractor, employee, or subcontractor who will be working on MSBSD property has a criminal record of any conviction for child abuse or assault, be on the State of Alaska or any State Sexual Offender Registry, or has been convicted of a crime of moral turpitude. Any waiver of this section must be in writing, signed by the District's Superintendent. The MSBSD has the right to verify such records at any time during the life of the contract.

28. OCCUPATIONAL SAFETY AND HEALTH WARRANTY:

If awarded the agreement, the bidder warrants that the products sold or services rendered shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29 U.S.C. 651, OL 91-596) and all amendments thereto. In the event the product sold does not conform to the OSHA standards and/or regulations, the MSBSD may return the product for correction or replacement at bidder's option and at bidder's expense. Services performed by the bidder which do not conform to OSHA standards and/or regulations must be corrected by bidder at bidder's expense or by the MSBSD at bidder's expense in the event bidder fails to make the appropriate correction within a reasonable time.

29. COMPLIANCE:

A. The selected bidder shall comply with all state, federal and local laws, regulations or orders applicable to the purchase, manufacture, processing and delivery of the service.

B. General Conditions:

I. General Statement: The following conditions shall be followed by the selected bidder. These conditions shall be adhered to, relative to any project for which the selected bidder provides services. The MSBSD reserves the right to delete or alter the following terms and conditions or to add additional terms and conditions at its discretion. The selected bidder shall perform services and otherwise comply with all conditions as set forth in this Invitation to Bid including all attachments and appendices hereto and all additional requirements identified in the bid documents.

II. Governing Laws: The agreement shall be governed as to performance and interpretation in accordance with the laws of the State of Alaska.

III. Compliance with All Laws: The bidder shall comply with all applicable laws, ordinances, executive orders and regulations of the federal, state, and local government, which may in any manner affect the performance of the agreement and all applicable MSBSD policies, rules and procedures.

IV. Relationship of All Parties: It is expressly understood and agreed by the bidder and the MSBSD that the bidder's relationship to the MSBSD is that of an independent contractor.

30. CONFLICT OF INTEREST:

A. The contracting party expressly represents that the contract is not contrary to MSBSD School Board Policy BP 2300, Conflict of Interest and that the contracting party has read and understands BP 2300. If this representation is false, the Superintendent may terminate the contract without regard to partial performance and in the event of such a termination, the MSBSD will have no further liability or obligation to the contracting party.

B. Any employee and/or employee with immediate family members that may have a financial interest in the contract must file an annual BP 2300, Conflict of Interest Affidavit with MSBSD. The following definitions apply to this policy: Immediate family member means an employee's grandparent, parent, child, grandchild, brother, sister, spouse, child of a spouse, or regular member of the employee's household.

31. ASSIGNMENTS AND SUBCONTRACTORS:

A. The bidder shall not sell, assign, transfer, or convey any contract resulting from this bid, in whole or in part, without the prior written consent of the MSBSD.

B. The bidder shall ensure that subcontractors are appropriately licensed, insured and bonded, and qualified to meet all of the requirements of this Invitation to Bid. If a bid with subcontractors is selected, the bidder must provide the following information concerning each prospective subcontractor within five (5) working days of the written request by the MSBSD:

- The complete name and address of the subcontractor;
- The type and percentage of work the subcontractor will perform;
- Certificate of Insurance
- Other requested information relevant to the qualifications of the subcontractor.

C. Sub-contractors must comply with all licensing, indemnity, insurance limits, and insurance requirements imposed on the bidder.

32. TERMINATION FOR CAUSE:

A. If, through any cause, the bidder shall fail to fulfill in a timely and proper manner their obligation under this agreement, or if the bidder shall violate any of the covenants, agreements, or stipulations of any awarded contract, the MSBSD shall thereupon have the right to terminate this agreement by serving written notice to the bidder of such termination and specifying the effective date thereof, at least 30 (thirty) days before the effective date of such termination. However, if the MSBSD determines that the continuation of this agreement constitutes an imminent threat to the health and safety of its students and staff, this agreement may be terminated by the MSBSD effective immediately.

B. In the event it becomes necessary to terminate this agreement awarded as a result of this bid, regardless of the circumstances or time remaining on the contract, the bidder will be responsible for any and all expenses incurred by the MSBSD. These expenses can include, but are not limited to, cost of locating interim services, cost of re-issuing a bid, and any additional cost to the MSBSD by the new bidder greater than the current contract.

C. The bidder shall be entitled to receive just and equitable compensation for any satisfactory work completed in accordance with the payment provision as set forth under Section 18 of this bid document. Equitable compensation shall not exceed the amount reasonably billed for work actually done and expenses reasonably incurred. The MSBSD's contract administrator shall determine whether work completed is satisfactory.

33. TERMINATION FOR CONVENIENCE OF THE MSBSD:

A. The MSBSD may terminate any awarded contract or agreement at any time by serving written notice to the bidder of such termination and specifying the effective date of such termination at least 30 (thirty) days prior to the effective date of termination.

B. Upon termination of any awarded contract or agreement, the MSBSD shall pay the bidder any payments due at that time.

34. FAILURE OF FUNDING:

A. The MSBSD shall be excused from performance under the contract if funding is not appropriated.

B. The MSBSD may reduce the scope and amount of services provided under the contract to counteract a funding shortfall.

ATTACHMENT A:
SCOPE OF SERVICES

1. GENERAL REQUIREMENTS

The Matanuska-Susitna Borough School District (MSBSD) is seeking bids from qualified companies to provide Testing Services including Fire Alarm Testing; Fire Extinguisher Inspections, Refills, and Maintenance; Sprinkler System Inspection/Certification; Kitchen Hood Inspection/Certification; and Kitchen Hood Cleaning, as indicated below, for all sites within the MSBSD.

2. TESTING REQUIREMENTS

A. Contractor shall furnish all labor and equipment necessary to perform the services outlined in this scope.

B. All inspections will be performed in accordance with applicable code.

C. Contractor shall have all appropriate NICET and/or State of Alaska certifications for the work being performed, to meet all applicable laws and codes.

D. Upon conclusion of testing and/or inspections, all systems must be returned to proper working order.

3. SCHEDULING WORK

A. All work, to include but not be limited to all inspections, must be pre-arranged with Alan Morgan, Maintenance Foreman, or his designee. The contact telephone number for the Facilities Department is (907) 864-2001.

B. All work must be completed during regular MSBSD Facilities Department working hours of Monday through Friday, 7:00 a.m. to 3:30 p.m., unless otherwise agreed.

C. Work is to be completed when school is not in session. A current 2018-2019 MSBSD calendar is included as Appendix 6 and a new version will be provided each year upon request.

