FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

520 Fifth Ave. Fairbanks, AK 99701 (907) 452-2000 (907) 451-4465 [fax]

INVITATION FOR BIDS

Service Contract

Solicitation No: **IFB# 26-F0004**

You are invited to submit your bids for:

JANITORIAL SERVICES FOR DISCOVERY PEAK CHARTER SCHOOL

Bids must be received at the School District Purchasing Office prior to: **September 10, 2025 at 4:30 pm,** where they will be opened in public and read aloud.

A **pre-bid conference** will be held September 3, 2025 at 3:00 pm,
Location: Discovery Peak Charter School, 2880 Hurst Rd. North Pole, Alaska 99705

Method of Award: Aggregate

This solicitation consists of the following documents:

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Bids shall be submitted on the BID SCHEDULE AND OFFER provided in Exhibit "C". The BID SCHEDULE AND OFFER must be completed in accordance with the instructions provided herein and signed by an officer authorized to bind the company. Please contact the Purchasing Agent directly if you have any questions about this solicitation; (907) 452-2000 x11345 emily.proper@k12northstar.org.

Sincerely,

Emily Proper
Purchasing Agent

SECTION I - INSTRUCTIONS TO BIDDERS

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1. AUTHORITY

This solicitation is issued pursuant to Fairbanks North Star Borough School District (FNSBSD, or "District") Board Policy and Administrative Regulation.

2. PURPOSE

The purpose of this contract is to outsource janitorial service for Discovery Peak Charter School. Discovery Peak Charter School is approximately 21,375 square feet in size and consists of nine (9) classrooms, one (1) special education resource room, one (1) commons area, two (2) office spaces, a staff lounge/work room, a gym, a loft/track area, a kitchen, nine (9) student restrooms, and two (2) staff restrooms.

3. SOLICITATION REVIEW

Offerors shall **carefully review this solicitation** for ambiguities. Offeror's comments concerning ambiguities in this solicitation must be made in writing and received by the Buyer at least four (4) working days before the due date. Such comments will allow time for an amendment to be issued, if one is required. Offerors should send any such comments to the Buyer listed on the front of this solicitation. Offeror's protests based upon any omissions, errors, or the content of this solicitation will be disallowed if not made known prior to the solicitation opening.

4. **INTERPRETATION OR REPRESENTATIONS**

These instructions outline the procedures to be followed in submission of a bid or quotation, the evaluation of bids and quotations, and the award of a contract. The terms "solicitation", "request for quotation" (RFQ), and "invitation for bids" (IFB) are used interchangeably and have the same meaning in these instructions. The terms “Seller”, “Vendor”, “Contractor”, “Offeror”, are used interchangeably and have the same meaning. The terms "offer", "bid", and "quotation" all refer to a vendor's offer to sell at the prices specified on the bid schedule and are used interchangeably.

The FNSB School District assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated in a written amendment to this solicitation. No oral interpretation will be made to any Offeror as to the meaning of this solicitation or any part thereof. Every request for such interpretation shall be made in writing to the Buyer. Oral explanations or instructions given before the award of the contract will not be binding. Every interpretation made to an offeror will be in the form of an amendment to this solicitation, but it shall be the offeror's responsibility to make inquiry as to the amendments issued. All amendments shall become part of the contract and all offerors shall acknowledge receipt of the amendments. Failure to acknowledge receipt of the amendment may be cause for rejection of bids as non-responsive.

5. **BID FORMS**

Offerors shall submit bids by completion of Exhibit “C”, Bid Schedule & Offer, and the Seller’s portion of the contract attached as Section II. Specifically, Offerors shall enter the business name, address, phone, FAX numbers (if applicable), email, Alaska business license number in the basic contract header section, complete and sign the signature section of the basic contract, and enter the bid price and signature in Exhibit “C” (Bid Schedule & Offer) of the basic contract. The contract submitted must be complete, legible, and signed by authorized personnel. Upon award, the School District will execute its portion of the contract submitted, (Section II) and forward to the successful offerors with a School District Purchase Order as notice to proceed. The enclosed “Amendment Acknowledgement” form will be used to acknowledge receipt of any addenda and submitted with the bid.

DOCUMENTS REQUIRED; bidders must submit the following documents with their bids:

i. Signed Service Contract - Section II
ii. Exhibit “C” Bid Schedule & Offer
iii. Sample Invoice
iv. Proof of Insurance
v. Proof of Business License
vi. References, minimum three (3), preferably from a government entity.

The following documents will be required of the Seller ***UPON*** award, ***PRIOR TO PERFORMING WORK***:

vii. Certificate of Insurance
viii. Proof of background checks, for each applicable employee. Upon award, and prior to performing work, the seller shall ensure, all individuals assigned to provide services under this contract have completed and passed a background check in accordance with the district’s process for contracted service providers, and the names of the individuals will be provided to the school’s principal.

6. **PRE-BID CONFERENCE**

Pre-bid conferences are held to give bidders an opportunity to address deficiencies, defective specifications, and other concerns contained in the bid document. The purpose is to question unclear aspects of the solicitation documents, seek clarity regarding contractual obligations, and identify and resolve issues that have the potential to cause delays or generate an award protest based on defective or ambiguous specifications. Unless defective specifications are brought to the FNSB School District's attention at the pre-bid conference, or as stated in the "Solicitation Review" clause, above, the terms of this solicitation shall be deemed agreeable, and protests or appeals of award based on alleged defective specifications will not be favorably considered.

7. **SUBMITTING BIDS**

Bids may be emailed, faxed, mailed, or hand delivered.

a. Email: Email bids to purchasing@k12northstar.org. The **Solicitation number must be noted in the Subject Line on all related emails.**

b. Fax: Bids may be transmitted by facsimile machine (FAX 907-451-4465). The school district bears no responsibility for garbled, unreadable, or other failure of the FAX system. The School District will accept no responsibility for accidental premature disclosure of prices of quotations submitted by FAX. The School District will take reasonable precautions to prevent premature price disclosures of FAX transmissions.

c. Mail, or Hand Deliver: Mailed or hand delivered envelopes/packages containing a quotation must be marked and addressed as shown below. Envelopes with solicitation numbers written on the outside will not be opened until the scheduled date and time. Quotations must be received prior to the opening date and time. Neither the FNSB School District nor its officers or employees shall be responsible for the premature opening or failure to open a quotation which is not properly addressed and identified.

| Offeror's Return Address
XXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXX

FNSB School District
Purchasing Department
520 Fifth Ave. 3rd. Floor, Suite C
Fairbanks, Alaska 99701

Solicitation No: (insert the IFB number on your envelope)
| Opening Date: (insert the opening date on your envelope)

Offerors are encouraged to mail return quotations at least five (5) working days prior to quotation opening. Quotations mailed less than five (5) working days before opening should be sent by Postal Express, UPS, FedEx, or similar service. This is a suggestion only to minimize late quotations and does not negate the aforementioned disposition of late bids.

The FNSB School District Purchasing Department is located at the School District Administrative Building, 520 Fifth Avenue, Fairbanks, Alaska, 99701; and is open for business from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday or holidays. The ultimate responsibility for the delivery of the quotation lies with the offeror. The FNSB School District shall make no concession regarding postal service or any other form of conveyance of the quotation document even when timely delivery of the quotation fails through no fault of the Offeror.

d. **Vendors are encouraged to follow-up the transmission of the quotation with a confirming phone call (907-452-2000, ext. 11341).**

8. **RECEIPT AND OPENING OF BIDS**

a. Bids received prior to the advertised hour of opening will be kept secure. The School District representative whose duty it is to open them will decide when the specified time has arrived, and no bid received thereafter will be considered.

b. No responsibility will attach to the School District or its representative for the premature opening of, or the failure to open, a bid not properly addressed and identified in accordance with paragraph (above).

c. At the time and place of the bid opening, the School District's representative will cause the bids to be opened and publicly read aloud. Bidders and other persons properly interested may be present, either in person or in representative.

d. Bids submitted in accordance with the terms specified herein shall be evaluated based on the price offered.

