MATANUSKA-SUSITNA
BOROUGH SCHOOL DISTRICT

BID #B26-02

TESTING SERVICES FOR THE MSBSD

Due Date and Time: February 20, 2026 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

TABLE OF CONTENTS

TABLE OF CONTENTS . . . . . P. 1

ADVERTISEMENT FOR BID . . . . . P. 2

REQUEST FOR BID AND INSTRUCTIONS TO BIDDERS . . . . . P. 3

ATTACHMENT A: SCOPE OF SERVICES . . . . . P. 11

ATTACHMENT B: SPECIAL CONDITIONS . . . . . P. 17

ATTACHMENT C: BID FORM . . . . . P. 18

APPENDIX 1: ADDENDUM ACKNOWLEDGEMENT . . . . . P. 29

APPENDIX 2: NON-COLLUSION CERTIFICATE . . . . . P. 30

APPENDIX 3: INSURANCE . . . . . P. 31

APPENDIX 4: VENDOR PAPERWORK . . . . . P. 33

APPENDIX 5: PROPOSED SUBCONTRACTORS AND SUPPLIERS . . . . . P. 34

APPENDIX 6: FIRE ALARM TESTING LOCATIONS. . . . . P. 35

APPENDIX 7: FIRE EXTINGUISHER LOCATIONS. . . . . P. 37

APPENDIX 8: SPRINKLER SYSTEM LOCATIONS . . . . . P. 39

APPENDIX 9: DEVICE COUNTS. . . . . P. 41

APPENDIX 10: KITCHEN HOOD LOCATIONS. . . . . P. 43

APPENDIX 11: SCHOOL CALENDAR 2025-2026. . . . . P. 44

APPENDIX 12: SCHOOL FACILITIES LOCATION MAP . . . . . P. 45

ADVERTISEMENT

	DATE OF ADVERTISEMENT
Frontiersman	January 28 and 30, 2026
Anchorage Daily News	January 25 and 28, 2026

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 #B26-02

TESTING SERVICES FOR THE MSBSD

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 MSBSD

Bids are due on or before February 20, 2026 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 #B26-02 ."

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.

12/31/25	Requested By:	A. Carney	Approved By:	B. Munson

MATANUSKA-SUSITNA
BOROUGH SCHOOL DISTRICT

TESTING SERVICES FOR THE MSBSD

BID #B26-02

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 MSBSD

as specific herein.

Bids will be accepted until	February 20, 2026	at	2:00 p.m.
Questions will be accepted until	February 5, 2026	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

February 5, 2026 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:

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.

I. Any additional submittal requirements per Attachment A: Scope of Services.

8. BIDS:

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

February 20, 2026 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 #B26-02

Bid Title: TESTING SERVICES FOR THE MSBSD

Due: February 20, 2026 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. The Contractor shall indemnify, defend, and hold harmless the MSBSD from and against any claim of, or liability for, independent or sole negligent acts, errors, omissions, or willful misconduct of the Contractor under this Agreement. The Contractor is not required to indemnify, defend, or hold harmless the MSBSD for any claim of, or liability for, the independent or sole negligent acts, errors, omissions, or willful misconduct of the MSBSD. If there is a claim of, or liability for, a joint negligent act, error, omission, or willful misconduct of the Contractor and the MSBSD, the indemnification, defense, and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. In this provision, "Contractor" and "MSBSD" include the employees, agents, and contractors who are directly responsible, respectively, to each. In this provision, "independent or sole negligent acts, errors, and omissions" means negligence other than in the MSBSD's selection, administration, monitoring, or controlling of the Contractor, or in approving or accepting the Contractor's work.

B. Any and all claims that might arise under the Worker's Compensation Act on behalf of the Contractor or other persons while engaged in the performance of the duties or services contemplated, and any and all claims that might be made by any third party as a result of any act or failure to act, shall be the Contractor's sole obligation and the Contractor shall indemnify and defend the MSBSD and hold it harmless from any liability for any act or failure to act on the part of the Contractor.

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:

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.

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:

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

C. 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 ofservices 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, including but not limited to:
   1. Ensuring equipment is properly serviced before testing and/or inspection.
   2. Verifying equipment has proper tags, stickers, collars, and signage. If necessary, tags, stickers, collars, and signage must be added as part of the testing and/or inspection.
   3. Monitoring equipment before and after testing is performed to ensure proper function.
   4. Testing and, if necessary, replacing batteries in the fire panels and subpanels.

B. All inspections will be performed in accordance with applicable code. Code includes local and state AHJ. NFPA codes include but are not limited to NFPA 10, 17A, 20, 25, 72, 750, 2001, and 96.

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. This includes restoring generator shunt trip breakers to their normal position.

3. ADDITIONAL SUBMITTAL REQUIREMENTS

The following must be included with the bid or the bid may be considered non-responsive and be rejected:

A. List of technicians with license numbers and expiration dates for each scope of work.

4. SCHEDULING WORK

A. All work, to include but not be limited to all inspections, must be pre-arranged with Daniel Belanger, Facilities Compliance Officer, 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 unless otherwise agreed. A current 2025-2026 MSBSD calendar is included as Appendix 11 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 month to the MSBSD Facilities Department. If no tests/inspections were completed or are scheduled, the weekly report will indicate that as well.

E. Inspections and tests must be scheduled and approved by Daniel Belanger, Facilities Compliance Officer, at least one (1) month prior to testing and/or inspection. If the contractor fails to schedule work or receive a written waiver from Daniel Belanger, Facilities Compliance Officer, the MSBSD reserves the right to reject the work and refuse the invoice.

5. FIRE ALARM TESTING

A. Annual fire alarm testing will be completed at various MSBSD locations per Appendix 6, Fire Alarm Testing Locations. Testing of all triggered devices (to include but not be limited to fire doors, magnetic hold-opens, duct detectors, motorized fire/smoke dampers, etc.) to be included.

B. During testing the contractor is responsible for verifying the device description at the panel for each device, and labeling or relabeling devices as needed.