D. Contractor will send a weekly report of tests/inspections performed in the previous week and tests/inspections to be performed in the upcoming week. If no tests/inspections were completed or are scheduled, the weekly report will indicate that as well.

4. FIRE ALARM TESTING

A. Annual fire alarm testing will be completed at various MSBSD locations per Appendix 8, Fire Alarm Testing Locations.

B. All work will be coordinated and scheduled as indicated in Section 3.

5. FIRE EXTINGUISHER INSPECTIONS, REFILLS AND MAINTENANCE

A. Annual fire extinguisher inspections and refills, and annual hydrostatic testing and refills will be completed at various MSBSD locations per Appendix 9, Fire Extinguisher Locations.

B. All work will be coordinated and scheduled as indicated in Section 3.

C. There are approximately 1,150 extinguishers located throughout the MSBSD; most are 10 lb. extinguishers.

D. Provide separate per-unit pricing for hydrostatic testing of fire extinguishers where indicated on Attachment C: Bid Form.

E. Provide separate per-unit pricing for 6-year recharging of fire extinguishers where indicated on Attachment C: Bid Form.

6. SPRINKLER SYSTEM INSPECTIONS/CERTIFICATIONS

A. Annual sprinkler system inspections, including fire pump flow testing and certifications will be completed at various MSBSD locations as indicated on Appendix 10, Sprinkler System Locations. Testing of glycol loops of wet systems shall be included. All locations on Appendix 10 also require fire pump flow testing.

B. All work will be coordinated and scheduled as indicated in Section 3.

C. Device counts are specified in Appendix 11, Device Counts.

D. Five (5) year sprinkler system inspections will be scheduled by MSBSD Maintenance Foremen as needed at individual school sites. Inspections will fully comply with applicable code. Contractor should anticipate full replacement of all gauges as part of this inspection. Provide separate pricing for these items where indicated on Attachment C: Bid Form.

7. KITCHEN HOOD INSPECTIONS/CERTIFICATIONS

A. All kitchen hood systems shall be inspected and certified semi-annually at the locations indicated in Appendix 12, Kitchen Hood Locations.

B. All work will be coordinated and scheduled as indicated in Section 3.

C. Nitrogen cylinders shall be inspected annually and recharged as needed. There are approximately 62 nitrogen cylinders at kitchen hood locations throughout the MSBSD.

8. KITCHEN HOOD CLEANING

A. Kitchen Hood Cleaning shall be done annually at the locations specified in Appendix 12, Kitchen Hood Locations.

B. All work will be coordinated and scheduled as indicated in Section 3.

C. Alaska Class Level IV Special Hazards Suppression Systems Certification as per 13AAC 50.035 is required by at least one worker on the jobsite.

9. MINOR REPAIRS

During the course of the work covered by this scope, when minor repairs or replacement parts are needed, the successful bidder may perform the repairs while on site in order to correct the issues as soon as possible. However, all minor repairs and/or replacement parts shall be preapproved by Alan Morgan, Maintenance Foreman, or his designee. Repairs will be done on a time and materials (T&M) basis. Provide hourly rates where indicated on Attachment C: Bid Form. Material mark-up for repairs shall not exceed 15% (fifteen percent). Repairs shall be invoiced and submitted per occurrence.

10. REPORTING REQUIREMENTS

Contractor shall furnish to the MSBSD the following reports as dictated by the timeline below. Reports must include the date the task was completed and the school or site location. Reports shall be submitted as individual site inspections are completed. Reports must be typed; handwritten reports will not be acceptable.

A. Fire Alarm Testing. Detailed reports shall be provided within 30 days of completion of required annual testing, but no later than September 30 of each year. Reports must include detailed description of any deficiencies found in the course of testing and inspection.

B. Fire Extinguisher Inspections, Refills, and Maintenance. Reports shall be provided as schools and sites are complete. Report must include an itemized list of fire extinguishers, including size and location within the building.

C. Sprinkler System Inspections/Certifications. Detailed reports shall be provided within 30 days of completion of required annual testing, but no later than September 30 of each year. Reports must include detailed description of any deficiencies found in the course of testing and inspection.

D. Kitchen Hood Inspections/Certifications. Detailed reports shall be provided within 30 days of completion of required semi-annual inspections. Reports must include detailed description of any deficiencies found in the course of testing and inspection.

E. Kitchen Hood Cleaning. Detailed reports shall be provided within 30 days of completion of required annual cleaning, but no later than September 30 of each year.

11. ADDITIVE ALTERNATES

Testing Services for Charter Schools may or may not be included in the contract. Provide separate pricing for each Charter School where indicated on Attachment C: Bid Form

12. CONTRACT AWARD

This bid will be awarded on an "All or None" basis and bidders are required to bid on all services or their bid will not be considered. Award will be based on total base bid plus any alternates selected.

13. CONTRACT TERM

A. The term of any contract resulting from this solicitation shall be for a two (2) year period, beginning January 1, 2019 and ending December 31, 2020. The MSBSD reserves the right to renew the contract for three (3) additional one (1) year terms, under the same terms and conditions of the original contract, upon mutual written agreement between the MSBSD and the contractor.

B. The MSBSD reserves the right to add sites as needed during the life of this agreement.

14. CONTRACT MANAGEMENT

At the commencement of any resulting contract, the MSBSD and the successful bidder shall each designate a contract administrator. Such persons shall be the respective party's single point of contact for purposes of management of the contract. The bidder's contract administrator shall assume responsibility for the coordination of all contract issues under the contract.

ATTACHMENT B:
SPECIAL CONDITIONS FOR GENERAL BIDS

1. GENERAL INFORMATION:

No special conditions apply to this bid. See Attachment A, Scope of Services for work specifications.