9. **LATE BIDS**

Bids received after the exact date and time specified for opening shall not be considered, and shall be held unopened by the FNSB School District until after the award of the contract. The FNSB School District reserves the right, at its discretion, to consider bids which have been delayed or mishandled by the FNSB School District.

10. **PRICES**

a. The offeror shall state prices in the units of purchase specified on the BID SCHEDULE AND OFFER form. Prices quoted for commodities or services must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized, or the services can be provided without further cost.

b. Prices quoted must be exclusive of federal, state, and local taxes. If the offeror believes that certain taxes are payable by the FNSB School District, the offeror may list such taxes separately, directly below the unit price for the affected item.

c. The School District shall receive the benefit of any general reduction in Seller's price prior to delivery and in no event shall the School District be charged higher prices than the Seller's similar customers who take delivery in substantially the same amounts and substantially similar circumstances.

d. Unless otherwise specified herein, the vendor shall hold prices bid good and firm for a period of 60 days to allow for bid evaluation.

11. **ALTERNATE BIDS**

Alternate bids will not be considered unless specifically requested.

12. **WITHDRAWAL, MODIFICATION, OR CORRECTION**

Bids may be modified, corrected, or withdrawn on written, FAX or emailed request if received prior to the time set for bid opening. Bids may not be modified, corrected or withdrawn verbally. The offeror bears the same responsibility for delivery of bid modifications, corrections or withdrawals as for the original document. All modifications, corrections, or requests for withdrawals must be clearly marked as such. The original bid, as modified by such written communication will be considered as the offer. No offeror will be permitted to withdraw their bid after the time set for opening bids.

13. **VENDOR TAX ID NUMBER**

If goods or services procured through this solicitation must be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the FNSB School District before payment will be made.

14. **ACCEPTANCE OR REJECTION OF BIDS**

a. The FNSB School District may cancel the solicitation if such cancellation is in the best interest of the FNSB School District.

b. A bid may be rejected when (1) the bid is not signed, (2) in the opinion of the FNSBSD, the offeror has performed unsatisfactorily under some other contract with the District, (3) the offeror fails to supply bid documents as specified in this solicitation, (4) the bid fails to include acknowledgment of all amendments issued, (5) the bid contains an alteration or erasure which is not initialed by the signer, (6) the offeror adds, changes, or qualifies a material term or condition of the solicitation.

c. The FNSB School District has the authority to waive any and all minor deviations or irregularities on any or all bids.

d. The School District reserves the right to reject all offers and procure the specified supplies or services from contracts let by other government agencies.

15. **AWARD OF CONTRACT**

a. The resulting contract will be awarded to the responsible offeror submitting the low, responsive bid complying with the requirements of this invitation, provided their bid is reasonable and it is in the best interest of the FNSB School District to accept it. The FNSB School District, however, reserves the right to reject any and all bids and to waive any minor informality or irregularity in bids received whenever such rejection or waiver is in the FNSB School District's best interest.

b. The FNSB School District reserves the right to reject the bid of an offeror who has previously failed to perform properly or complete on time contracts of a similar nature; to reject the bid of an offeror who is not, in the opinion of the FNSB School District, in a position or qualified to perform the contract; and any or all bids when such rejection is in the best interest of the FNSB School District.

c. The School District reserves the right to reject any or all bids, to waive deviations from the specifications and to waive informalities in the bids received whenever such rejection or waiver is considered to be in the best interest of the School District.

d. The School District reserves the right to accept or reject any or all items of any bid, where such acceptance or rejection is appropriate and does not affect the basic bid.

e. Public notice of award will be made through posting a tabulation of bids/quotations to the School district "Bid Board" located outside the Purchasing Dept. in the Administrative Center.

16. **CONTRACT FUNDING**

Award in part or in whole is contingent upon available funding. In the event adequate funds are not appropriated and allocated by the School Board, the School District reserves the right to cancel multi-year term or requirements at no penalty.

17. **QUALIFICATIONS OF OFFERORS**

At the option of the FNSB School District, and prior to Contract Award, an offeror may be requested to submit a detailed statement of their qualifications, including their previous experience in performing similar or comparable contracts, their business and technical organization, their financial resources and their equipment and plant available to be used in performing the contemplated contract. The FNSB School District shall have the right to take such steps as it deems necessary to determine the ability of the offeror to perform their obligations under the Contract and the offeror shall furnish the FNSB School District all such information and data for this purpose as may be requested. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy the FNSB School District the offeror is qualified to carry out properly the terms of the Contract.

18. **RESPONSIVE BID**

A responsive bid is one that conforms in all material respects to the solicitation. The FNSB School District reserves the right to waive technicalities or minor informalities in determining an offeror's responsiveness.

19. **RESPONSIBLE OFFEROR**

A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

20. **AGGRIEVED OFFERORS**

The FNSB School District administration shall post its Notice of Intent to Award by 12:00 noon, on Wednesday preceding the scheduled Tuesday School Board meeting for those contracts requiring School Board approval. Any aggrieved offerors may appeal the award of a contract to the School Board in writing, for those contracts requiring School Board action. The appeal must be received by the Director of Procurement prior to 12:00 noon on the day of the School Board meeting at which award of the contract is to be made. Appeals of contract awards not requiring School Board action must be submitted no later than close of business five (5) calendar days after the posting the bid results at the Purchasing Office. The appeal must include the name of the person submitting the protest, the name of the offeror represented by that person, the specific bid which is being appealed, a detailed explanation of the reasons for the appeal and the form of relief requested. The aggrieved offeror must serve all other offerors with the notice of the appeal in order to afford them the opportunity to rebut. Failure to give written notice of the appeal as provided herein constitutes a waiver by the aggrieved offeror's right of any objection to the award. (Refer to current FNSB School District Board Policy and Administrative Regulation)

21. **ACCEPTANCE PERIOD**

To provide time for evaluation of offers received and approval of proposed awards, all bids submitted shall remain valid for a period of 60 days.

Any extension of this acceptance period shall be requested by the District in writing.

22. **BID PREPARATION COSTS**

The FNSB School District is not liable for any costs incurred by the offeror in bid preparation.

23. **ITEM SPECIFICATIONS**

The attached specifications/Scope of Work may indicate specific services, or products or services to be provided for this project. These specifications and scope reflect items that have been purchased/installed in the past, are of known quality, and are acceptable to the School District. The District retains the sole right to determine whether a product or service will meet their needs.

24. **NON-DISCRIMINATION**

Offerors agree that if awarded a contract under this invitation they shall comply with the applicable provisions of the Federal Civil Rights Act of 1964 and all amendments thereto, the Equal Employment Opportunity Act and all amendments thereto, the Fairbanks North Star Borough School Board Policy, and all regulations issued thereunder by the Federal and State governments. If the contractor fails to comply with such acts and regulations, the School District shall have the right to immediately terminate this contract.

25. **CONDITIONS AT SITE OF WORK**

Offerors may visit the premises to ascertain pertinent conditions (readily determined by inspection and inquiry), such as the area, location, accessibility and general character of the premises. Execution of the Contract by the Offeror shall in no way relieve them of any obligation under it due to their failure to receive or examine any form of legal instrument or to visit the premises and acquaint themself with the conditions there existing and the School District will be justified in rejecting any claim based on the facts regarding which they should have been on notice as a result thereof.

SECTION II – SERVICE CONTRACT

IFB# 26-F0004

Parties:

BETWEEN Fairbanks North Star Borough School District
A Political Subdivision of the State of Alaska
Having a place of business at
520 Fifth Ave
Fairbanks, AK 99701
Hereinafter referred to as "Buyer"

AND _____

a _____ Corporation having a place of business at
(State)

_____

_____

_____
(Phone)

_____
(Email)
hereinafter referred to as "Seller"

WITNESSETH THAT:

IN CONSIDERATION OF the promises and mutual covenants and agreements herein contained, the parties hereto agree as follows:

1 **SUPERSEDING EFFECT**

This contract supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed under this Contract.

