

# REQUEST FOR QUOTATION

PURCHASING OFFICE

Quotations will be received until 2 p.m., May 11, 2021

RFQ No.: 21123 Req. No.: \_\_\_\_\_



Page 1 of 6 Date May 3, 2021

## VENDOR NOTICE (This is NOT a Purchase Order)

This is an informal quotation that will not be read at public opening. The information may be publicly reviewed after award. The terms and conditions should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the contracting Officer's name and the RFQ number on the outside of the return envelope.

**DELIVERY LOCATION:**

813 West Northern Lights Blvd.  
Anchorage, AK 99503

**BUYER:**

Lex Sargento  
Ph: 907 – 771-3951  
asargento@aidea.org

## VENDOR QUOTATION

Item	Description of Supply or Service	Qty	Unit	Unit Price	Extended Price
1	AIDEA Building Maintenance Plan. (See attached scope of work) Work completion date 21 days after award	1	Job		
2	Hourly Rate (estimated 40 hours)	1	Hour		

**Award will be based off of Extended Price of Item 1**

**Attachments:**  
**Appendix A General Provisions and Standard Contract Terms**

## THIS SECTION MUST BE COMPLETED BY VENDOR

Delivery shall be made \_\_\_\_\_ calendar days after receipt of order.

Payment Terms: \_\_\_\_\_

Company Name	Address	City	State	ZIP Code	Phone Number
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Alaska Business License No.	Vendor Tax I.D. No.	Do you qualify for the Alaska Bidders' Preference? [ ] Yes [ ] No
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_____ Signature	_____ Date	_____ Typed Name and Title
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# Scope of Work

The Alaska Industrial Development and Export Authority (AIDEA) (also referred to individually as “Authority”, is seeking quotes from qualified bidders for a Facilities Manager for the AIDEA Office Building at 813 West Northern Lights Boulevard. The initial period of performance is May 2021 to October 2021. Proposals are due May 11, 2021, at 2 p.m. Alaska Standard Time.

AIDEA is Alaska’s development finance authority with a mission to promote, develop, and advance economic growth and diversification in Alaska by providing various means of financing and investment. AIDEA was formed by the Alaska State Legislature in 1967 as a public corporation and is managed by an independent, seven-member board of directors.

The Authority is requesting a quote to produce a Building Maintenance Plan that will highlight a scheduled maintenance plan for AIDEA’s office building located at 813 West Northern Lights Boulevard for the next twenty (20) years. The Contractor shall prepare the Maintenance Plan and completed within 21 days after contract award for review by AIDEA’s Executive Director and/or delegate(s) and subject to approval by the Authority.

## **Minimum Qualifications**

Offerors must demonstrate at least five (5) years of direct experience in providing similar services for a similar type office building. The five (5) years of experience must have occurred within the last ten (10) years. If the Offeror is relying on the experience of a particular person to meet this requirement, then that person must be actively in charge as the Property Manager.

## **Deliverables**

Our primary need is a Building Operating and Five Year Capital Budget Plan on the State fiscal calendar (July 1 to June 30). Plan and budget formats must be in a form approved by the Authority and to include:

### Operating:

- a. Include cost for personal services, commodities, tools and contractual expenditures required to maintain and operate the building efficiently and effectively.
- b. Provide a budget by month based on historical and projected expenditures, including inflation.
- c. Identify within the monthly budget the primary description of expenses (i.e., Utility - Gas, Electric, Waste, Water/Sewer, Recycling)

### Capital:

- a. Review past building audits, identify completed and outstanding known projects.
- b. Obtain the services of mechanical, electrical and architectural professionals to complete a building analysis for all deferred maintenance (repairs/replacements/upgrades).
- c. Compile a brief description of projects, estimated cost (to include soft costs), if project provides energy efficiency and prioritize projects based on life / safety, building envelope, building infrastructure, etc.

### Discussion:

- a. Interview the Property Manager, primary maintenance staff and contractors to obtain firsthand information on conditions of the building and insight on needed projects.
- b. Meet with procurement staff to obtain an understanding of the current means and methods of managing the facility and the contractors.
- c. Meet with accounting staff to review current methods for capital project depreciation and annual operating and capital requests.
- d. Review current Property Manager Procurement and assist as needed to obtain a qualified contractor.

### Final Deliverables:

- a. Mentor and train staff on efficiently managing the building property manager contractor for accountability (i.e., bi monthly meetings, building inspections)
- b. Complete desk manual for AIDEA staff to reference for reference by current staff and future staff, (staff turnover).

- c. Create a work order systems for AIDEA staff to provide and use with Property Manager (both reactive and preventative work Orders.)

The Contractor may be requested to present the report to the Authorities' Executive Director(s). The Contractor may be asked to present to Board members and prepared to answer any questions in a Board Meeting setting.

The Facilities Manager may also be asked to perform other tasks such as consult and assist to develop o procurement solicitations as it pertains for securing building needs.

Maintenance Plan shall be completed within 21 days after contract award. Any other projects assigned will have a negotiated completion between both parties.