C. The contractor is responsible for testing batteries in the panels and subpanels. If necessary, batteries must be replaced as part of this scope.

D. All work will be coordinated and scheduled as indicated in Section 4.

6. 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 7, Fire Extinguisher Locations.

B. The contractor is responsible for:
   1. Providing serial numbers on tags for each device,
   2. Providing proper signage at each device location,
   3. Verifying fire extinguisher weights and labels, and
   4. Ensuring fire extinguishers include proper service stickers or collars identifying the date of service and the technician who performed the service.

C. All work will be coordinated and scheduled as indicated in Section 4.

D. There are approximately 1,170 extinguishers located throughout the MSBSD; most are 10 lb. extinguishers.

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

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

G. Provide separate per-unit pricing for new fire extinguishers where indicated on Attachment C: Bid Form

7. SPRINKLER SYSTEM INSPECTIONS/CERTIFICATIONS

A. Annual sprinkler system inspections and certifications, including fire pump flow testing, will be completed at various MSBSD locations as indicated on Appendix 8, Sprinkler System Locations. Testing of glycol loops shall be included. Testing and certification of backflow preventers shall be included. All locations on Appendix 8 also require fire pump flow testing.
   1. The State of Alaska requires backflow prevention assemblies be installed on all hazardous cross-connections to help keep water supply safe. These assemblies must be tested and certified every year to ensure that they are working properly. The City of Wasilla has partnered with BSi Online to assist in administering the backflow program in the community. The city has record that a cross-connection exists at the following addresses: Burchell High School, Iditarod Elementary School, Machetanz Elementary School, Wasilla High School, and Wasilla Middle School. The contractor must be a licensed backflow tester to perform the annual test and certification of the backflow assembly(s) listed above and will need to properly file the backflow test reports via BSi Online.

B. Contractor must verify water storage tanks are full before and after testing.

C. Contractor must verify the emergency generator shunt trip breakers are in the correct position. If the breakers are tripped, the contractor must reset them to the connected position. Contractor must also ensure that breakers are reset to the proper position when testing is complete.

D. The contractor is required to submit the following information to the MSBSD within fourteen (14) days after completing the inspection.
   1. A list of all low point drains and drum drips that were drained.
   2. Upon testing completion, the contractor must provide the inspectors test for each flow/pressure switch.

3. Verification that backflow test reports were submitted via BSi Online for applicable locations.

E. All work will be coordinated and scheduled as indicated in Section 4.

F. Device counts are specified in Appendix 9, Device Counts.

G. Five (5) year sprinkler system inspections will be scheduled by MSBSD Maintenance Foremen as needed at individual school sites. The contractor must ensure that the 5-year sprinkler inspection meets all applicable codes and local requirements. Provide separate pricing for these items indicated on Attachment C: Bid Form.
   1. Generally, a 5-year sprinkler inspection, mandated by NFPA 25, involves an internal pipe assessment to check for obstructions like corrosion, rust, and foreign material. This includes inspecting a flushing connection and a removed sprinkler head, and if material is found, conducting a more comprehensive investigation at key points like the valve, riser, cross main, and branch line. The inspection also requires testing gauges, standpipe systems, and backflow preventers.
   2. Internal pipe assessment includes the following.
      a. Initial inspection: Open a flushing connection at one main end and remove a sprinkler head at the end of a branch line to check for foreign organic and inorganic materials.
      b. Obstruction investigation: If any material is found, a more thorough investigation is required at a minimum of four points: the system valve, riser, cross main, and branch line.
      c. Corrosion and MIC: The inspection looks for signs of corrosion, rust, slime, and Microbiologically Influenced Corrosion (MIC).
      d. Flushing: If obstructions are discovered, a complete flushing program is performed to clear the piping.
   3. Other key inspections and tests that must be performed during the 5-year test.
      a. Gauges: Pressure gauges must be replaced or tested for accuracy every five years.
      b. Standpipe flow test: A flow test is required every five years on standpipe systems to verify that the correct flow and pressure are available at the hydraulically most remote outlet(s).
      c. Backflow preventers: These devices are tested during the 5-year inspection to ensure they are functioning correctly.
      d. Sprinkler heads: Sprinkler heads that are 50 years or older must be tested, and potentially replaced, during this inspection.

8. KITCHEN HOOD INSPECTIONS/CERTIFICATIONS

A. All kitchen hood systems shall be inspected and certified semi-annually at the locations indicated in Appendix 10, Kitchen Hood Locations.

B. Pricing on Attachment C: Bid Form should include the total amount per location to perform two (2) inspections annually for all hoods at that location. Please note that some schools may have more than one hood. Contractor is expected to invoice for each inspection separately as they are performed.

C. All work will be coordinated and scheduled as indicated in Section 4.

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

9. KITCHEN HOOD CLEANING

A. Kitchen Hood Cleaning shall be done annually at the locations specified in Appendix 10, Kitchen Hood Locations.

B. The hoods shall be cleaned from the exhaust fan to the roof.

C. All work will be coordinated and scheduled as indicated in Section 4.

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

10. 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 Daniel Belanger, Compliance Officer, 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). The contractor must submit the materials receipt to receive the 15% markup. The MSBSD will return invoices to the contractor if the materials receipt is missing. Repairs shall be invoiced and submitted per occurrence and must be submitted within 30 days of completing the project. The MSBSD will not pay or approve drive time, truck charges, overtime rates, holiday pay, etc.

11. REPORTING REQUIREMENTS

Contractor shall furnish to the MSBSD and the appropriate AHJ (Authority Having Jurisdiction) 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 accepted. The contractor is responsible for uploading reports to the appropriate AHJ and paying associated fees, including late fees if applicable. The MSBSD will not reimburse the contractor for reporting or late fees. Reports must also be submitted to Daniel Belanger, MSBSD Compliance Officer within 30 days of the completion of the work. The MSBSD may assess liquidated damages for late reports per Section 13. Liquidated Damages.