2 **SCOPE OF WORK**

Discovery Peak Charter School is approximately 21,375 square feet in size and consists of nine (9) classrooms, one (1) special education resource room, one (1) commons area, two (2) office spaces, a staff lounge/work room, a gym, a loft/track area, a kitchen, nine (9) student restrooms, and two (2) staff restrooms.

The Seller shall furnish all the services and materials necessary to perform the work associated with Janitorial Services for Discovery Peak Charter School, as set forth in Exhibit "A" entitled "Statement of Work", hereinafter referred to as the "SOW."

3 **PERIOD OF PERFORMANCE**

a. Work to be accomplished under this Contract shall be for the remainder of the 2025/26 fiscal year, beginning ***10/01/25*** (or upon execution of contract), and ending 6/30/26.

b. Specific times and periods of performance, if any, and completion dates for each Contract line item are set forth in the SOW.

c. The FNSBSD reserves the option to renew this contract upon written agreement of both parties for up to five (5) additional one (1) year periods beginning 7/01/26.

4 **CONSIDERATION AND PAYMENT**

Payment will be made in accordance with Exhibit "A", SOW.

5 **INSPECTION AND ACCEPTANCE**

All work performed under this Contract shall be inspected and accepted in accordance with the provisions of the SOW.

6 **DOCUMENT INCORPORATED BY REFERENCE**

The following documents are hereby incorporated by reference:

a Exhibit "A" entitled "Statement of Work No. IFB# 26-F0004"

b Exhibit "B" entitled "General Provisions – Service Contracts"

c Exhibit "C" entitled "Bid Schedule & Offer"

7 **ORDER OF PRECEDENCE**

The following order of precedence shall govern in the event of a conflict between documents of this Contract:

a Articles 1 through 8 hereof.

b Exhibit "A" entitled "Statement of Work No. IFB# 26-F0004"

c Exhibit "B" entitled "General Provisions – Service Contracts"

d Exhibit "C" entitled "Bid Schedule & Offer"

8 **NOTICES AND CORRESPONDENCE**

All notices and correspondence shall be sent by either party to the other party, in all matters dealing with this Contract, to the following addresses:

a To the Buyer: FNSB School District, 520 Fifth Ave, 3rd Floor, Suite C
Fairbanks, AK 99701
Attention: Purchasing Department
Email: purchasing@k12northstar.org
CC: Discovery Peak Charter School Principal

b To the Seller: _____
_____
_____
Attention: _____
Email: _____

Or any other address provided prior written notice is given to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Contract upon signature of both parties.

Attest, on behalf of the FNSB School District:

Signature _____
(FNSBSD Purchasing Official)

Date _____
(Date Executed)

Attest, on behalf of the Seller: _____
(Bidder's typed or printed name, and Title)

Signature _____
(Signature of individual authorized to bind firm)

Date _____
(Date Signed)

EXHIBIT "A" – Statement of Work

IFB# 26-F0004

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1. SCOPE OF WORK

The Contractor shall provide janitorial services at Discover Peak Charter School, located at 2880 Hurst Fr. North Pole, Alaska. Discovery Peak Charter School is approximately 21,375 square feet in size and consists of nine (9) classrooms, one (1) special education resource room, one (1) commons area, two (2) office spaces, a staff lounge/work room, a gym, a loft/track area, a kitchen, nine (9) student restrooms, and two (2) staff restrooms.

Tasks include, but are not limited to: disinfecting high-touch surfaces, sweeping, mopping, vacuuming, emptying trash, restocking paper and soap products, and responding to emergency cleaning requests as needed. The District will supply all cleaning materials, paper products, soap, and hand sanitizer. The Contractor shall use only District-approved products and shall notify designated school staff when supplies need replenishing. All services must be performed in a safe and courteous manner, adhering to applicable health and safety standards, including building security protocols. The Contractor shall ensure all areas are maintained to an acceptable level of cleanliness appropriate for an active school environment.

2. BACKGROUND

Whereas, the services requested under this contract are critical to the mission of the District and School, and/or required per local, State, or Federal regulations and the School District does not employ the staff necessary to provide this service.

a. The purpose of this contract is to outsource janitorial service for Discovery Peak Charter School.

b. The facilities include School and several small structures located at 2880 Hurst Rd. North Pole, Alaska 99705. Only the School facility is covered in the Statement of Work.

c. Materials and Supplies: The District will provide approved cleaning materials and supplies. The District will also provide all paper products (toilet paper, hand towels), soap, and hand sanitizer. The School Facility shall provide access to the custodial closet for daily use and agreed-upon supply

Statement of Work (cont.)

storage. The Contractor will communicate with office staff or Contract Administrator when supplies need to be reordered. All incidental supplies and/or equipment used by the Seller must be approved by the Contract Administrator prior to use.

3. **DESCRIPTION OF WORK; TASKS & FREQUENCY**

a. Provide safe, courteous services to District students, parents, and staff.

b. **Services:**

Cleaning specifications for school: These specifications are intended to set forth the requirement of the cleaning contract for an adequate level of cleaning under normal conditions and building use, traffic area density, and soil load. It is expected that weather conditions and other factors may at times impose a greater or lesser cleaning requirement and at such time the Contract Administrator will decide between a balance of general cleaning levels throughout the building to cope with abnormal circumstances or to authorize additional cleaning as required. During all cleaning services provided, the vendor must adhere to standard industry safety precautions.

BUILDING SECURITY:

Daily:

- Ensure all windows & doors are closed and locked.
- Ensure all lights are turned off when not in use.
- Report any building damage and safety concerns, ***(OPEN WINDOWS, OPEN EXTERIOR DOORS),*** to the principal.

CLASSROOMS/WORKROOM

Daily:

- Empty pencil sharpeners
- Empty waste baskets – replace liners
- Clean/disinfect door handles
- Clean/disinfect soap dispenser
- Clean/disinfect paper towel dispenser exterior/push handle
- Clean/disinfect/polish sink handles, faucet and bowl
- Reorganize clutter next to sink to maximize available counter space
- Clean/disinfect accessible countertop around and extending beyond the sink
- Straighten desks in well-organized rows/groups as originally established by teachers
- Clean/disinfect student desktops – removing all paint, glue, tape residue, marker, pencil marks, etc.
- Vacuum carpet and area rugs to include under table legs and edges of area rugs
- Lock classroom door when exiting

As needed:

- Refill paper towel dispenser
- Refill soap dispenser
- Straighten area rugs
- Dust heat registers
- Clean door glass and window next to the door
- Spot clean carpets when spills occur
- Remove gum/glue and other debris that vacuum does not lift from carpet
-

BATHROOMS :

Daily:

Statement of Work (cont.)

- Empty waste baskets – replace liners
- Clean/disinfect door handles and locking deadbolt lever
- Clean/disinfect soap dispenser
- Clean/disinfect paper towel dispenser exterior/push handle
- Clean mirror
- Clean/disinfect/polish toilet paper dispenser
- Clean/disinfect/polish handicap hardware/grab rails
- Clean/disinfect sink handle, faucet and bowl
- Clean/disinfect toilet (including base and exterior)
- Sweep and mop vinyl flooring

As needed:

- Refill paper towel dispenser
- Refill toilet paper dispenser
- Refill soap dispenser
- Remove marks/disinfect/clean walls
- Plunge/snake clogged toilets

OFFICES:

Daily:

- Empty pencil sharpeners
- Empty wastebaskets – replace liners
- Clean/disinfect door handles
- Clean/disinfect soap dispenser
- Clean/disinfect/polish sink handles, faucet and bowl (Staff Lounge only)
- Clean/disinfect accessible desktops/counters
- Vacuum carpets

As needed:

- Refill soap dispenser (Staff Lounge only)
- Dust heat registers
- Clean door glass and window next to the door
- Spot clean carpets when spills occur
- Remove gum/glue and other debris that vacuum does not lift from carpet

BLEACHERS, RUNNING TRACK AND STAIRWELLS:

Daily:

- Empty wastebaskets – replace liners
- Clean/disinfect hand rails and trim around the top ledge of inner track wall(s)
- Clean/disinfect desks/tables
- Vacuum all carpet/area rugs
- ***Clean/wash windows in track area***

As needed:

- Dust heat registers/window sills

COMMONS (TO INCLUDE OFFICE, GYM, BATHROOM, MECHANICAL ROOM AND HALLWAYS:

Daily:

- Empty waste baskets – replace liners
- Clean, disinfect and polish drinking fountains
- Straighten student boots/shoes – place on racks/mats on commons perimeter
- Sweep vinyl flooring
- Remove food/gum/debris stuck to flooring

Statement of Work (cont.)