ATTACHMENT C:
BID FORM

The undersigned hereby further proposes to furnish all services, including labor, equipment, and supervision necessary to perform **Testing Services for the MSBSD** in full accordance with the Bidding Documents:

BASE BID ITEMS

Item No.	Work Description	Amount
1	Annual Fire Alarm Testing (NICET) at all locations specified per Appendix 1, Page 1. Charter Schools should be bid separately, as itemized below.	$_____
2	Annual Fire Extinguisher Inspections, including Testing, Refills and Maintenance at locations specified per Appendix 2. Charter Schools should be bid separately, as itemized below:	$_____
3	Annual Sprinkler System Inspections, including Fire Pump Flow Testing and Certification at locations specified per Appendix 3, Page 1. Charter Schools should be bid separately, as itemized below:	$_____
4	Semi-Annual Kitchen Hood System Inspections and Certifications at locations specified in Appendix 4.	$_____
5	Annual Kitchen Hood Cleaning at locations specified in Appendix 4.	$_____
Total Base Bid		$_____

UNIT COSTS

Item No.	Work Description	Amount
6	Hourly Service Rate for Repairs/Deficiencies	$_____
7	Hydrostatic Testing of Fire Extinguishers (per test)	$_____
8	6-Year Recharging of Fire Extinguishers (per test)	$_____

UNIT COSTS (Continued)

Item No.	Work Description	Amount
9	5 Year Sprinkler System Inspection (NFPA 25) at Big Lake Elementary	$_____
10	5 Year Sprinkler System Inspection (NFPA 25) at Burchell High School	$_____
11	5 Year Sprinkler System Inspection (NFPA 25) at Butte Elementary	$_____
12	5 Year Sprinkler System Inspection (NFPA 25) at Colony High School	$_____
13	5 Year Sprinkler System Inspection (NFPA 25) at Colony Middle School	$_____
14	5 Year Sprinkler System Inspection (NFPA 25) at Cottonwood Creek Elementary	$_____
15	5 Year Sprinkler System Inspection (NFPA 25) at Dena'ina Elementary	$_____
16	5 Year Sprinkler System Inspection (NFPA 25) at Finger Lake Elementary	$_____
17	5 Year Sprinkler System Inspection (NFPA 25) at Glacier View Elementary	$_____
18	5 Year Sprinkler System Inspection (NFPA 25) at Goose Bay Elementary	$_____
19	5 Year Sprinkler System Inspection (NFPA 25) at Houston High School	$_____
20	5 Year Sprinkler System Inspection (NFPA 25) at Houston Middle School	$_____
21	5 Year Sprinkler System Inspection (NFPA 25) at Iditarod Elementary	$_____
22	5 Year Sprinkler System Inspection (NFPA 25) at Knik Elementary	$_____
23	5 Year Sprinkler System Inspection (NFPA 25) at Larson Elementary	$_____
24	5 Year Sprinkler System Inspection (NFPA 25) at Machetanz Elementary	$_____
25	5 Year Sprinkler System Inspection (NFPA 25) at Mat-Su Career & Tech High	$_____
26	5 Year Sprinkler System Inspection (NFPA 25) at Mat-Su Day School	$_____
27	5 Year Sprinkler System Inspection (NFPA 25) at Meadow Lakes Elementary	$_____
28	5 Year Sprinkler System Inspection (NFPA 25) at MSBSD Nutrition Services	$_____
29	5 Year Sprinkler System Inspection (NFPA 25) at Palmer High School	$_____
30	5 Year Sprinkler System Inspection (NFPA 25) at Palmer Jr. Middle School	$_____
31	5 Year Sprinkler System Inspection (NFPA 25) at Pioneer Peak Elementary	$_____

UNIT COSTS (Continued)

Item No.	Work Description	Amount
32	5 Year Sprinkler System Inspection (NFPA 25) at Redington Sr. Jr./Sr. High School	$_____
33	5 Year Sprinkler System Inspection (NFPA 25) at Shaw Elementary	$_____
34	5 Year Sprinkler System Inspection (NFPA 25) at Sherrod Elementary	$_____
35	5 Year Sprinkler System Inspection (NFPA 25) at Snowshoe Elementary	$_____
36	5 Year Sprinkler System Inspection (NFPA 25) at Sutton Elementary	$_____
37	5 Year Sprinkler System Inspection (NFPA 25) at Su Valley Jr./Sr. High School	$_____
38	5 Year Sprinkler System Inspection (NFPA 25) at Swanson Elementary	$_____
39	5 Year Sprinkler System Inspection (NFPA 25) at Talkeetna Elementary	$_____
40	5 Year Sprinkler System Inspection (NFPA 25) at Tanaina Elementary	$_____
41	5 Year Sprinkler System Inspection (NFPA 25) at Teeland Middle School	$_____
42	5 Year Sprinkler System Inspection (NFPA 25) at Trapper Creek Elementary	$_____
43	5 Year Sprinkler System Inspection (NFPA 25) at Valley Pathways School	$_____
44	5 Year Sprinkler System Inspection (NFPA 25) at MSBSD Warehouse	$_____
45	5 Year Sprinkler System Inspection (NFPA 25) at Wasilla High School	$_____
46	5 Year Sprinkler System Inspection (NFPA 25) at Wasilla Middle School	$_____
47	5 Year Sprinkler System Inspection (NFPA 25) at Willow Elementary	$_____

ADDITIVE ALTERNATES

Item No.	Work Description	Amount
1	Annual Fire Alarm Testing (NICET) at Academy Charter School.	$_____
2	Annual Fire Alarm Testing (NICET) at American Charter Academy.	$_____
3	Annual Fire Alarm Testing (NICET) at Birchtree Charter School.	$_____
4	Annual Fire Alarm Testing (NICET) at Fronteras Charter School.	$_____
5	Annual Fire Alarm Testing (NICET) at Midnight Sun Charter School.	$_____
6	Annual Fire Alarm Testing (NICET) at Twindly Bridge Charter School.	$_____

Item No.	Work Description	Amount
7	Annual Fire Extinguisher Inspections, including Testing, Refills and Maintenance at Academy Charter School.	$_____
8	Annual Fire Extinguisher Inspections, including Testing, Refills and Maintenance at American Charter Academy.	$_____
9	Annual Fire Extinguisher Inspections, including Testing, Refills and Maintenance at Birchtree Charter School.	$_____
10	Annual Fire Extinguisher Inspections, including Testing, Refills and Maintenance at Fronteras Charter School.	$_____
11	Annual Fire Extinguisher Inspections, including Testing, Refills and Maintenance at Midnight Sun Charter School.	$_____
12	Annual Fire Extinguisher Inspections, including Testing, Refills and Maintenance at Twindly Bridge Charter School.	$_____

Item No.	Work Description	Amount
13	Annual Sprinkler System Inspections, including Fire Pump Flow Testing and Certification at Academy Charter School.	$_____
14	Annual Sprinkler System Inspections, including Fire Pump Flow Testing and Certification at American Charter Academy.	$_____
15	Annual Sprinkler System Inspections, including Fire Pump Flow Testing and Certification at Birchtree Charter School.	$_____
16	Annual Sprinkler System Inspections, including Fire Pump Flow Testing and Certification at Fronteras Charter School.	$_____
17	Annual Sprinkler System Inspections, including Fire Pump Flow Testing and Certification at Midnight Sun Charter School.	$_____
18	Annual Sprinkler System Inspections, including Fire Pump Flow Testing and Certification at Twindly Bridge Charter School.	$_____

ADDIIVE ALTERNATES (Continued)

Item No.	Work Description	Amount
19	5 Year Sprinkler System Inspection (NFPA 25) at Academy Charter School.	$_____
20	5 Year Sprinkler System Inspection (NFPA 25) at American Charter Academy.	$_____
21	5 Year Sprinkler System Inspection (NFPA 25) at Birchtree Charter School.	$_____
22	5 Year Sprinkler System Inspection (NFPA 25) at Fronteras Charter School.	$_____
23	5 Year Sprinkler System Inspection (NFPA 25) at Midnight Sun Charter School.	$_____
24	5 Year Sprinkler System Inspection (NFPA 25) at Twindly Bridge Charter School.	$_____

Company: _____ _____

Printed Name Date

Contractor: _____

Signature

APPENDIX 1:
ADDENDUM ACKNOWLEDGEMENT

Please sign below to acknowledge receipt of all addenda. Return this form with your bid packet. Failure to acknowledge receipt of addenda may result in a determination of your proposal as non-responsive.