A. Fire Alarm Testing: Detailed individual site reports shall be provided within 30 days of completion of required annual testing at each school or site, but no later than September 30 of each year. Reports must include a detailed description of any deficiencies found in the course of testing and inspection. Level 1 deficiencies must be reported within 2 business days of discovery. Level 2-4 deficiencies must be reported within 14 business days of discovery. Level 1 notification must be reported by phone and email to Daniel Belanger, Compliance Officer, or his designee. Level 2-4 deficiencies must be reported by email to Daniel Belanger, Compliance Officer, or his designee. The report must include the following information at minimum:
   1. List of devices with location and device number
   2. Report of finding for each device and/or location

B. Battery Testing: Detailed report on each panel and subpanel battery. The contractor is responsible for testing and ensuring that each battery complies with NFPA XXX. The report must include XXX. The contractor must replace the batteries as part of the inspection if they are older than 5 years old or the charge is at or below 60%. The battery report must include pictures of remaining battery life.

C. Fire Extinguisher Inspections, Refills, and Maintenance: Individual site reports shall be provided within 30 days of completion of the work at each school or site, but no later than December 31 of each year. Report must include an itemized list of fire extinguishers, including size and location within the building, serial numbers, type, manufacturer, date of the last hydro test, and date of the last 6-year test.

D. Sprinkler System Inspections/Certifications: Detailed individual site reports shall be provided within 30 days of completion of required annual testing at each school or site, but no later than September 30 of each year. Reports must include a detailed description of any deficiencies found in the course of testing and inspection. Level 1 deficiencies must be reported within 2 business days of discovery. Level 2-4 deficiencies must be reported within 14 business days of discovery. Level 1 notification must be reported by phone and email to Daniel Belanger, Compliance Officer, or his designee. Level 2-4 deficiencies must be reported by email to Daniel Belanger, Compliance Officer, or his designee.

E. Kitchen Hood Inspections/Certifications: Detailed individual site reports shall be provided within 30 days of completion of required semi-annual inspections at each school or site, but no later than March 31 of each year for the first inspection and September 30 of each year for the second inspection. Reports must include a detailed description of any deficiencies found in the course of testing and inspection. Level 1 deficiencies must be reported within 2 business days of discovery. Level 2-4 deficiencies must be reported within 14 business days of discovery. Level 1 notification must be reported by phone and email to Daniel Belanger, Compliance Officer, or his designee.

Level 2-4 deficiencies must be reported by email to Daniel Belanger, Compliance Officer, or his designee.

F. Kitchen Hood Cleaning: Detailed individual site reports shall be provided within 30 days of completion of the required annual cleaning at each school or site, but no later than September 30 of each year.

12. INVOICING AND PAYMENT

Invoices for this contract must be submitted within 30 days of the completion of the work. Invoices must contain, at a minimum, the information below. Deficient or incomplete invoices will be returned to the contractor and will not be paid until a corrected and complete invoice is received. Liquated damages may also be assessed for non-conforming and/or late invoices. Payment will only be made once the work is verified as complete and reports have been received by Daniel Belanger, Compliance Officer, or his designee.

A. Invoice date (the date the invoice was submitted to the MSBSD Accounting Department).

B. Purchase order number and bid number.

C. School or site name and location where the work was performed must be listed.

D. Specific dates of service (the true date the work was performed at each invoiced site; one unified date for all sites is not acceptable).

E. Detailed description of work completed.

F. Detailed materials receipt to verify 15% markup on repairs. The MSBSD will not reimburse or pay sales tax.

13. LIQUIDATED DAMAGES

Because of the critical life safety and compliance ramifications of this scope of work, time is of the essence in both performance and reporting. In the event that the contractor fails to provide reports for completed work as set forth in Section 11, Reporting Requirements, or fails to provide invoices as set forth in Section 12, Invoicing and Payment, the contractor may be assessed liquidated damages per the schedule below. Damages assessed are cumulative.

A. Schedule of Damages:
   1. $100 per report per day for the first 14 days that a report is late. Day 1 is considered to be the day after the date the report was due.
   2. $500 per report per day from Day 15 until the report is provided.
   3. Starting on day 31, the MSBSD reserves the right to take additional remedial actions it deems necessary and/or appropriate, which may include, but is not limited to, termination of the contract for non-performance and debarment from future MSBSD contracts for a period of time.
   4. Late, inaccurate, or deficient invoices: $25 per invoice per day.

B. Unless otherwise agreed in writing by Daniel Belanger, Compliance Officer, or his designee, incomplete or non-conforming reports will be considered to be late if not completed and/or corrected within the appropriate reporting timelines.

C. The MSBSD reserves the right to waive liquidated damages as befits the best interests of the MSBSD. Waiver of specific liquidated damages shall not be construed to be a blanket waiver of all liquidated damages, either categorically or in total.

14. ADDITIVE ALTERNATES

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

15. CONTRACT AWARD

Contractors may bid on any service area or combination of service areas. The MSBSD will recommend award of a contract to the lowest responsive and responsible bidder for each service area. Contractors must bid on all sites in a service area to be considered responsive for that service area. Contracts

may be awarded to more than one contractor and not all schools/sites or service areas may be awarded at this time. The MSBSD reserves the right to award each service area independently.

16. CONTRACT TERM

A. The term of any contract resulting from this solicitation shall be for the period, beginning March 1, 2026 and ending December 31, 2026. The MSBSD reserves the right to renew the contract for four (4) 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 or subtract sites as needed during the life of this agreement.