- Scrub/mop vinyl flooring

SUMMER CLEANING:

Classrooms

- Photograph entire room for reference of furniture placement
- Remove ALL furniture from the room
- Wash all walls
- Scrub all scuff, pencil and marker marks from walls
- Repair all divots, holes and gouges in walls with appropriate filler
- Sand and prime all repaired areas
- Clean all white boards and trays
- Paint all walls
- Shampoo all carpet
- Clean/polish cove base
- Clean/tighten/repair each piece of furniture and place in original layout

Offices - Workroom

- Photograph entire room for reference of furniture placement.
- Remove furniture (excluding semi-permanent desks/shelving/etc.) from each room
- Wash all walls
- Scrub all scuff, pencil and marker marks from walls
- Repair all divots, holes and gouges in walls with appropriate filler
- Sand and prime all repaired areas
- Paint all walls
- Shampoo all carpet
- Clean/polish cove base
- Clean/tighten/repair each piece of furniture and place in original layout

Commons (to include office, gym, bathroom, mechanical room and hallways)

- Move all shoe racks, clean and touch up paint on racks as needed
- Wash all walls
  - Scrub all scuff, pencil and marker marks from walls
  - Repair all divots, holes and gouges in walls with appropriate filler
  - Sand and prime all repaired areas
  - Paint all walls
  - Clean/polish cove base

Bleachers/stairwell and running track

- Wash all walls, hand rails and trim around the top ledge of inner track wall(s)
- Scrub all scuff, pencil and marker marks from walls
- Repair all divots, holes and gouges in walls with appropriate filler, ***that don't require special equipment due to height of crack.***
- Sand and prime all repaired areas
- Paint all walls
- Touch up paint on all stair hand rails as well as trim around the top of inner track wall(s)
- Shampoo carpets (stairs, bleachers and track)
- Clean/polish cove base

Gym

- Wash all walls (up to 8 feet)
- Scrub all scuff, pencil and marker marks from walls (up to 8 feet)
- Repair all divots, holes and gouges in walls with appropriate filler (up to 8 feet)

Statement of Work (cont.)

- Sand and prime all repaired areas (up to 8 feet)
- Clean white board and tray
- Paint all walls (up to 8 feet)
- Scrub and mop concrete flooring
- Clean/polish cove base

The contractor will supply sufficient tools and hardware to facilitate maintenance and repairs as needed. Examples include:

- Reattaching classroom table legs that have broken off
- Reattaching cover panels under sinks when students dislocate them
- Replacing cafeteria table castors when bearings fail
- Tightening/adjusting classroom tables/desks when allen screws loosen or teachers need height adjustments
- Tighten toilet seat bolts if/when they become loose
- General light maintenance throughout the building

The contractor will:

- Supply and keep on site a small portable carpet cleaner for staff to use throughout the day.
- Supply commercial grade carpet extraction machine for summer carpet cleaning
- Coordinate with the administrative secretary ordering of supplies from Central Stores and other vendors as needed
- Facilitate maintenance, organization and accessibility of consumable supplies
- Upon request, order, expedite and submit an invoice for paint from Sherwin Williams to match existing wall colors
- Empty outdoor waste receptacles as needed - replace can liners
- Sweep sidewalks (seasonal) as needed
- Clear snow from entryway sidewalks (seasonal) as needed
- Over Thanksgiving, Christmas and Spring Break spot clean and shampoo traffic patterns in carpeted areas - remove entryway matting – clean/repair/replace as needed
- ***Replace broken or damaged ceiling tiles as practicable due to height of the ceiling where the tiles are being replaced.***

MISCELLANEOUS; as needed, per occurrence:

- Clean, and disinfect areas contaminated with bodily fluids using appropriate cleaning products and precautions.
- Replace light bulbs.
- Monitor supplies and report to the building principal or administrative assistant when stock needs replenishment.
- Respond to any emergency call out cleaning services as requested by Contractor Administrator

4. **OTHER CONDITIONS**

a. HAZARDOUS MATERIALS

The Buyer has established guidelines for the disposal of hazardous material. Hazardous material shall not be transported by the contractor. All cleaning supplies will be District approved and provided by the District.

b. COMMUNICATION

- The School principal shall be available upon request to meet with the janitorial staff to discuss duties, answer any questions, and provide feedback on how the responsibilities are being performed. The Principal shall schedule meetings, and Email or Text communication to the Seller as needed to provide information about special events,

address performance issues, and provide feedback or instructions.

- The Seller may be required to provide after hours services, and shall furnish an emergency contact number and be capable of being contacted 24 hours a day, either by pager or cell phone.
- A representative of the Seller must possess the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

5. BUYER'S CONTRACT ADMINISTRATOR

The Discovery Peak Charter School Principal shall be the Contract Administrator. Contact information: Nathan Pitt, (907) 488-0136 x25501 email: nathan.pitt@k12northstar.org

6. PERIOD OF PERFORMANCE AND CONTRACT RENEWAL OPTION

a. Work to be accomplished under this Contract shall be for the remainder of the 2025/26 fiscal year, beginning ***10/01/25*** (or upon execution of contract), and ending 6/30/26.

b. Specific times and periods of performance, if any, and completion dates for each Contract line item are set forth in the SOW.

c. The FNSBSD reserves the option to renew this contract upon written agreement of both parties for up to five (5) additional one (1) year periods beginning 7/01/26.

7. KEY CONTROL

Special emphasis is placed on key control. If any key is lost by an employee, the contractor must report the lost key to the School office staff or Contract Administrator immediately.

8. INVOICING

The Contractor shall invoice monthly for services performed, billed at the monthly rate, for services rendered. Payment will be made within thirty (30) days after receipt of the invoice and approval by the Contract Administrator. Each Invoice shall specify the following:

a. Contractor name, address, and contact information
b. Unique invoice number and date
c. Contract number; (IFB# 26-F0004)
d. Service period covered (e.g., "January 1–31, 2025")
e. Service Location
f. Description of services performed (e.g., “Monthly janitorial services”)
g. Total Amount due
h. Purchase Order number (provided by the District)

Invoices shall be submitted to the District’s Accounts Payable Office at **accountspayable@k12northstar.org**, with a copy provided to the Contract Administrator.

EXHIBIT “B” – General Provisions – Service Contracts

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FNSB School District is hereinafter referred to as "Buyer".

The following conditions apply to any Purchase Order issued by the Buyer as a result of this solicitation.

1. **APPLICABLE LAW AND DISPUTES**

   Any dispute with respect to this Order shall be governed by the laws of Alaska and FNSB School Board Policies. Any appeal of an administrative order and any original action to enforce any provision of this agreement or to obtain any relief from remedy in connection with this agreement may be brought only in the Superior Court for the Fourth Judicial District of Alaska.

2. **ASSIGNMENT AND SUBCONTRACTING**

This Order or any interest hereunder shall not be assigned or transferred by the Seller without the prior written consent of the Buyer. The Buyer shall not consent to any proposed assignment unless and until the Seller furnishes the Buyer with two (2) executed copies of the assignment. The Seller shall not subcontract any of the work required by this Contract without the prior written approval of the Buyer.

3. **AUDIT OF RECORDS**

Seller shall keep adequate records of direct labor costs and all other costs of the performance of this Contract, which shall be subject to audit by a certified public accounting firm designated by the Buyer in the event of termination for convenience or with respect to any work for which the price or any part thereof is based on time and cost of materials.