At the Authorities' sole discretion, the Contractor may be required to provide the following additional services. The Contractor may be requested to provide similar services within the scope of work that the Authority may assign during the term of the contract. If other deliverables are added, the contractor will be requested to submit a fee proposal for the specific deliverable for the Authority's consideration. The Authority may accept the proposal and issue an amendment to the contract. The Authority makes no guarantee of additional work and may solicit proposals from other sources if it is in the best interest of the Authority to do so.

## **APPENDIX A GENERAL PROVISIONS AND STANDARD CONTRACT TERMS**

### ***Article 1***      ***Definitions***

- 1.1 In this contract and appendices, "Project Manager" means the AIDEA Executive Director, or his/her successor; "Agency Head" means the Executive Director and includes a successor or authorized representative; and "Procurement Officer" means the Authority's procurement officer named on page 1, or his successor.
- 1.2 "Authority" means the Alaska Industrial Development and Export Authority for which this contract is to be performed and for which the Executive Director or Authorized Designee acted in signing this contract.

### ***Article 2***      ***Inspection and Reports***

- 2.1 The Authority may inspect, in the manner and at reasonable times it considers appropriate, all the Contractor's facilities and activities under this contract.
- 2.2 The Contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

### ***Article 3***      ***Disputes***

- 3.1 Any dispute arising under this contract not disposed of by mutual agreement shall be decided in accordance with AS 36.30.620-632.

### ***Article 4***      ***Equal Employment Opportunity***

- 4.1 The Contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The Contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, and marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The Contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, and marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The Contractor shall send to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the Contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The Contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "Contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.

- 4.5 The Contractor shall cooperate fully with State efforts that seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the Contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the Contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of the contract.

**Article 5 Termination**

The Procurement Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the Authority. The Authority is liable only for payment in accordance with the payment provisions of this contract for costs incurred before the effective date of termination.

**Article 6 No Assignment or Delegation**

The Contractor may not assign, novate, or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Authority.

**Article 7 No Additional Work or Material**

No claim for additional services, not specifically provided in this contract, performed or furnished by the Contractor, will be allowed, nor may the Contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Manager and approved by the Agency Head.

**Article 8 Independent Contractor**

The Contractor and any agents and employees of the Contractor act in an independent capacity and are not officers or employees or agents of the Authority in the performance of this contract.

**Article 9 Payment of Taxes**

As a condition of performance of this contract, the Contractor shall pay all federal, State, and local taxes incurred by the Contractor and shall require their payment by any subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the Authority under this contract.

**Article 10 Ownership of Documents**

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this contract for the Authority or delivered to the Authority are produced for hire and remain the sole property of the Authority and may be used by the Authority for any other purpose without additional compensation to the Contractor. The

Contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws.

The Contractor, for a period of three years after final payment under this contract, shall furnish and provide access to all retained materials at the request of the Project Manager. Unless otherwise directed by the Project Manager, the Contractor may retain copies of all the materials.

**Article 11     Governing Law**

This contract is governed by the laws of the State of Alaska. Subject to the dispute resolution process provided for in Article 3 above, all actions concerning this contract shall be brought in the Superior Court of the State of Alaska and not elsewhere. The Contractor consents to the jurisdiction of the Superior Court of the State of Alaska.

**Article 12     Conflicting Provisions**

Unless specifically amended and approved by the Department of Law, the General Provisions of this contract supersede any provisions in other appendices.

**Article 13     Officials Not to Benefit**

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

**Article 14     Covenant Against Contingent Fees**

The Contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the Contractor for the purpose of securing business. For the breach or violation of this warranty, the Authority may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

**Article 15     Contract for Similar Services**

The Authority may contract for similar services from other contractors during the term of this contract.

**Article 16     Conflict of Interest**

Promptly after execution of this contract, Contractor shall provide a statement indicating whether or not the firm or any individual working on the contract has a possible conflict of interest. If there is a conflict of interest or appearance of such a conflict, a brief description of the nature of the conflict must be included in the statement. The Authority will evaluate the nature of the conflict, Contractor's statement, and make a determination whether in its opinion a conflict of interest exists. This decision shall be made solely in the Authority's best interest. If a conflict of interest is discovered after contract award, the Authority, after review of the facts surrounding the conflict, may terminate the contract in its entirety.

**Article 17     Subcontractors**

Contractor may subcontract portions of a specific work order or offer the services of other firms. The Contractor will be required to submit the names and addresses and other required information of all subcontractors. If subcontractors are added in order to respond to a specific work order the contractor will be required to provide information about the subcontractor with their work order proposal.

The Contractor must submit proof of proposed subcontractors' Alaska business licenses and insurance for those businesses working in Alaska within a reasonable time after this contract is executed.

If Contractor proposes to accomplish more than 50% of the work through subcontractors, they must provide a written statement that they are not operating as a joint venture with the other contractors and will be solely responsible for all work products, profits, and losses, as they relate to the performance of this contract. The Authority may terminate the contract in its entirety for any failure to comply with the preceding sentence.

**Article 18     Integration**

The Purchase Order set out on page 1, together with Appendices A and B, contain the complete and final statement of the terms the parties have agreed upon with respect to the subject matter covered. No prior agreements, representations or negotiations, whether written or oral, that are not expressly set out in this contract shall be binding on, or enforceable against, or may be relied upon by, any party.