17. 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

SERVICE AREA I		
FIRE ALARM TESTING (NICET)		
Item No.	**Work Description**	**Amount**
1	Annual Fire Alarm Testing at Administration Building	$_____
2	Annual Fire Alarm Testing at Admin. Annex West	$_____
3	Annual Fire Alarm Testing at Big Lake Elementary	$_____
4	Annual Fire Alarm Testing at Burchell High	$_____
5	Annual Fire Alarm Testing at Butte Elementary	$_____
6	Annual Fire Alarm Testing at Colony High School	$_____
7	Annual Fire Alarm Testing at Colony Middle School	$_____
8	Annual Fire Alarm Testing at Cottonwood Creek Elementary	$_____
9	Annual Fire Alarm Testing at Dena'ina Elementary	$_____
10	Annual Fire Alarm Testing at Facilities	$_____
11	Annual Fire Alarm Testing at Finger Lake Elementary	$_____
12	Annual Fire Alarm Testing at Glacier View School	$_____
13	Annual Fire Alarm Testing at Goose Bay Elementary	$_____
14	Annual Fire Alarm Testing at Houston High School	$_____
15	Annual Fire Alarm Testing at Houston Middle School	$_____
16	Annual Fire Alarm Testing at Iditarod Elementary	$_____
17	Annual Fire Alarm Testing at Knik Elementary	$_____
18	Annual Fire Alarm Testing at Larson Elementary	$_____
19	Annual Fire Alarm Testing at Machetanz Elementary	$_____
20	Annual Fire Alarm Testing at Mat-Su Career & Tech High	$_____
21	Annual Fire Alarm Testing at Mat-Su Central	$_____
22	Annual Fire Alarm Testing at Mat-Su Day School	$_____

23	Annual Fire Alarm Testing at Meadow Lakes Elementary	$_____
24	Annual Fire Alarm Testing at Nutrition Services	$_____
25	Annual Fire Alarm Testing at Palmer High School	$_____
26	Annual Fire Alarm Testing at Palmer Jr. Middle School	$_____
27	Annual Fire Alarm Testing at Pioneer Peak Elementary	$_____
28	Annual Fire Alarm Testing at Redington Sr. Jr/Sr High	$_____
29	Annual Fire Alarm Testing at Shaw Elementary	$_____
30	Annual Fire Alarm Testing at Sherrod Elementary	$_____
31	Annual Fire Alarm Testing at Snowshoe Elementary	$_____
32	Annual Fire Alarm Testing at Sutton Elementary	$_____
33	Annual Fire Alarm Testing at Su Valley Jr/Sr High	$_____
34	Annual Fire Alarm Testing at Swanson Elementary	$_____
35	Annual Fire Alarm Testing at Talkeetna Elementary	$_____
36	Annual Fire Alarm Testing at Tanaina Elementary	$_____
37	Annual Fire Alarm Testing at Teeland Middle School	$_____
38	Annual Fire Alarm Testing at Trapper Creek Elementary	$_____
39	Annual Fire Alarm Testing at Valley Pathways School	$_____
40	Annual Fire Alarm Testing at Warehouse	$_____
41	Annual Fire Alarm Testing at Wasilla High School	$_____
42	Annual Fire Alarm Testing at Wasilla Middle School	$_____
43	Annual Fire Alarm Testing at Willow Elementary	$_____
	Subtotal for Fire Alarm Testing	**$_____**

SPRINKLER SYSTEM INSPECTION		
Item No.	**Work Description**	**Amount**
44	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Big Lake Elementary	$_____
45	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Burchell High School	$_____
46	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Butte Elementary	$_____
47	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Colony High School	$_____

48	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Colony Middle School	$_____
49	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Cottonwood Creek Elementary	$_____
50	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Dena'ina Elementary	$_____
51	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Finger Lake Elementary	$_____
52	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Glacier View School	$_____
53	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Goose Bay Elementary	$_____
54	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Houston High School	$_____
55	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Houston Middle School	$_____
56	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Iditarod Elementary	$_____
57	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Knik Elementary	$_____
58	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Larson Elementary	$_____
59	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Machetanz Elementary	$_____
60	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Mat-Su Career & Tech High	$_____
61	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Mat-Su Central School	$_____
62	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Mat-Su Day School	$_____
63	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Meadow Lakes Elementary	$_____
64	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Nutrition Services	$_____
65	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Palmer High School	$_____
66	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Palmer Jr. Middle School	$_____
67	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Pioneer Peak Elementary	$_____
68	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Redington Sr. Jr/Sr High	$_____
69	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Shaw Elementary	$_____
70	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Sherrod Elementary	$_____
71	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Snowshoe Elementary	$_____
72	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Sutton Elementary	$_____

73	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Su Valley Jr/Sr High	$_____
74	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Swanson Elementary	$_____
75	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Talkeetna Elementary	$_____
76	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Tanaina Elementary	$_____
77	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Teeland Middle School	$_____
78	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Trapper Creek Elementary	$_____
79	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Valley Pathways School	$_____
80	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Warehouse	$_____
81	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Wasilla Middle School	$_____
82	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Wasilla High School	$_____
83	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Willow Elementary	$_____
	Subtotal for Sprinkler System Inspection	**$_____**
	Total for Service Area I	**$_____**

SERVICE AREA II		
FIRE EXTINGUISHER INSPECTION		
Item No.	**Work Description**	**Amount**
84	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Administration Building	$_____
85	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Admin. Annex West	$_____
86	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Big Lake Elementary	$_____
87	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Burchell High School	$_____
88	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Butte Elementary	$_____
89	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Colony High School	$_____
90	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Colony Middle School	$_____
91	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Cottonwood Creek Elementary	$_____
92	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Dena'ina Elementary	$_____

93	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Facilities	$_____
94	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Finger Lake Elementary	$_____
95	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Glacier View School	$_____
96	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Goose Bay Elementary	$_____
97	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Houston High School	$_____
98	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Houston Middle School	$_____
99	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Iditarod Elementary	$_____
100	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Knik Elementary	$_____
101	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Larson Elementary	$_____
102	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Machetanz Elementary	$_____
103	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Mat-Su Career & Tech High	$_____
104	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Mat-Su Central School	$_____
105	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Mat-Su Day School	$_____
106	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Meadow Lakes Elementary	$_____
107	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Nutrition Services	$_____
108	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Palmer High School	$_____
109	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Palmer Jr. Middle School	$_____
110	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Pioneer Peak Elementary	$_____
111	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Redington Sr. Jr/Sr High	$_____
112	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Shaw Elementary	$_____
113	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Sherrod Elementary	$_____
114	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Snowshoe Elementary	$_____
115	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Sutton Elementary	$_____
116	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Su Valley Jr/Sr High School	$_____
117	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Swanson Elementary	$_____