4. **BUYER FURNISHED PROPERTY**

a. Furnished Property

The Buyer shall deliver to the Seller for incorporation into the work to be performed, the property described in the SOW as Buyer furnished property, hereinafter referred to as "property." All property shall be identified as property of the Buyer. The property shall be used exclusively on the work required by this Contract. The Seller shall establish procedures for the inventorying, storage, maintenance, and inspection of the property. Records of such shall be made available to the Buyer upon request.

b. Delivery

The performance schedule of this Contract is based upon the premise that the facility and property therein are suitable for use and will be available to the Seller as stated in the SOW or, if not so stated, in sufficient time to enable the Seller to meet the performance schedule. If property is not delivered to the Seller by such time or times, the Buyer shall, upon timely written request made by the Seller, make a determination of the extent of the delay, if any, incurred by the Seller thereby, and shall equitably adjust the performance schedule or the Contract price, or both, and any other contractual provision affected by such delay, in accordance with the "Changes" clause. If the property is received by the Seller in a condition which makes it not suitable for its intended use, the Seller shall, upon receipt thereof, notify the Buyer of such fact. Upon such notice, the Buyer shall advise the Seller of the disposition to be made of the property and issue a change order, with respect to such property, under the "Changes" clause.

c. Risk of Loss

The Seller assumes the risk of, and shall be responsible for, any loss or damage to property furnished under this clause upon its delivery to the Seller. Seller shall maintain adequate insurance to cover this risk.

d. Access

The Buyer, and any persons designated by the Buyer, shall at all reasonable times have access to the premises where the property is located for the purpose of inspecting the property.

e. Changes in Property

1. By notice in writing, the Buyer may:

   a. Increase, decrease, or withdraw the property provided or to be provided by the Buyer under this clause, or

   b. Substitute other property for property to be provided by the Buyer. The Seller shall promptly take such action as the Buyer may direct with respect to the removal and shipping of property delivered and later withdrawn by such notice.

2. Upon any increase, decrease, withdrawal or substitution of property, the Buyer, upon the written request of the Seller or on the Buyer's own accord, shall equitably adjust such

contractual provisions as may be affected by the increase, decrease, withdrawal or substitution in accordance with the "Changes" clause.

f. Title

Title to all property shall remain in the Buyer.

5. **BUYER'S INSPECTORS**

The work shall be subject to inspection by the Buyer's appointed inspectors to insure strict compliance with the terms of the Contract. The inspectors are not authorized to change any provision of the specifications or any other part of this Contract without written authorization of the Buyer, nor shall the presence or absence of an inspector relieve the Seller from any requirements of the Contract.

6. **BUYER'S RIGHT TO USE INFORMATION DISCLOSED BY SELLER**

Unless otherwise expressly set forth to the contrary in this Contract, the Buyer shall have the right to use and have used, for any purpose, unpatented information concerning the services performed by the Seller hereunder which Seller may disclose to the Buyer during performance of this Contract if such information is furnished without restrictions on its use.

7. **CALENDAR DATES**

All periods of days referred to in this Contract shall be measured in calendar days.

8. **CHANGES**

The Buyer may, at any time, and from time to time by written order from the Buyer's Purchasing Department to the Seller, make changes in any one or more of the following; frequency or scope of work. If such change causes an increase or decrease in the price of the Order or the time required to perform, an equitable adjustment shall be made and the Order modified in writing accordingly. Any claim by the Seller hereunder must be asserted in writing within fifteen (15) days from the date the change is ordered. Whether made pursuant to this clause or by mutual agreement, changes shall not be binding upon the Buyer, except when confirmed in writing by a member of the Buyer's Purchasing Department.

In the event the Fairbanks North Star Borough changes the regulator fee(s) during the life of this contract the Seller may pass on to the Buyer verifiable increases in its costs. Conversely, the Seller shall pass on to the Buyer any decrease of like costs. The Seller shall not invoice the Buyer at an increased rate unless the fee increase has been submitted to the Buyer, and approved by the Contract Administrator in advance. The Seller shall be prepared to provide the Buyer complete cost data to support price changes. The Buyer reserves the right to terminate this contract, in whole or in part, if the Seller increases prices. The Buyer reserves the right, at its option, to audit the Seller's financial records as they pertain to administration of this clause.

9. **CLAUSE HEADINGS**

The headings and subheadings of clauses contained herein are used for convenience and ease of reference and shall not limit the scope or intent of the clause.

10. **COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS**

FNSBSD will comply with the Uniform Administrative Requirements, Cost Principals and Audit Requirements for Federal Awards, [2 CFR 200.318/2 CFR 200.319/7 CFR 3016.36].

The Seller shall comply with all applicable Federal, State and Local laws and ordinances and all lawful orders, rules and regulations thereunder, including the applicable provisions of the Fair Labor Standards Act of 1938 as amended (29 U.S.C. Sec. 201219) and the Occupational Safety and Health Act of 1970 and all regulations and standards and any amendments issued pursuant thereto. The Seller warrants that the items delivered shall comply with the foregoing.

11. **CONFIDENTIAL RELATIONSHIP**

The Seller shall treat as confidential all information supplied by Buyer or obtained by the Seller as a result of performance under this Contract unless such is in the public domain. The Seller shall not disclose any information related to this Contract to any person not authorized by Buyer in writing to receive it.

12. **CONTINUITY OF SERVICES**

a. The Seller recognizes that: (1) the services provided under this Contract are vital to the Buyer's operations, (2) continuity thereof must be maintained at a consistently high level without interruption, (3) upon expiration of this Contract or termination of this Contract for convenience or default, a successor either the Buyer or another seller may continue the services performed hereunder, (4) the successor will require phase-in training and assistance, (5) the seller's cooperation is required in order to effect an orderly and efficient transition to a successor.

b. Therefore, the Seller shall, upon written notification by the Buyer, provide phase-in and phase-out (PIPO) services for up to sixty (60) days after expiration or termination of this Contract. Such notice shall be given sixty (60) days prior to Contract expiration or concurrently with the notice of termination. After notification, the Seller shall negotiate in good faith with a successor in determining the nature and extent of the PIPO services, including the cost thereof and a mutually acceptable detailed plan for PIPO operations.

c. The Seller shall provide sufficient experienced personnel during the PIPO period to ensure that the services performed under this Contract are maintained at a high level of proficiency.

d. The Seller shall be reimbursed for all reasonable PIPO costs, which are those costs accruing within the agreed period after Contract expiration or termination which result from the PIPO operations. A profit shall be paid on said costs unless the Contract has been terminated for default.

13. **CONTRACT ADMINISTRATION**

Notwithstanding any other provisions of this Contract or any document referenced therein, the Buyer's Director of Procurement, or cognizant Contract Administrator are the only individuals authorized to make the changes in or redirect the work required by this Contract. Where the Buyer's approval is required under the terms of this Contract, it shall be construed to mean the approval of the Buyer's Director of Procurement or the cognizant Contract Administrator. In the event the Seller affects any change at the direction of any other person, the change will be considered as having been made without authority and an adjustment shall not be made in Contract price or performance schedule as a result thereof.

14. **DEFAULT**

a. The Buyer may terminate this Order in whole or in part by written, emailed, or FAX notice:

i. if the Seller shall become insolvent or make a general assignment for the benefit of creditors, or
ii. if the Seller shall become insolvent or make a general assignment for the benefit of creditors, or
iii. if a petition under any bankruptcy act or similar statute is filed by or against the Seller and is not vacated within ten (10) days after it is filed, or
iv. if the Seller fails to make delivery of the items or to perform the services within the time specified in this Order, or any increments thereof or extensions thereto, or
v. if the Seller fails to perform any other obligations under this Order, or so fails to make progress, so as to endanger performance of this Order, or
vi. if the Seller's financial condition shall become such as to endanger completion of performance.

b. If the Buyer terminates this Order in whole or in part as provided in paragraph (9.1) of this clause, the Buyer may procure, upon such terms and in such manner as the Buyer may deem appropriate, items similar to those terminated, and the Seller shall be liable to the Buyer for any excess costs of such similar items; however, the Seller shall continue the performance of this Order to the extent not terminated,

c. The rights and remedies of the Buyer provided in this clause shall not be exclusive, and are in addition to any other rights and remedies provided by law or under this Order.