If no addenda have been issued, please indicate "NONE" below.

Addendum No.	Receipt Acknowledged (Signature)	Date

APPENDIX 2:
NON-COLLUSION CERTIFICATE

The bidder certifies that:

1. The prices in this offer have been arrived at independently and neither the bidder nor any representatives of the bidder has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm, or person relating to:
   - Those prices;
   - The intention to submit an offer; or
   - The methods or factors used to calculate the prices offered.

2. The prices in this offer have not and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before contract award unless otherwise required by law.

3. No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

_____
Signature

_____
Printed Name

_____
Title

_____
Business Name

_____
Date

APPENDIX 3:
INSURANCE REQUIREMENT FOR CONTRACTORS

It is highly recommended that contractors and subcontractors confer with their respective insurance companies or brokers to determine if their insurance program complies with the Matanuska-Susitna Borough School District's (MSBSD) insurance requirements.

The contractor and subcontractors shall procure and maintain in force at all times during the term of this agreement, and at its own cost, the following insurance policies required hereunder. Failure to furnish proper evidence of insurance, or the lapse of insurance required under the provisions of the contract, may be grounds for termination.

The insurance companies shall be rated no less than A-7 by AM Best rating service. MSBSD reserves the right to review and revise any of the following insurance requirements, based on insurance market conditions, availability or affordability of coverage, or changes within the scope of work that applies to this contract. In addition, the MSBSD reserves the right to reject any insurance policies that fail to meet the criteria listed within this section, or insurance carriers that are in poor financial condition or become in poor financial condition during the term of this contract.

The Policies of insurance required shall include the following:

1. **WORKERS' COMPENSATION INSURANCE:**
   Workers' Compensation Insurance in compliance with the laws of the State of Alaska and any other coverage that may apply where the work is performed covering all employees engaged in the performance of the work specified in this agreement and any project hereunder.

2. **COMMERCIAL GENERAL LIABILITY INSURANCE:**
   The contractors and subcontractors shall procure and maintain during the life of this agreement, Commercial General Liability Insurance on a "per occurrence" basis with limits of liability not less than $1,000,000 combined single limit bodily injury & property damage, $1,000,000 personal injury, $2,000,000 aggregate. Coverage shall include the following extensions: A) Contractual Liability; and B) Products and Completed Operations.

3. **BUSINESS AUTOMOBILE / MOTOR VEHICLE LIABILITY:**
   The contractors and subcontractors shall procure and maintain during the life of this agreement, Motor Vehicle Liability Insurance with limits of liability of not less than $1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

4. **ADDITIONAL INSURED:**
   The following shall be listed as an Additional Insured on each policy listed except Workers' Compensation, Professional Liability, and Errors & Omissions: the Matanuska-Susitna Borough School District including all agents, assigns, subsidiaries, subcontractors, employees, and volunteers of the MSBSD.

5. **INDEMNIFICATION AND HOLD HARMLESS:**
   The contractors and subcontractors agree to defend, pay on behalf of, indemnify and save harmless the MSBSD, its agents, assigns, subcontractors, employees, and volunteers, against any and all claims, demands, suits, loss, costs and expenses, including attorney's fees, arising from any acts, omission or negligence, injury to person or damage to or loss of property, including loss of use, and for any damages which may be asserted, claimed or recovered against the MSBSD, which arises out of, is in any way connected or associated with, or as a result of this agreement, excepting those arising out of the sole negligence of the MSBSD.

6. **CANCELLATION NOTICE:**
   All insurance policies, as described above, shall include an endorsement stating the following: "thirty (30) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: MSBSD, Attn: Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645.

7. **WAIVER OF SUBROGATION:**
   The insurer shall agree to waive all rights of subrogation against the District, its Administrators, officers, officials, employees and volunteers for losses arising from work performed by the Contractor or any of its subcontractors for the District.

8. **CERTIFICATES OF INSURANCE:**
   The contractors and subcontractors shall provide the MSBSD two (2) Certificates of Insurance and/or copies of policies acceptable to the MSBSD for the coverage's listed herein at the time the agreements are returned for execution.

9. CONTINUATION OF COVERAGE:

If any of the above coverage expires during the term of this agreement, the contractors and subcontractors shall deliver renewal certificates of insurance and/or policies to the MSBSD at least ten (10) days prior to the expiration date.

The duties required under this appendix shall survive the termination or expiration of this agreement.

APPENDIX 4:
VENDOR PAPERWORK

Please complete this form in its entirety. Any applicable supplemental documents can be attached as needed. A W-9, available at www.irs.gov/uac/about-form-w9, must be submitted with this form or the application will be denied.

Please check one: ☐ New Vendor Application ☐ Vendor Update/Change

Vendor Legal Name		EIN or SSN	
Operating Name (DBA)			
Vendor Mailing Address			
City, State, Zip Code			
Vendor Remit-To Address			
City, State, Zip Code			
Vendor Contact Name			
Contact E-mail Address		Phone #	
Vendor Website URL		Fax #	

Describe the services, materials, and/or equipment to be provided:

How long have you been in business providing these services, materials, and/or equipment?