118	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Talkeetna Elementary	$_____
119	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Tanaina Elementary	$_____
120	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Teeland Middle School	$_____
121	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Trapper Creek Elementary	$_____
122	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Valley Pathways School	$_____
123	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Warehouse	$_____
124	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Wasilla High School	$_____
125	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Wasilla Middle School	$_____
126	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Willow Elementary	$_____
	Subtotal for Fire Extinguisher Inspection	**$_____**
	Total for Service Area II	**$_____**

SERVICE AREA III		
KITCHEN HOOD SYSTEM INSPECTION		
Item No.	**Work Description**	**Amount**
127	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Big Lake Elementary	$_____
128	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Burchell High	$_____
129	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Butte Elementary	$_____
130	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Colony High	$_____
131	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Colony Middle	$_____
132	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Glacier View School	$_____
133	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Houston High	$_____
134	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Houston Middle	$_____
135	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Mat-Su Career & Tech High	$_____
136	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at MSBSD Nutrition Services	$_____
137	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Palmer High Concession	$_____

138	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Palmer High	$_____
139	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Palmer Jr. Middle	$_____
140	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Redington Sr. Jr/Sr High	$_____
141	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Su Valley Jr/Sr High	$_____
142	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Sutton Elementary	$_____
143	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Talkeetna Elementary	$_____
144	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Teeland Middle	$_____
145	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Trapper Creek Elementary	$_____
146	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Wasilla High Concession	$_____
147	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Wasilla High	$_____
148	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Wasilla Middle	$_____
149	Annual Rate for two (2) Semi-Annual Kitchen Hood System Inspections and Certifications at Willow Elementary	$_____
	Subtotal for Kitchen Hood System Inspection	**$_____**

KITCHEN HOOD CLEANING		
Item No.	**Work Description**	**Amount**
150	Annual Kitchen Hood Cleaning at Big Lake Elementary	$_____
151	Annual Kitchen Hood Cleaning at Burchell High School	$_____
152	Annual Kitchen Hood Cleaning at Butte Elementary	$_____
153	Annual Kitchen Hood Cleaning at Colony High School	$_____
154	Annual Kitchen Hood Cleaning at Colony Middle School	$_____
155	Annual Kitchen Hood Cleaning at Glacier View School	$_____
156	Annual Kitchen Hood Cleaning at Houston High School	$_____
157	Annual Kitchen Hood Cleaning at Houston Middle School	$_____
158	Annual Kitchen Hood Cleaning at Mat-Su Career & Tech High	$_____
159	Annual Kitchen Hood Cleaning at Nutrition Services	$_____
160	Annual Kitchen Hood Cleaning at Palmer High Concession	$_____

161	Annual Kitchen Hood Cleaning at Palmer High School	$_____
162	Annual Kitchen Hood Cleaning at Palmer Junior Middle School	$_____
163	Annual Kitchen Hood Cleaning at Redington Sr. Jr/Sr High School	$_____
164	Annual Kitchen Hood Cleaning at Su Valley Jr/Sr High School	$_____
165	Annual Kitchen Hood Cleaning at Sutton Elementary	$_____
166	Annual Kitchen Hood Cleaning at Talkeetna Elementary	$_____
167	Annual Kitchen Hood Cleaning at Teeland Middle School	$_____
168	Annual Kitchen Hood Cleaning at Trapper Creek Elementary	$_____
169	Annual Kitchen Hood Cleaning at Wasilla High Concession	$_____
170	Annual Kitchen Hood Cleaning at Wasilla High School	$_____
171	Annual Kitchen Hood Cleaning at Wasilla Middle School	$_____
172	Annual Kitchen Hood Cleaning at Willow Elementary	$_____
	Subtotal for Kitchen Hood Cleaning	**$_____**
	Total for Service Area III	**$_____**

TOTAL BID	**$_____**

UNIT COSTS

Item No.	Work Description	Amount
173	Hourly Service Rate for Repairs/Deficiencies	$_____
174	Hydrostatic Testing of Fire Extinguishers (per test)	$_____
175	6-Year Recharging of Fire Extinguishers (per recharge)	$_____

ADDITIVE ALTERNATES

SPRINKLER SYSTEM INSPECTION		
Item No.	**Work Description**	**Amount**
176	5-Year Sprinkler System Inspection at Big Lake Elementary	$_____
177	5-Year Sprinkler System Inspection at Burchell High School	$_____
178	5-Year Sprinkler System Inspection at Butte Elementary	$_____
179	5-Year Sprinkler System Inspection at Colony High School	$_____

180	5-Year Sprinkler System Inspection at Colony Middle School	$_____
181	5-Year Sprinkler System Inspection at Cottonwood Creek Elementary	$_____
182	5-Year Sprinkler System Inspection at Dena'ina Elementary	$_____
183	5-Year Sprinkler System Inspection at Finger Lake Elementary	$_____
184	5-Year Sprinkler System Inspection at Glacier View School	$_____
185	5-Year Sprinkler System Inspection at Goose Bay Elementary	$_____
186	5-Year Sprinkler System Inspection at Houston High School	$_____
187	5-Year Sprinkler System Inspection at Houston Middle School	$_____
188	5-Year Sprinkler System Inspection at Iditarod Elementary	$_____
189	5-Year Sprinkler System Inspection at Knik Elementary	$_____
190	5-Year Sprinkler System Inspection at Larson Elementary	$_____
191	5-Year Sprinkler System Inspection at Machetanz Elementary	$_____
192	5-Year Sprinkler System Inspection at Mat-Su Career & Tech High	$_____
193	5-Year Sprinkler System Inspection at Mat-Su Central School	$_____
194	5-Year Sprinkler System Inspection at Mat-Su Day School	$_____
195	5-Year Sprinkler System Inspection at Meadow Lakes Elementary	$_____
196	5-Year Sprinkler System Inspection at Nutrition Services	$_____
197	5-Year Sprinkler System Inspection at Palmer High School	$_____
198	5-Year Sprinkler System Inspection at Palmer Jr. Middle School	$_____
199	5-Year Sprinkler System Inspection at Pioneer Peak Elementary	$_____
200	5-Year Sprinkler System Inspection at Redington Sr. Jr/Sr High	$_____
201	5-Year Sprinkler System Inspection at Shaw Elementary	$_____
202	5-Year Sprinkler System Inspection at Sherrod Elementary	$_____
203	5-Year Sprinkler System Inspection at Snowshoe Elementary	$_____
204	5-Year Sprinkler System Inspection at Sutton Elementary	$_____
205	5-Year Sprinkler System Inspection at Su Valley Jr/Sr High School	$_____
206	5-Year Sprinkler System Inspection at Swanson Elementary	$_____
207	5-Year Sprinkler System Inspection at Talkeetna Elementary	$_____
208	5-Year Sprinkler System Inspection at Tanaina Elementary	$_____
209	5-Year Sprinkler System Inspection at Teeland Middle School	$_____