15. **DEFINITIONS**

Table of Contents and page numbers are provided for general reference purposes. Definitions; the following terms shall have the meanings set forth below:

	TERM	MEANING
1.	"Advise"	Advise in writing.
2.	"Appoint"	Appoint in writing
3.	"Approval"	Approval in writing
4.	"Buyer"	Person or persons designated in writing who are authorized to act on behalf of the Buyer. This designation shall be made by the Buyer on or before the date work commences under this Contract.
5.	"Change Order"	A written order signed by the Buyer directing the Seller to make changes in the work without the consent of the Seller.
6.	"Contract Amendment"	A written alteration in any part of the Contract whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties. It includes change orders and notices of termination.
7.	"Designate"	Designate in writing.
8.	"Direction"	Direction in writing.
9.	"Includes"	Includes but is not limited to.
10.	"Item"	Hardware, data, software, materials, spare parts and other articles to be delivered or services to be performed.
11.	"May"	May is permissive, however, the words "no person may" mean that no person is required, authorized, or permitted to do the act prohibited.
12.	"Shall"	Shall is imperative.
13.	"Statement of Work"	All specifications, maps, data, and other information included or referenced in the Statement of Work. "SOW"
14.	"Subcontractor(s)"	All persons, vendors, and entities furnishing work, property, or services to the Seller for use on this Contract.
15.	"Work"	Includes equipment, installation, material, and services.

16. **EXCUSABLE DELAYS**

The Seller shall not be liable for damages, including liquidated damages, if any, for delays in performance or failure to perform due to causes beyond the control and without the fault or negligence of the Seller. Such causes include but are not limited to, acts of God, acts of the public enemy, acts of the United States Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather. When any delays in delivery will occur or are anticipated, the Seller shall immediately give notice thereof to the Buyer.

17. **INDEMNITY**

Except for claims arising out of acts caused by the sole negligence of the Buyer, its agents, servants or employees, the Seller agrees to indemnify and hold harmless the School District, its agents, servants and employees, from acts or omissions of any nature whatsoever of the Seller, its agents, servants and employees, causing injury to, or death of person(s) or damage to property during the term of this contract, and from any expense incident to the defense of the School District therefrom. The Seller agrees to hold the FNSB School District harmless from and to defend it against, any and all claims arising from the purchase, installation, and/or use of the equipment, articles and/or materials which are the subject of this Order.

18. **INSPECTION OF SERVICES**

a. All services shall be subject to inspection and test by the Buyer, to the extent practicable at all times and places during the term of the Contract and during PIPO operations. All inspections and tests by the Buyer shall be made in such a manner as to not unduly delay the work.

b. If any services performed hereunder are not in conformity with the requirements of this Contract, the Buyer shall have the right to require the Seller to perform the services again in conformity with the requirements of the Contract, at no expense to the Buyer. When the defective services performed are of such a nature that the defect cannot be corrected by re-performance of the services, the Buyer shall have the right to: (1) require the Seller to immediately take all steps necessary to ensure future performance of the services in conformity with the requirements of the Contract; (2) and reduce the Contract price to reflect the reduced value of the services performed,. If the Seller fails to perform promptly the services again or to take necessary steps to ensure future performance of the services in conformity with the requirements of the Contract, the Buyer shall have the right to either (a) by Contract or otherwise have the services performed in conformity with the Contract requirements and charge the Seller any cost incurred by the Buyer that is directly related to the performance of such service; or (b) terminate this Contract for default pursuant to the "Termination for Default" clause.

c. Records of all inspections and tests by Seller shall be kept complete and available to Buyer during performance of this Contract and for such a longer period as may be specified elsewhere in this Contract.

19. **INSURANCE**

Before commencing work, Seller shall procure and maintain insurance of the limits and kinds as specified in the SOW and enumerated hereunder, with an insurance company rated as "Excellent" or "Superior" by A. M. Best Company. Certificates of such insurance issued by the Seller's insurance carrier shall be filed with the Buyer before commencement of work and shall set forth the following:

a. COMMERCIAL GENERAL LIABILITY; Limit: $1,000,000, per occurrence.

ADDITIONAL INSURED: The FNSB & School District must be listed as an additional insured in the contractor's commercial general liability policy

b. AUTOMOBILE LIABILITY INSURANCE: Comprehensive automotive liability: $1,000,000 combined single limit.

All vendors using motor vehicles must demonstrate compliance with Alaska statutes by providing proof of automobile liability insurance for any autos used to perform services under the contract. If the use of autos is material to the scope of work, e.g. delivery services; the limit in this section shall apply. If the use of autos is not material to the scope of work, they shall be insured at no less than the state's minimum limit. Vendors who do not use a motor vehicle for any business purpose, may sign an affidavit to that effect. Affidavit forms are available at the Purchasing Department or Risk Management office.
If the limits in this section apply, the automobile liability policy must cover: All Autos or
All owned, non-owned and hired autos
Automobile liability insurance for scheduled autos only may or may not be acceptable. If the contractor submits insurance covering only scheduled autos, then
a.) The insurance coverage must also include all non-owned autos
b.) The contract must provide a copy of the scheduled vehicles, and
c.) The contractor must assure the School District in writing that any additional vehicles are covered by liability insurance at the required limits before the vehicles are used for work under this agreement.

c. WORKER'S COMPENSATION: The contractor understands that all employees must be covered by worker's compensation insurance during the term of the contract with the School District.

Workers compensation: $100,000, each incident,, $500,000 disease-policy limit, and $100,000 disease-each employee. This policy must be endorsed with a waiver of subrogation in favor of the FNSB School District.

d. CRIME/THEFT/EMPLOYEE DISHONESTY: Crime/Theft/Employee Dishonesty Insurance: Crime limit, $500,000, per occurrence, Employee Dishonesty, $500,000.00, per occurrence, Employee Theft and Destruction, $100,000.00, per occurrence.

e. ALTERNATE COVERAGE: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of the section.

f. CERTIFICATE OF INSURANCE: Before starting work, the contractor will provide a certificate of insurance in a form acceptable to the School District showing that the contractor has the required insurance coverage.

g. CANCELLATION: The School District must receive notice if the contractor's insurance is going to be canceled, not renewed, or changed in some important way. The certificate of insurance must say that the insurer will notify the School District at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

h. INCREASED COVERAGE: During the contract term, the School District might require higher limits of insurance than those listed in this section. If the School District requires such insurance, and the insurer raises its premium as a result of higher limits, then the Borough will pay the contractor the difference between the old and the new premiums.

i. Certificates of Insurance shall be issued to:

Fairbanks North Star Borough and School District
P.O. Box 71267
Fairbanks, AK 99707

20. **LAWS, ORDINANCES, RULES & REGULATIONS**

The Seller shall comply with all applicable laws, ordinances, rules and regulations including Federal, State, and Municipal authorities and departments relating to or affecting the work hereunder or any part thereof, and shall secure and obtain any and all permits, licenses and consents as may be necessary in connection therewith. The Seller agrees to indemnify and hold harmless the Buyer from and against any and all liability or consequential damage, including but not limited to, any fines, penalties, or other corrective measures the School District may suffer resulting from any violation by the contractor of such laws, ordinances, rules, and regulations.

The Contractor and its employees shall refrain from the use of alcohol, drugs, marijuana, tobacco or nicotine, including any smoking, electronic cigarette, or vapor device while on School District property. Tobacco is defined as tobacco and nicotine in any form as well as nicotine delivery devices, such as, but not limited to, electronic cigarettes and vapor pens, but excludes nicotine replacement therapy products approved by the U.S. Food and Drug Administration for the purpose of smoking/nicotine cessation.

21. **MODIFICATION OF ORDER**

This Order contains all the agreements and conditions of sale and no course of dealing or usage of the trade shall be applicable unless expressly incorporated in this Order. The terms and conditions contained in this Order may not be added to, modified, superseded or otherwise altered except by a written modification signed by an authorized representative of the Buyer's Purchasing Department and delivered by the Buyer to the Seller. Each delivery shall be deemed to be only upon the terms and conditions contained in this Order notwithstanding any terms and conditions that may be contained in any acknowledgment, invoice or other form of the Seller, and notwithstanding the Buyer's act of accepting or paying for any delivery or similar act of the Buyer.