Describe any special instructions for shipping to Alaska:

Do you accept Purchase Orders (POs)? ☐ Yes ☐ No

How to you prefer to receive POs? ☐ Email ☐ Fax ☐ Mail

What is your preferred method of payment? ☐ EFT ☐ Check

Do you provide services to the public? ☐ Yes ☐ No

Do you have a current Business License? ☐ Yes ☐ No License # State

Do you have a State of AK Business License? ☐ Yes ☐ No License #

Do you have a Mat-Su Business License? ☐ Yes ☐ No License #

Are you currently an MSBSD employee? ☐ Yes* ☐ No **Stop. Complete a Conflict of Interest Affidavit.*

Are you related to an MSBSD employee? ☐ Yes* ☐ No **Stop. MSBSD employee must complete a Conflict of Interest Affidavit.*

Do you have employees? ☐ Yes* ☐ No **Do you carry Worker's Compensation insurance? ☐ Yes ☐ No*

Upon request, can you provide three (3) references from individuals/companies you have served? ☐ Yes ☐ No

Authorized Agent Signature (Required) Date Printed Name and Title

Purchasing Department Use Only: Approved? ☐ Yes ☐ No* Vendor #

W-9 Attached? ☐ Yes ☐ No Approved/Denied By

Pre-Pay? ☐ Yes ☐ No *Reason for Denial

Sent to Acctg.: Alt. Vendor # Alt. Vendor Name

APPENDIX 5:
PROPOSED SUBCONTRACTORS AND SUPPLIERS LIST

NOTE: Please return this with your bid, if applicable. Put an "X" in the right columns indicating if the company is a sub-contractor or a supplier.

#	ITEM	CONTRACTOR NAME, ADDRESS, & E-MAIL	SUB	SUP
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

_____
Signature

_____
Company Name

_____
Date

APPENDIX 6
Matanuska-Susitna Borough School District
School Calendar
2018 - 2019

S	M	T	W	T	F	S

JULY

S	M	T	W	T	F	S
1	2	3	**H**	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	**PD**	**PD**	**WD**	**SO**	17	18
19	20	21	22	23	**PD**	25
26	27	28	29	30	**V**	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	**H**	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	**Q1**	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				PC	**PD**	3
4	5	6	7	8	9	10
11	**PD**	13	14	15	16	17
18	19	20	21	**H**	**H**	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	**Q2**	**WD**	22
23	**V**	**H**	**V**	**V**	**V**	29
30	**V**					

August

13-14	Professional Development Days (PD)*
15	Work Day for Teachers (WD)*
16	School Opens for 1-12 (SO)
16-22	Kindergarten Roll-In
23	First Day for Kindergarten
24	Professional Development Day (PD)*
31	**Fair Day (V)***

September

3	Labor Day Holiday (H)*

October

17	Quarter 1 Ends (42 Days)

November

1	**Parent Conference Day (PC)***
2	Professional Development Day (PD)*
12	Professional Development Day (PD)*
22-23	Thanksgiving Holiday (H)*

December

20	Quarter 2 Ends (41 Days)
21	Work Day for Teachers (WD)*
24-31	**Winter Vacation (V)***
25	Christmas Holiday (H)*

January

1	New Years Day (H)*
2-4	**Winter Vacation (V)***
21	Martin Luther King Jr. Day (H)*

February

18	**Parent Conference Day (PC)***
19	Professional Development Day (PD)*

March

8	Quarter 3 Ends (42 Days)
11-15	**Spring Vacation (V)***
18	Work Day for Teachers (WD)*

May

10	Professional Development Day (PD)*
23	School Closes/Quarter 4 Ends (47 Days)
24	Work Day for Teachers (WD)*

S	M	T	W	T	F	S

JANUARY

S	M	T	W	T	F	S
		H	**V**	**V**	**V**	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	**H**	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**PC**	**PD**	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	**Q3**	9
10	**V**	**V**	**V**	**V**	**V**	16
17	**WD**	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

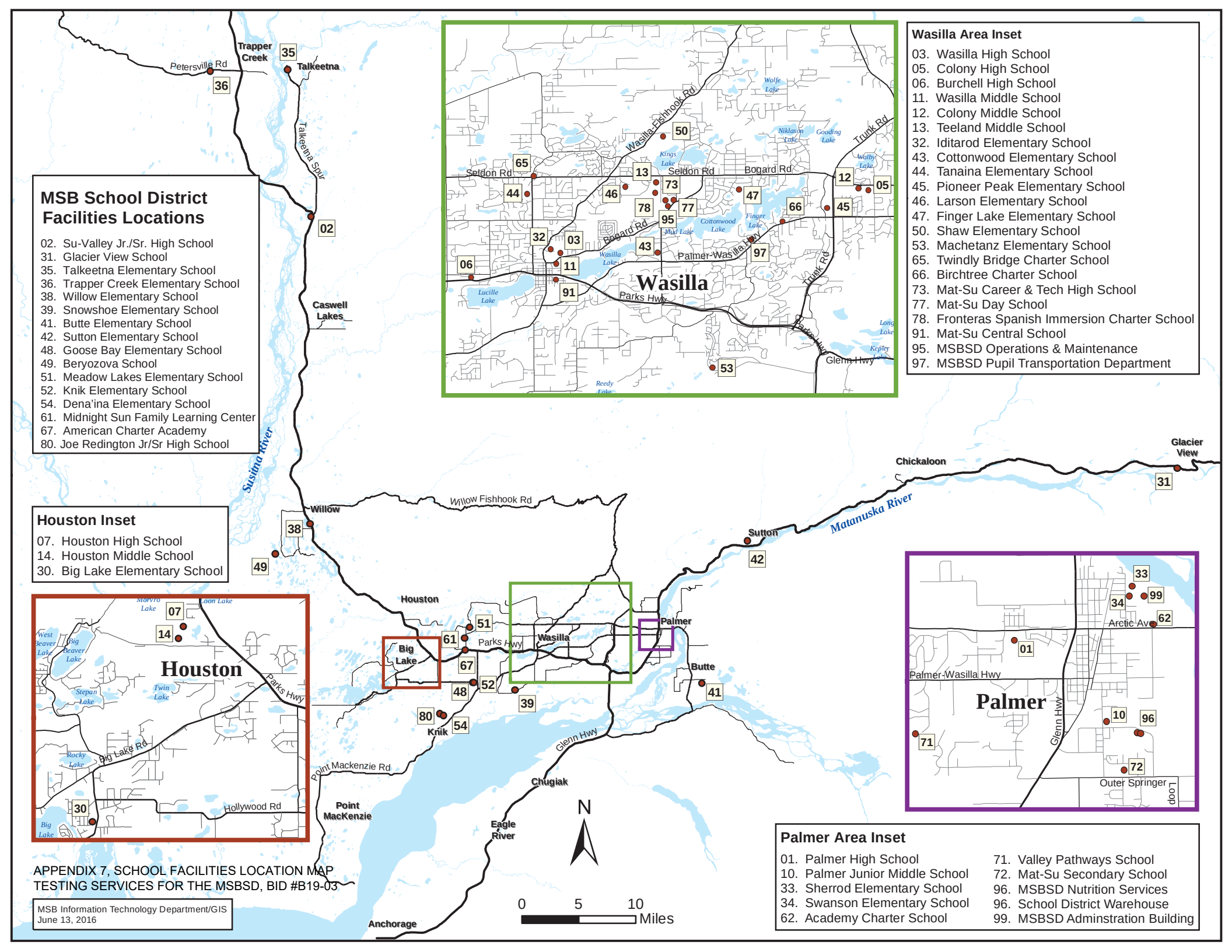
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	**PD**	11
12	13	14	15	16	17	18
19	20	21	22	**SC**	**WD**	25
26	**H**	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						