210	5-Year Sprinkler System Inspection at Trapper Creek Elementary	$_____
211	5-Year Sprinkler System Inspection at Valley Pathways School	$_____
212	5-Year Sprinkler System Inspection at Warehouse	$_____
213	5-Year Sprinkler System Inspection at Wasilla High School	$_____
214	5-Year Sprinkler System Inspection at Wasilla Middle School	$_____
215	5-Year Sprinkler System Inspection at Willow Elementary	$_____

FIRE ALARM TESTING FOR CHARTER SCHOOLS		
Item No.	**Work Description**	**Amount**
216	Annual Fire Alarm Testing at Academy Charter School	$_____
217	Annual Fire Alarm Testing at American Charter Academy	$_____
218	Annual Fire Alarm Testing at Birchtree Charter	$_____
219	Annual Fire Alarm Testing at Fronteras Spanish Immersion	$_____
220	Annual Fire Alarm Testing at Midnight Sun Charter	$_____
221	Annual Fire Alarm Testing at Twindly Bridge Charter	$_____

SPRINKLER SYSTEM INSPECTION FOR CHARTER SCHOOLS		
Item No.	**Work Description**	**Amount**
222	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Academy Charter School	$_____
223	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at American Charter Academy	$_____
224	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Birchtree Charter	$_____
225	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Fronteras Spanish Immersion	$_____
226	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Midnight Sun Charter	$_____
227	Annual Sprinkler System Inspection, including Fire Pump Flow Testing and Certification at Twindly Bridge Charter	$_____

SPRINKLER SYSTEM INSPECTION FOR CHARTER SCHOOLS		
Item No.	**Work Description**	**Amount**
228	5-Year Sprinkler System Inspection at Academy Charter School	$_____

229	5-Year Sprinkler System Inspection at American Charter Academy	$_____
230	5-Year Sprinkler System Inspection at Birchtree Charter	$_____
231	5-Year Sprinkler System Inspection at Fronteras Spanish Immersion	$_____
232	5-Year Sprinkler System Inspection at Midnight Sun Charter	$_____
233	5-Year Sprinkler System Inspection at Twindly Bridge Charter	$_____

FIRE EXTINGUISHER INSPECTION FOR CHARTER SCHOOLS		
Item No.	**Work Description**	**Amount**
1	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Academy Charter School	$_____
2	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at American Charter Academy	$_____
3	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Birchtree Charter	$_____
4	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Knik Charter	$_____
5	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Fronteras Spanish Immersion	$_____
6	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Midnight Sun Charter	$_____
7	Annual Fire Extinguisher Inspection, including Testing, Refills and Maintenance at Twindly Bridge Charter	$_____

Company: _____ Date: _____

Authorized Signature: _____

Printed Name: _____ Title:_____

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, with Statutory Limits, and Employers' Liability insurance with a limit no less than $1,000,000 per accident for bodily injury or disease, and any other coverage that may apply to work performed by employees 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, $1,000,000 aggregate. Coverage shall include the following extensions: A) Contractual Liability; and B) Products and Completed Operations.

3. **EXCESS LIABILITY INSURANCE:**
   Contractors and subcontractors shall procure and maintain during the life of this agreement, Excess Liability insurance with a limit of liability not less than $2,000,000 per occurrence or claim, and $2,000,000 policy aggregate.

4. **CONTRACTOR'S POLLUTION LEGAL LIABILITY:**
   Contractors Pollution Legal Liability and/or Errors and Omissions with limits no less than $1,000,000 per occurrence or claim, and $2,000,000 aggregate.

5. **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.

6. **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.

7. **INDEMNIFICATION AND HOLD HARMLESS:**
   Each party shall indemnify, defend, and hold harmless the other party from and against any claim of, or liability for, negligent acts, errors, and omissions of the other party under this agreement. However, a party is not required to indemnify, defend, or hold harmless the other party for a claim of, or liability for, the independent negligent acts, errors, and omissions of the other party. If there is a claim of, or liability for, a joint negligent act, error, or omission of both parties, the indemnification, defense, and hold harmless obligations of this provision shall be apportioned on a comparative fault basis.

8. **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.

9. **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.

10. **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.

11. **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: FIRE ALARM TESTING LOCATIONS

School	Address
Administration Building	501 N. Gulkana, Palmer
Admin. Annex West	2239 N. Seward Meridian Pky, Wasilla
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
Facilities	3901 E. Bogard 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	12501 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
Mat-Su Career & Tech High	2472 N. Seward Meridian Parkway, Wasilla
Mat-Su Central School	2055 N. Stringfield Road, Palmer
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 Junior 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 High 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 School	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 6: FIRE ALARM TESTING LOCATIONS (Continued)

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

School	Address
Academy Charter School	801 E. Arctic, Palmer
American Charter Academy	244 S. Sylvan Way, Meadow Lakes
Birchtree Charter	7107 E. 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 7: FIRE EXTINGUISHER LOCATIONS