22. **NO WAIVER OF CONDITIONS**

The Buyer's failure to insist upon strict compliance shall not be deemed to be a waiver of any right, and waiver of a right under this Order shall not constitute a waiver of any other right or waiver of any other default under this Order.

23. **NON-DISCRIMINATION**

The Fairbanks North Star Borough School District and all covered subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 29 CFR Part 741, Appendix A to Subpart A, 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

The Seller shall comply with the applicable provisions of the Federal Civil Rights Act of l964 and all amendments thereto, and the Equal Employment Opportunity Act and all amendments thereto, the FNSB School Board Policy, and all regulations issued thereunder by the Federal and State governments. If the contractor fails to comply with such acts and regulations, the School District shall have the right to immediately terminate this contract.

24. **NOTICE TO THE BUYER OF LABOR DISPUTES**

a. Whenever the Seller has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this Contract, the Seller shall immediately give notice thereof, including all relevant information with respect thereto, to the Buyer.

b. The Seller shall insert the substance of this clause, including this paragraph, in any subcontracts hereunder. Each such subcontract shall provide that in the event that its timely performance is delayed or threatened by delay by any actual or potential labor dispute, the subcontractor shall immediately notify the Seller of all relevant information with respect to such dispute.

25. **OPERATION AND STORAGE AREAS**

All operation of the Seller, including storage of materials, shall be confined to areas authorized or approved by the Buyer. No unauthorized or unwarranted entry upon, passage through, or storage or disposal of materials, shall be made upon other premises. The Seller shall hold and save the Buyer, its employees, officers and agents, free and harmless from liability of any nature of kind arising from any use, trespass or damage incurred by Seller’s operations on premises of third persons.

26. **OTHER CONTRACTS**

The Buyer may undertake or award other contracts for additional work, and the Seller shall fully cooperate with such other contractors and Buyer’s employees and carefully fit its own work to such additional work as may be contracted for by the Buyer. The Seller shall not commit or permit any act which will interfere with the performance of work by any other contractor or by Buyer’s employees.

27. **PERMITS AND RESPONSIBILITIES**

Without additional expense to the Buyer, the Seller shall be responsible for obtaining any necessary licenses and permits, and for complying with all applicable laws, codes, and regulations, in connection with the prosecution of the work. The Seller shall be responsible for all damages to persons or property that occur as a result of its fault or negligence. Seller shall take proper safety and health precautions to protect the work, employees of the Buyer and Seller, the public, and the property of others.

28. **PROTECTION OF BUILDINGS, EQUIPMENT AND VEGETATION**

The Seller shall use reasonable care to avoid damaging existing buildings, structures, equipment and vegetation such as trees, shrubs and grass on the Buyer’s facility. If the Seller fails to do so and damages any such buildings, structures, equipment, or vegetation, Seller shall replace or repair the damage at no expense to the Buyer as directed by the Buyer. If Seller fails or refuses to make such repair or replacement,

the Seller shall be liable for the cost thereof which may be deducted by the Buyer from payments due or which may become due to the Seller.

29. **PUBLIC RELEASE OF INFORMATION**

Unless the prior written consent of the Buyer is obtained, the Seller shall not, except as may be required by law or regulations, in any manner advertise or publish or release for publication any statement or information mentioning the Buyer, or the fact that the Seller has furnished or contracted to furnish to the Buyer the services required by this Contract, or quote the opinion of any employee of Buyer.

30. **REMOVAL OF SELLER'S UNSATISFACTORY EMPLOYEES**

By written notice, the Buyer may require the Seller to remove from the work any employee the Buyer deems incompetent, careless, or otherwise objectionable.

31. **SAFETY**

a. Seller shall be responsible for safety related to and during the performance of the work hereunder. Seller shall insure that its employees and the employees of its subcontractors are notified of and observe and abide by all safety regulations and laws including but not limited to those issued by the Buyer, and any revisions of the foregoing that may herein-after be applicable.

b. Said laws and regulations are minimum requirements for the Seller. Seller shall take any additional precautions necessary or proper under the circumstances to prevent injury to or death of persons and/or damage to property. Compliance with such laws and regulations by the Seller, or Buyer's approval of any actions or procedures of the Seller as provided herein shall not relieve the Seller of its obligations to use due care in performing the work required under this Contract.

c. Seller shall immediately notify Buyer of any damage to property and/or injury to, or death of, persons that occurs in connection with or is in any way related to the work. Seller shall furnish Buyer a written report of the aforesaid as soon as possible.

32. **SUPERINTENDENCE BY SELLER**

The Seller shall have a competent foreman or superintendent, satisfactory to the Buyer, on the work site at all times during the performance of work. Said foreman or superintendent shall have the authority to act for the Seller.

33. **TAXES**

Unless prohibited by law or otherwise stated to the contrary in this Contract, the Seller shall pay and has included in the price of this Contract, any Federal, State or Local Sales Tax, Transportation Tax, or other similar levy which is required to be imposed upon the work or services to be performed.

34. **TITLE AND RISK OF LOSS**

The Seller shall retain title to and risk of loss or damage to all items to be delivered hereunder until final acceptance by the Buyer at the Buyer's plant.

35. **WARRANTY OF SERVICES**

Notwithstanding inspection and acceptance by the Buyer or any provision concerning the conclusiveness thereof, the Seller warrants that all services performed under this Contract shall, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this Contract. The Buyer shall give written notice of any such defect or nonconformance to the Seller within thirty (30) days after date of acceptance by Buyer. Such notice shall state either (1) that the Seller shall correct or re-perform any defective or nonconforming service, or (2) that the Buyer does not require correction or re-performance. If the Seller is required to correct or re-perform, it shall be at no cost to the buyer, and any services corrected ore re-performed by the Seller pursuant to this clause shall be subject to all provisions of this clause to the same extent as work initially performed. If the Seller fails or refuses to correct or re-perform, the Buyer may, by contract or otherwise, correct or replace with similar services and charge to the Seller the cost incurred to the buyer thereby or obtain an equitable adjustment in the Contract price. If the Buyer does not require correction or re-performance, the Buyer shall make an equitable adjustment to the price. Except as otherwise provided herein, the bidder warrants that all articles, materials, and equipment supplied under

this contract are new, conform to the specifications of this contract, to be of merchantable quality, are fit for the use intended, and are free from defects in materials and workmanship. The District requires that successful bidders honor guarantees and warranties offered by the manufacturer.

36. **TERMINATION FOR CONVENIENCE**

The School District may terminate a contract, in whole or in part, without showing cause upon giving written notice to the Contractor. The School District shall pay all reasonable costs incurred by the Contractor up to the date of termination. The Contractor will not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

37. **TERMINATION FOR DEFAULT**

If the contractor refuses or fails to prosecute the work or any separate part, with the diligence that will ensure its completion within the time specified in this contract including any extension, or fails to complete the work within this time, the School District may, by written notice to the Contractor, terminate the right to proceed with the work (or the separable part of the work) that has been delayed. In this event, the School District may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the School District resulting from the Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the School District in completing the work.

38. **TERMINATION CONTINGENCY**

If the Buyer terminates this Contract in whole or in part under the "Default", "Termination for Convenience", "Price Escalation/de-escalation" clauses, or any other reason authorized by the School Board Procurement Policy or contained herein, the Buyer may cover by procurement of items or services similar to those terminated, upon such terms and in such a manner as the Buyer may deem appropriate.

39. **STRICT LOYALTY**

The Contractor and its employees shall avoid all circumstances and actions which would place the Contractor in a position of divided loyalty with respect to the obligations undertaken under this Contract. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form (SF-LLL), “Disclosure Form to Report Lobbying,” in accordance with the instructions therein.

40. **DEBARMENT**

The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the contract by any governmental department or agency. This certification represents a recurring certification made at the time any order is placed under this Contract.