MSB School District Facilities Locations
02. Su-Valley Jr./Sr. High School
31. Glacier View School
35. Talkeetna Elementary School
36. Trapper Creek Elementary School
38. Willow Elementary School
39. Snowshoe Elementary School
41. Butte Elementary School
42. Sutton Elementary School
48. Goose Bay Elementary School
49. Beryozova School
51. Meadow Lakes Elementary School
52. Knik Elementary School
54. Dena'ina Elementary School
61. Midnight Sun Family Learning Center
67. American Charter Academy
80. Joe Redington Jr/Sr High School
Wasilla Area Inset
03. Wasilla High School
05. Colony High School
06. Burchell High School
11. Wasilla Middle School
12. Colony Middle School
13. Teeland Middle School
32. Iditarod Elementary School
43. Cottonwood Elementary School
44. Tanaina Elementary School
45. Pioneer Peak Elementary School
46. Larson Elementary School
47. Finger Lake Elementary School
50. Shaw Elementary School
53. Machetanz Elementary School
65. Twindly Bridge Charter School
66. Birchtree Charter School
73. Mat-Su Career & Tech High School
77. Mat-Su Day School
78. Fronteras Spanish Immersion Charter School
91. Mat-Su Central School
95. MSBSD Operations & Maintenance
97. MSBSD Pupil Transportation Department
Houston Inset
07. Houston High School
14. Houston Middle School
30. Big Lake Elementary School
Palmer Area Inset
01. Palmer High School
10. Palmer Junior Middle School
33. Sherrod Elementary School
34. Swanson Elementary School
62. Academy Charter School
71. Valley Pathways School
72. Mat-Su Secondary School
96. MSBSD Nutrition Services
96. School District Warehouse
99. MSBSD Adminstration Building
Trapper Creek
Talkeetna
Petersville Rd
Talkeetna Spur
Caswell Lakes
Susitna River
Willow
Willow Fishhook Rd
Houston
Big Lake
Wasilla
Palmer
Sutton
Chickaloon
Glacier View
Matanuska River
Butte
Knik
Point MacKenzie
Point Mackenzie Rd
Chugiak
Eagle River
Anchorage
Glenn Hwy
Parks Hwy
Palmer-Wasilla Hwy
Seldon Rd
Bogard Rd
Trunk Rd
Wasilla-Fishhook Rd
Big Lake Rd
Hollywood Rd
Arctic Ave
Outer Springer Loop
N
0 5 10 Miles
APPENDIX 7, SCHOOL FACILITIES LOCATION MAP
TESTING SERVICES FOR THE MSBSD, BID #B19-03
MSB Information Technology Department/GIS
June 13, 2016

APPENDIX 8, FIRE ALARM TESTING (NICET) LOCATIONS

School	Address
Administration Building	501 N. Gulkana, Palmer
Beryozova	27297 W. Beryozova Drive, Willow (495-2500)
Big Lake Elementary	3808 S. Big Lake Road, Big Lake
Burchell High School	1775 W. Parks Highway, Wasilla
Butte Elementary	4006 S. Butte Road, Palmer
Colony High School	9550 E. Bogard Road, Palmer
Colony Middle School	9250 E. Bogard Road, Palmer
Cottonwood Creek Elementary	800 N. Seward Meridian Parkway, Wasilla
Dena'ina Elementary	7068 S. Knik Knack Mudshack Road, Wasilla
Finger Lake Elementary	5981 Eek Street, Wasilla
Glacier View School	29170 W. Glenn Highway, Sutton
Goose Bay Elementary	6400 W. Hollywood Road, Wasilla
Houston High School	12801 W. Hawk Lane, Houston
Houston Middle School	12801 W. Hawk Lane, Houston
Iditarod Elementary	455 E. Carpenter Circle, Wasilla
Knik Elementary	6350 W. Hollywood Road, Wasilla
Larson Elementary	2722 E. Seldon Road, Wasilla
Machetanz Elementary	4961 E. Nelson Road, Palmer
Operations & Maintenance	3901 E. Bogard Road, Wasilla
Mat-Su Career & Technical High	2472 N. Seward Meridian Parkway, Wasilla
Mat-Su Central School	600 E. Railway Avenue, Wasilla
Mat-Su Day School	2360 N. Tait Drive, Wasilla
Meadow Lakes Elementary	1741 N. Pittman Road, Wasilla
Nutrition Services	690 Cope Industrial Way, Palmer
Palmer High School	1170 W. Bogard Road, Palmer
Palmer Middle School	1159 S. Chugach, Palmer
Pioneer Peak Elementary	1959 N. Trunk Road, Palmer
Redington Sr. Jr/Sr High	10015 Redington Road, Wasilla
Shaw Elementary	3750 E. Paradise Lane, Wasilla
Sherrod Elementary	561 N. Gulkana, Palmer
Snowshoe Elementary	2001 W. Fairview Loop Road, Wasilla
Sutton Elementary	11672 N. Wright Way, Sutton
Su-Valley Jr/Sr School	42728 S. Parks Highway, Talkeetna
Swanson Elementary	609 N. Gulkana, Palmer
Talkeetna Elementary	13798 E. Veterans Way, Talkeetna
Tanaina Elementary	2550 Lucille Street, Wasilla
Teeland Middle School	2788 N. Seward Meridian Parkway, Wasilla
Trapper Creek Elementary	6742 E. Petersville Road, Trapper Creek
Valley Pathways	1150 N. France Road, Palmer
Warehouse	690 Cope Industrial Way, Palmer
Wasilla High School	701 E. Bogard Road, Wasilla
Wasilla Middle School	650 E. Bogard Road, Wasilla
Willow Elementary	31706 W. Parks Highway, Willow

APPENDIX 8, FIRE ALARM TESTING (NICET) LOCATIONS (Continued)

The following Charter Schools may or may not be included in the contract:

School	Address
Academy Charter	801 E. Arctic, Palmer
American Charter Academy	244 S. Sylvan Way, Meadow Lakes
Birchtree Charter	7107 East Palmer Wasilla Highway, Palmer
Fronteras Spanish Immersion	2315 N. Seward Meridian Parkway, Wasilla
Midnight Sun Charter	7275 W. Midnight Sun Circle, Wasilla
Twindly Bridge Charter	141 E. Seldon Road, Suite C, Wasilla