School	Estimated Number of Extinguishers	Address
Administration Building	20	501 N. Gulkana, Palmer
Admin. Annex West	8	2239 N. Seward Meridian Pky, Wasilla
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
Facilities	10	3901 E. Bogard Road, Wasilla
Finger Lake Elementary	21	5981 Eek Street, Wasilla
Glacier View School	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	12501 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
Mat-Su Career & Tech High	37	2472 N. Seward Meridian Parkway, Wasilla
Mat-Su Central School	20	2055 N. Stringfield Road, Palmer
Mat-Su Day School	8	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 Junior 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 High 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 School	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

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

APPENDIX 7: FIRE EXTINGUISHER LOCATIONS (Continued)

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

Academy Charter School	25	801 E. Arctic, Palmer
American Charter Academy	17	244 S. Sylvan Way, Meadow Lakes
Birchtree Charter	14	7107 E. Palmer Wasilla Highway, Palmer
Knik Charter	18	4401 E. Palmer Wasilla Hwy, Wasilla
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

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

APPENDIX 8: 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 School	Wet	29170 W. Glenn Highway, Sutton
Goose Bay Elementary	Wet/Dry	6400 W. Hollywood Road, Wasilla
Houston High School	Dry	12801 W. Hawk Lane, Houston
Houston Middle School	Dry	12501 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 Central School	Wet	2055 N. Stringfield Road, Palmer
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 High School	Wet	701 E. Bogard Road, Wasilla
Wasilla Middle School	Wet	650 E. Bogard Road, Wasilla
Willow Elementary	Wet	31706 W. Parks Highway, Willow

*Dry in Kindergarten wing

APPENDIX 8: SPRINKLER SYSTEM LOCATIONS (Continued)

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

School	Type	Address
Academy Charter School	Wet/Dry	801 E. Arctic, Palmer
American Charter Academy	Wet	244 S. Sylvan Way, Meadow Lakes
Birchtree Charter	Wet/Dry	7107 E. Palmer Wasilla Highway,
Fronteras Spanish Immersion	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 9: DEVICE COUNTS

Location	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	Simplex 4100
Big Lake Elementary	14	62	5	10	74	25	2	EST-3
Burchell High	16	34	4	15	41	19	1	EST-3
Butte Elementary	10	86	5	26	50	18	0	EST-2
Colony High	26	128	9	24	142	24	0	EST-3
Colony Middle	23	96	8	25	92	23	0	EST-3
Cottonwood Creek Elementary	11	92	1	30	49	14	0	EST-2
Dena'ina Elementary	10	7	2	7	0	102	0	Simplex 4100 ES
Finger Lake Elementary	10	41	2	11	64	31	0	EST-3
Glacier View School	14	23	2	1	41	8	0	EST-3
Goose Bay Elementary	11	39	2	12	60	10	0	EST-3
Houston High	22	112	4	8	105	16	3	EST-4
Houston Middle	18	128	4	7	78	12	3	EST-2
Iditarod Elementary	11	9	2	5	0	112	0	Simplex 4100
Knik Elementary	14	7	2	2	86	2	0	Apogee
Larson Elementary	5	102	5	19	76	0	0	Simplex 4100
Machetanz Elementary	10	3	2	12	68	0	0	EST-3
Facilities Auto Shop	Ansul System							
Mat-Su Career & Tech High	16	57	3	9	126	0	0	EST-3
Mat-Su Central School	16	5	2	2	0	55	1	EST-4
Meadow Lakes Elementary	14	96	3	20	63	0	0	EST-2
Nutrition Services	17	7	3	1	70	0	2	EST-3
Palmer High School	44	227	14	14	246	38	0	EST-3
Palmer Junior Middle School	18	55	8	37	96	0	0	EST-3
Pioneer Peak Elementary	10	38	3	8	56	28	0	EST-3
Redington Sr. Jr./Sr. High	23	69	45	5	105	58	0	EST-3
Shaw Elementary	13	12	3	10	78	0	0	EST-3
Sherrod Elementary	15	90	5	8	63	0	0	EST-2
Su-Valley Jr/Sr High School	15	1	2	13	115	0	3	EST-3
Swanson Elementary	17	8	7	1	55	0	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	4	8	0	0	1	0	7	Edwards 1527
Wasilla High	44	126	14	16	143	4	0	EST-3

APPENDIX 9: DEVICE COUNTS (Continued)

Location	Manual Fire Alarm Boxes	Smoke Detectors	Duct Detectors	Heat Detectors	Horn Strobes	Strobes	Sprinkler Risers	Fire Alarm Panel Type
Wasilla Middle	28	8	14	16	143	4	0	EST-3
Willow Elementary	10	39	3	9	54	24	0	EST-3
Academy Charter	9	5	0	0	48	0	6	EST-3
American Charter	Leased Building							
Birchtree Charter	10	28	0	2	36	0	3	Simplex 4100U
Knik Charter	Leased Building							
Fronteras Charter	6	2	0	3	0	0	0	Simplex 4100
Midnight Sun Charter	Leased Building							
Twindly Bridge Charter	System will be installed Summer 2026							
Total	**629**	**2128**	**212**	**435**	**2905**	**689**	**38**	

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

APPENDIX 10: KITCHEN HOOD LOCATIONS

School	Address
Big Lake Elementary	3808 S. Big Lake Road, Big Lake
Burchell High School (Two Hood Systems)	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
Glacier View School	29170 W. Glenn Highway, Sutton
Houston High School (Two Hood Systems)	12801 W. Hawk Lane, Houston
Houston Middle School	12501 W. Hawk Lane, Houston
Mat-Su Career & Tech High (Two Hood Systems)	2472 N. Seward Meridian Parkway, Wasilla
Nutrition Services	690 Cope Industrial Way, Palmer
Palmer High Concession	1170 W. Bogard Road, Palmer
Palmer High School	1170 W. Bogard Road, Palmer
Palmer Junior Middle School	1159 S. Chugach, Palmer
Redington Sr. Jr/Sr High School	10015 Redington Road, Wasilla
Su Valley Jr/Sr High School	42728 S. Parks Highway, Talkeetna
Sutton Elementary	11672 N. Wright Way, Sutton
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