EXHIBIT "C" – BID SCHEDULE & OFFER

BID SCHEDULE

Line	Commodity	Description	Unit (Month)
1	910-39-00	Janitorial Services, Discovery Peak Charter School	

Price/Month:$_____

PRICING SHALL INCLUDE ALL COSTS ASSOCIATED WITH THE STATEMENT OF WORK

OFFER

The undersigned agrees, if this offer is accepted, to furnish any or all items upon which prices are offered at the price entered on this schedule, delivered at the designated point, within the time specified.

The offeror certifies that:

1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) 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 offeror, directly or indirectly, to any other offeror or competitor before contract award unless otherwise authorized by law, and

3. No attempt has been made or will be made by the offeror to induce any domestic concern, or foreign subsidiary or affiliate of any domestic concern that is controlled by a domestic concern, to submit or not to submit an offer for the purpose of restricting competition, nor will they or have they used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other covered award.

Acknowledgment of Amendments:	Amendment No.	Date
	_____	_____
	_____	_____
	_____	_____

_____ _____

Signature - Individual Authorized to Bind Firm Date

Typed or Printed Name _____

Alaska Business License Number: _____

Business Name: _____

Mailing Address: _____

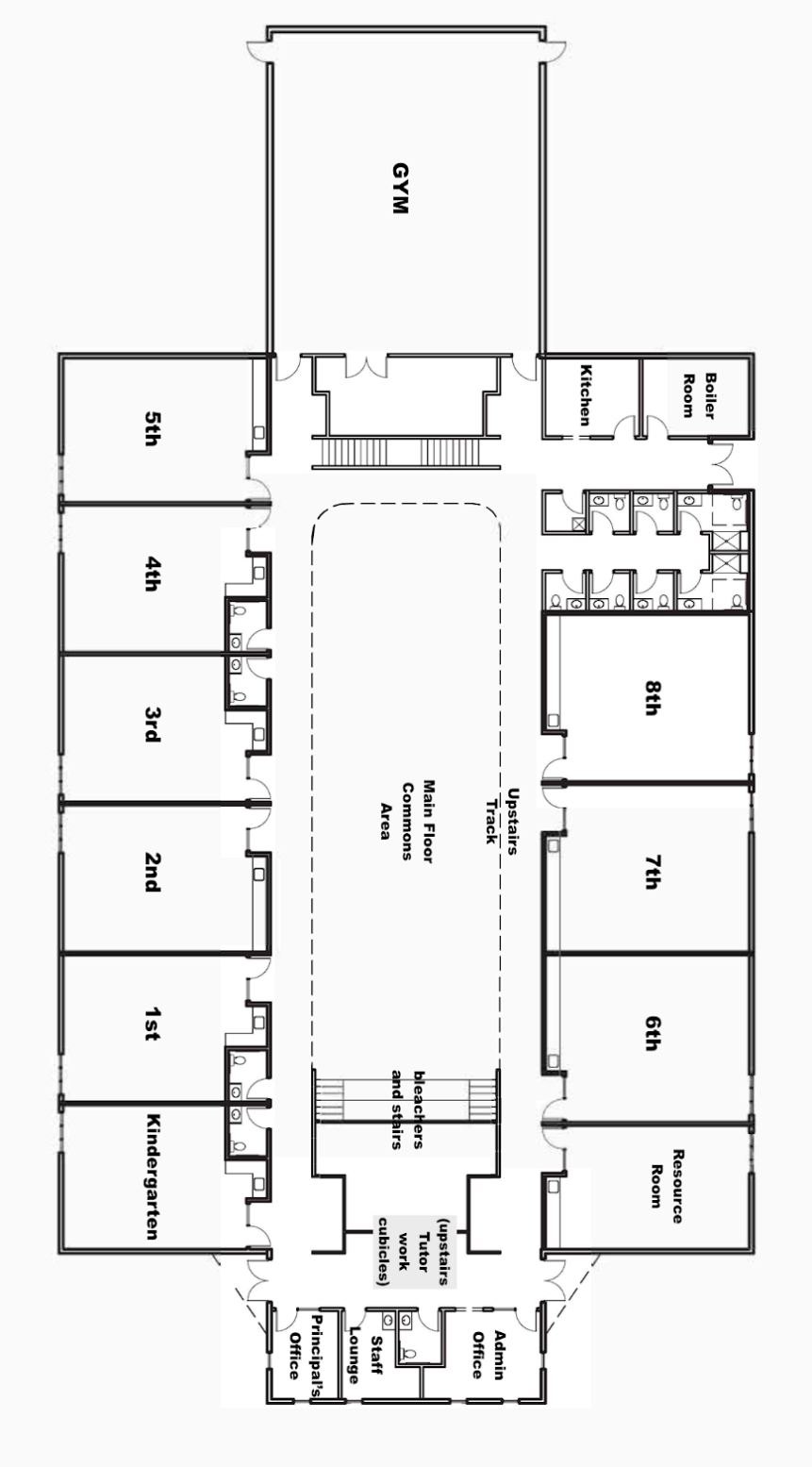
Business Address (Street Address): _____

Phone: _____

FAX, if applicable: _____

E-mail Bid results to: _____

Attachment 1 – Discovery Peak Charter School, Facility Diagram



Attachment 2 - 2025-26 School District Academic Calendar

2025-26 Academic Calendar

WWW.K12NORTHSTAR.ORG • DISTRICT OFFICE: (907) 452-2000 • 520 FIFTH AVE

JULY
3-4 Schools & District Offices Closed

AUGUST
12 Teacher Work Day (No School)
13-15 Professional Development (No School)
18 Teacher Work Day (No School)
19 First Day of School

SEPTEMBER
1 Schools & District Offices Closed
25-26 Professional Development (No School)

OCTOBER
17 End of 1st Quarter (Early Dismissal)
1st Quarter: 46 Days
30-31 Parent-Teacher Conferences (No School)

NOVEMBER
26 Early Dismissal
27-28 Schools & District Offices Closed

DECEMBER
17-19 Early Dismissal
19 End of 2nd Quarter/ 1st Semester
2nd Quarter: 43 Days
1st Semester: 89 Days
22-31 Winter Break (Schools Closed)
25-26 District Offices Closed

JULY 2025

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	31		

AUGUST 2025

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
31						

SEPTEMBER 2025

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				

OCTOBER 2025

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	31	

NOVEMBER 2025

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						

DECEMBER 2025

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	31			

JANUARY 2026

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	31

FEBRUARY 2026

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

MARCH 2026

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	31				

APRIL 2026

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 2026

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
31						

JUNE 2026

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				

JANUARY
1 Schools & District Offices Closed
1-2 Winter Break (Schools Closed)
5 Teacher Work Day (No School)
6 Professional Development (No School)
19 Schools & District Offices Closed

FEBRUARY
12-13 Parent-Teacher Conferences (No School)

MARCH
6 End of 3rd Quarter (Early Dismissal)
3rd Quarter: 43 Days
9-13 Spring Break (No School)
12-13 District Offices Closed
30 Statewide Testing Window Begins

APRIL
24 No School (Schools Closed)

MAY
1 Early Dismissal
Statewide Testing Window Ends
19-21 Early Dismissal
21 Last Day of School
End of 4th Quarter/ 2nd Semester
4th Quarter: 48 Days
2nd Semester: 91 Days
22 Teacher Work Day (No School), Tentative Make-Up Day for Inclement Weather
25 Schools and District Offices Closed
26-28 Tentative Make-Up Days for Inclement Weather

SYMBOL KEY
- District Offices Closed
- Early Dismissal
- No School
- Parent-Teacher Conferences (No School)
- Professional Development (No School)
- Teacher Work Day (No School)
- Testing Window

The Fairbanks North Star Borough School District is an equal employment and educational opportunity institution, as well as a tobacco and nicotine-free learning and work environment.

NUTRITION SERVICES
(907) 451-1004
(free & reduced meal application, menus, nutrition, and allergy info)
k12northstar.org/food

TRANSPORTATION
Durham Dispatch - (907) 206-7789
(drop off/pick up issues, late bus, missed stops, lost items, etc.)
FNSBSD - (907) 452-2000 ext. 4
(bus stop, route info)
k12northstar.org/bus

Adopted by School Board: May 21, 2024
Revised: April 15, 2025