APPENDIX 9, FIRE EXTINGUISHER LOCATIONS

School	Estimated Number of Extinguishers	Address
Administration Building	20	501 N. Gulkana, Palmer
Beryozova	8	27297 W. Beryozova Drive, Willow (495-2500)
Big Lake Elementary	19	3808 S. Big Lake Road, Big Lake
Burchell High School	16	1775 W. Parks Highway, Wasilla
Butte Elementary	16	4006 S. Butte Road, Palmer
Colony High School	46	9550 E. Bogard Road, Palmer
Colony Middle School	39	9250 E. Bogard Road, Palmer
Cottonwood Creek Elementary	25	800 N. Seward Meridian Parkway, Wasilla
Dena'ina Elementary	20	7068 S. Knik Knack Mudshack Road, Wasilla
Finger Lake Elementary	21	5981 Eek Street, Wasilla
Glacier View	17	29170 W. Glenn Highway, Sutton
Goose Bay Elementary	20	6400 W. Hollywood Road, Wasilla
Houston High School	30	12801 W. Hawk Lane, Houston
Houston Middle School	29	12801 W. Hawk Lane, Houston
Iditarod Elementary	37	455 E. Carpenter Circle, Wasilla
Knik Elementary	22	6350 W. Hollywood Road, Wasilla
Larson Elementary	21	2722 E. Seldon Road, Wasilla
Machetanz Elementary	25	4961 E. Nelson Road, Palmer
Operations & Maintenance	10	3901 E. Bogard Road, Wasilla
Mat-Su Career & Tech High	37	2472 N. Seward Meridian Parkway, Wasilla
Mat-Su Central School	20	600 E. Railway Avenue, Wasilla
Mat-Su Day School	4	2360 N. Tait Drive, Wasilla
Meadow Lakes Elementary	23	1741 N. Pittman Road, Wasilla
Nutrition Services	15	690 Cope Industrial Way, Palmer
Palmer High School	47	1170 W. Bogard Road, Palmer
Palmer Middle School	30	1159 S. Chugach, Palmer
Pioneer Peak Elementary	25	1959 N. Trunk Road, Palmer
Redington Sr. Jr/Sr High	21	10015 Redington Road, Wasilla
Shaw Elementary	25	3750 E. Paradise Lane, Wasilla
Sherrod Elementary	25	561 N. Gulkana, Palmer
Snowshoe Elementary	19	2001 W. Fairview Loop Road, Wasilla
Sutton Elementary	21	11672 N. Wright Way, Sutton
Su-Valley Jr/Sr School	45	42728 S. Parks Highway, Talkeetna
Swanson Elementary	17	609 N. Gulkana, Palmer
Talkeetna Elementary	19	13798 E. Veterans Way, Talkeetna
Tanaina Elementary	25	2550 Lucille Street, Wasilla
Teeland Middle School	45	2788 N. Seward Meridian Parkway, Wasilla
Trapper Creek Elementary	15	6742 E. Petersville Road, Trapper Creek
Valley Pathways	16	1150 N. France Road, Palmer
Warehouse	8	690 Cope Industrial Way, Palmer
Wasilla High School	47	701 E. Bogard Road, Wasilla
Wasilla Middle School	57	650 E. Bogard Road, Wasilla
Willow Elementary	20	31706 W. Parks Highway, Willow
Estimated Total Extinguishers	1067	

APPENDIX 9, FIRE EXTINGUISHER LOCATIONS (Continued)

The following Charter Schools may or may not be included in the contract:

Academy Charter	25	801 E. Arctic, Palmer
American Charter Academy	17	244 S. Sylvan Way, Meadow Lakes
Birchtree Charter	14	7107 East Palmer Wasilla Highway, Palmer
Fronteras Spanish Immersion	7	2315 N. Seward Meridian Parkway, Wasilla
Midnight Sun Charter	12	7275 W. Midnight Sun Circle, Wasilla
Twindly Bridge Charter	6	141 E. Seldon Road, Suite C, Wasilla
Estimated Total Extinguishers	81	

APPENDIX 10, SPRINKLER SYSTEM LOCATIONS

School	Type	Address
Big Lake Elementary	Wet/Dry*	3808 S. Big Lake Road, Big Lake
Burchell High School	Wet	1775 W. Parks Highway, Wasilla
Butte Elementary	Wet	4006 S. Butte Road, Palmer
Colony High School	Dry	9550 E. Bogard Road, Palmer
Colony Middle School	Dry	9250 E. Bogard Road, Palmer
Cottonwood Creek Elementary	Dry	800 N. Seward Meridian Parkway, Wasilla
Dena'ina Elementary	Wet	7068 S. Knik Knack Mudshack Road, Wasilla
Finger Lake Elementary	Dry	5981 Eek Street, Wasilla
Glacier View	Wet	29170 W. Glenn Highway, Sutton
Goose Bay Elementary	Wet/Dry	6400 W. Hollywood Road, Wasilla
Houston High School	Wet	12801 W. Hawk Lane, Houston
Houston Middle School	Dry	12801 W. Hawk Lane, Houston
Iditarod Elementary	Wet/Dry	455 E. Carpenter Circle, Wasilla
Knik Elementary	Wet/Dry	6350 W. Hollywood Road, Wasilla
Larson Elementary	Wet	2722 E. Seldon Road, Wasilla
Machetanz Elementary	Wet	4961 E. Nelson Road, Palmer
Mat-Su Career & Tech High	Wet	2472 N. Seward Meridian Pkwy, Wasilla
Mat-Su Day School	Wet	2360 N. Tait Drive, Wasilla
Meadow Lakes Elementary	Wet/Dry	1741 N. Pittman Road, Wasilla
Nutrition Services	Wet/Dry	690 Cope Industrial Way, Palmer
Palmer High School	Wet	1170 W. Bogard Road, Palmer
Palmer Jr. Middle School	Wet	1159 S. Chugach, Palmer
Pioneer Peak Elementary	Dry	1959 N. Trunk Road, Palmer
Redington Sr. Jr/Sr High	Wet	10015 Redington Road, Wasilla
Shaw Elementary	Wet/Dry	3750 E. Paradise Lane, Wasilla
Sherrod Elementary	Wet/Dry	561 N. Gulkana, Palmer
Snowshoe Elementary	Wet	2001 W. Fairview Loop Road, Wasilla
Sutton Elementary	Wet/Dry	11672 N. Wright Way, Sutton
Su Valley Jr/Sr High School	Wet/Dry	42728 S. Parks Highway, Talkeetna
Swanson Elementary	Wet	609 N. Gulkana, Palmer
Talkeetna Elementary	Wet	13798 E. Veterans Way, Talkeetna
Tanaina Elementary	Dry	2550 Lucille Street, Wasilla
Teeland Middle School	Wet	2788 N. Seward Meridian Pkwy, Wasilla
Trapper Creek Elementary	Dry	6742 E. Petersville Rd, Trapper Creek
Valley Pathways School	Wet	1150 N France Road, Palmer
Warehouse	Wet/Dry	690 Cope Industrial Way, Palmer
Wasilla Middle School	Wet	650 E. Bogard Road, Wasilla
Wasilla High School	Wet	701 E. Bogard Road, Wasilla
Willow Elementary	Wet	31706 W. Parks Highway, Willow