Matanuska-Susitna Borough School District
Elementary School Calendar - 2025-2026

S	M	T	W	T	F	S

JULY

		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

					1	2
3	4	5	6	7	WD	9
10	PL	PL	PL	SO	15	16
17	18	19	20	KG	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

	H	2	3	4	5	6
7	8	9	10	11	12	13
14	AK	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

			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

						1
2	PC	4	5	6	7	8
9	PL	V	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	H	H	29
30						

DECEMBER

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	Q2	WD	20
21	V	V	V	H	V	27
28	V	V	V			

August

8	Work Day for Teachers (WD)*
11-13	Professional Learning Day (PL)*
14	School Opens for 1-12 (SO)
21	First Day for Kindergarten and PK (KG)

September

1	Labor Day Holiday (H)*
15	AK Reads Act Day (AK)*

October

17	Quarter 1 Ends (45 Days)

November

3	**Parent Conference Day (PC)***
10	Professional Learning Day (PL)*
11	**Veterans Day (V)***
27-28	Thanksgiving Holiday (H)*

December

18	Quarter 2 Ends (39 Days)
19	Work Day for Teachers (WD)*
25	Christmas Holiday (H)*
22-31	**Winter Vacation (V)***

January

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

February

9	**Parent Conference Day (PC)***
16	**Parent Conference Day (PC)***

March

5	Quarter 3 Ends (41 Days)
6	Work Day for Teachers (WD)*
9-13	**Spring Vacation (V)***

May

1	Professional Learning Day (PL)*
20	School Closes/Quarter 4 Ends (47 Days)
21	Work Day for Teachers (WD)*
20 **22**	**Snow Day Makeup if needed (SN)**

*Indicates no school for students

S	M	T	W	T	F	S

JANUARY

				H	V	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

1	2	3	4	5	6	7
8	PC	10	11	12	13	14
15	PC	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

1	2	3	4	Q3	WD	7
8	V	V	V	V	V	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

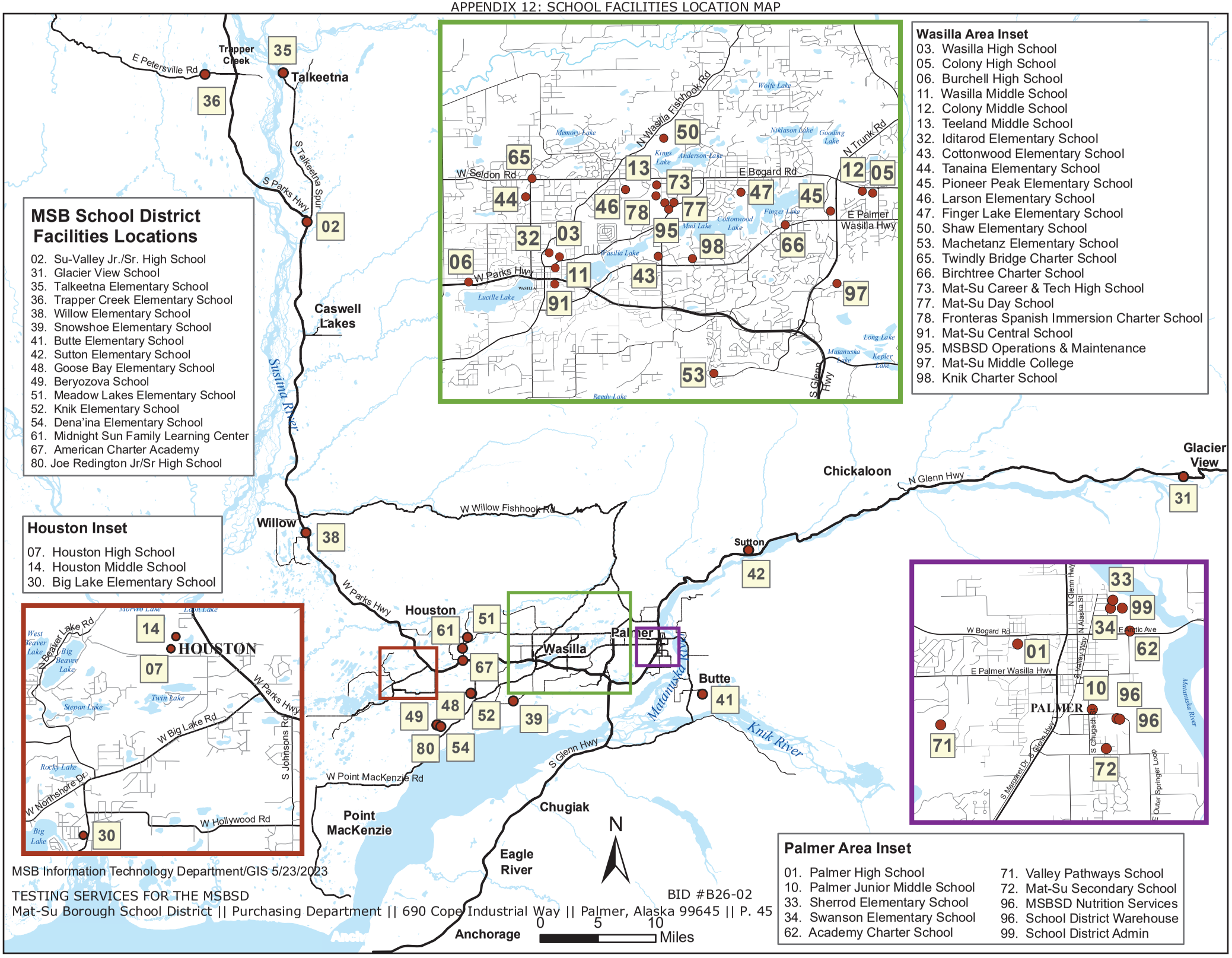
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

					PL	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	SC	WD	SN	23
24	H	26	27	28	29	30
31						

JUNE

	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 Information Technology Department/GIS 5/23/2023

TESTING SERVICES FOR THE MSBSD

BID #B26-02

Mat-Su Borough School District || Purchasing Department || 690 Cope Industrial Way || Palmer, Alaska 99645 || P. 45