*Dry in Kindergarten wing

APPENDIX 10, SPRINKLER SYSTEM LOCATIONS (Continued)

The following Charter Schools may or may not be included in the contract:

School	Type	Address
Academy Charter	Wet/Dry	801 E. Arctic, Palmer
American Charter Academy	Wet	244 S. Sylvan Way, Meadow Lakes
Birchtree Charter	Wet/Dry	7107 East Palmer Wasilla Highway,
Fronteras Charter	Wet	2315 N. Seward Meridian Pkwy, Wasilla
Midnight Sun Charter	Wet	7375 W. Midnight Sun Circle, Wasilla
Twindly Bridge Charter	Wet	141 E. Seldon Road, Suite C, Wasilla

APPENDIX 11, DEVICE COUNTS

	Manual Fire Alarm Boxes	Smoke Detectors	Duct Detectors	Heat Detectors	Horn Strobes	Strobes	Sprinkler Risers	Fire Alarm Panel Type
Administration Building	9	68	0	24	40	8	0	Pyro Tronics
Beryozova	No Sprinkler System							
Big Lake Elementary	14	62	5	10	74	25	2	EST-3
Burchell High	16	34	4	15	41	19	1	
Butte Elementary	10	86	5	26	50	18		EST-2
Colony High	26	128	9	24	142	24		EST-3
Colony Middle	23	96	8	25	92	23		EST-3
Cottonwood Creek Elementary	11	92	1	30	49	14		EST-2
Dena'ina Elementary	10	7	2	7		102		Simplex 4100 ES
Finger Lake Elementary	10	41	2	11	64	31		EST-3
Glacier View School	14	23	2	1	41	8		EST-3
Goose Bay Elementary	11	39	2	12	60	10		EST-3
Houston High	18	128	4	6	78	4	3	EST-2
Houston Middle	20	61	3	7	111	23	2	EST-3
Iditarod Elementary	11	9	2	5		112		
Knik Elementary	14	7	2	2	86	2		Apogee
Larson Elementary	5	102	5	19	76	0		Simplex 4100
Machetanz Elementary	10	3	2	12	68	0		EST-3
Facilities Auto Shop	Ansul System							
Mat-Su Career & Technical High	16	57	3	9	126	0		EST-3
Mat-Su Central School								
Meadow Lakes Elementary	14	96	3	20	63	0		EST-2
Nutrition Services	17	7	3	1	70	0	2	EST-3
Palmer High School	44	227	14	14	246	38		EST-
Palmer Junior Middle School	18	55	8	37	96	0		EST-3
Pioneer Peak Elementary	10	38	3	8	56	28		EST-3
Redington Sr. Jr./Sr. High	23	69	45	5	105	58		EST-3
Shaw Elementary	13	12	3	10	78	0		EST-3
Sherrod Elementary	15	90	5	8	63	0		EST-2
Su-Valley Jr./Sr. High	15	1	2	13	115	0	3	EST-3
Swanson Elementary	17	8	7	1	55	0		EST-3
Talkeetna Elementary	10	47	2	6	42	6	1	EST-2
Tanaina Elementary	9	31	1	7	47	12	1	EST-3
Teeland Middle School	28	170	18	10	171	16	3	EST-3
Trapper Creek Elementary	12	11	2	6	23	13	1	EST-3
Valley Pathways	13	2	2	11	68	12	2	EST-3
Warehouse		8			1		7	Edwards 1527
Wasilla High	44	126	14	16	143	4		EST-3

APPENDIX 11, DEVICE COUNTS (Continued)

Wasilla Middle	28	8	14	16	143	4		EST-3
Willow	10	39	3	9	54	24		EST-3
Academy Charter	9	5	0	0	48	0	6	EST-3
American Charter	Leased Building							
Birchtree Charter	10	28		2	36		3	Simplex 4100U
Fronteras Charter	6	2		3				
Midnight Sun Charter	Leased Building							
Twindly Bridge Charter	No sprinkler system							
Total	**613**	**2123**	**210**	**433**	**2905**	**634**	**37**	

Note: Estimated quantities only, all quantities and conditions will need to be verified in the field by the selected contractor.

APPENDIX 12, KITCHEN HOOD LOCATIONS

School	Address
Burchell High School (Two Hood Systems)	1775 W. Parks Highway, Wasilla
Butte Elementary (Non-working, Disabled Status)	4006 S. Butte Road, Palmer
Colony High School	9550 E. Bogard Road, Palmer
Colony Middle School	9250 E. Bogard Road, Palmer
Glacier View	29170 W. Glenn Highway, Sutton
Houston High School	12801 W. Hawk Lane, Houston
Houston Middle School	12801 W. Hawk Lane, Houston
Mat-Su Career & Technical High (Two Hood Systems)	2472 N. Seward Meridian Parkway, Wasilla
Nutrition Center	690 Cope Industrial Way, Palmer
Palmer High Concession	1170 W. Bogard Road, Palmer
Palmer High School	1170 W. Bogard Road, Palmer
Palmer Middle School	1159 S. Chugach, Palmer
Redington Sr. Jr/Sr High School	10015 Redington Road, Wasilla
Sutton Elementary (Non-working Disabled Status)	11672 N. Wright Way, Sutton
Su Valley Jr/Sr High School	42728 S. Parks Highway, Talkeetna
Talkeetna Elementary	13798 E. Veterans Way, Talkeetna
Teeland Middle School	2788 N. Seward Meridian Parkway, Wasilla
Trapper Creek Elementary	6742 E. Petersville Road, Trapper Creek
Wasilla High Concession	701 E. Bogard Road, Wasilla
Wasilla High School	701 E. Bogard Road, Wasilla
Wasilla Middle School (Two Hood Systems)	650 E. Bogard Road, Wasilla
Willow Elementary	31706 W. Parks Highway, Willow