REQUEST FOR QUOTATION

PURCHASING DIVISION
MATSANUSKA-SUSITNA BOROUGH
350 EAST DAHLIA AVENUE
PALMER, ALASKA 99645
TELEPHONE: 907-861-8601
FACSIMILE: 907-861-8617
EMAIL: purchasing@matsugov.us

VENDOR NOTICE (This is NOT an 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. Late quotes will not be accepted. Please reference the Buyer's name and the RFQ number on the outside of the return envelope. Faxed and emailed quotes are acceptable. Please quote on the following items. We will not consider substitute offers.

REQUEST FOR QUOTATION

RFQ NUMBER: 20-033Q
Buyer: Gary Koskela
FINANCIAL CODING:
100.150.151.429.900

DELIVERY LOCATION OF GOODS/ SERVICES:
Per Scope of Work

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>QUOTE PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Clean Windows (May and September) @ the Borough Administration Building per Scope of Work</td>
<td>Per Occurrence</td>
<td>$________________ x 2 = $____________</td>
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<td></td>
<td></td>
<td>Total Line 1:</td>
<td></td>
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<tr>
<td>2.</td>
<td>Clean Windows (May and September) @ the Fireweed Building per Scope of Work</td>
<td>Per Occurrence</td>
<td>$________________ x 2 = $____________</td>
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<tr>
<td></td>
<td></td>
<td>Total Line 2:</td>
<td></td>
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<td>3.</td>
<td>Clean Windows (May and September) @ the Operations &amp; Maintenance Building per Scope of Work</td>
<td>Per Occurrence</td>
<td>$________________ x 2 = $____________</td>
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<tr>
<td></td>
<td></td>
<td>Total Line 3:</td>
<td></td>
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</tbody>
</table>

Total Quote Price (Total Lines 1 - 3) $

Quote shall be awarded to the responsive and responsible bidder with the lowest Total Quote Price

THIS SECTION TO BE COMPLETED BY VENDOR

PAYMENT TERMS: Net 30

COMPANY NAME
ADDRESS
CITY
STATE
ZIP CODE

PHONE NUMBER
FAX NUMBER
EMAIL

MATANUSKA-SUSITNA BOROUGH PURCHASING FORM DATED MARCH, 2007
Request for Quotation

Provide Window Cleaning Services

20-033Q

Scope of Work

Scope of Work:

The Matanuska-Susitna Borough Operations & Maintenance Division is requesting quotes from interested contractors to supply all materials, labor, and equipment for window cleaning services at the Borough buildings listed below. The scope of work consists of cleaning all windows (interior and exterior), doors, sidelights, interior door lights and glass panels. All sills and window casings shall be wiped clean as part of the window cleaning. The initial cleaning will be done in May and the second cleaning in September. Spring cleaning shall be completed between May 15 and May 31, 2020. Fall cleaning shall be completed between September 15 and September 30, 2019. Location of the work sites and additive work for each building is as follows:

1. Dorothy Swanda Jones
   Administration Building
   350 East Dahlia
   Palmer, AK 99645

   Screens shall be removed and replaced by borough staff. Cleaning of screens is not required. Work also includes the bus shelter on the North side of the building on Dahlia Street and the smoking shelter in the parking lot on the South end of the building. The skylight windows (2) in the gymnasium are not part of this quotation. All work shall be conducted on weekends due to limited access to the exterior due to employee and visitor parking adjacent to the building.

2. The Fireweed Building (Public Works Administration Building)
   533 East Fireweed
   Palmer, AK 99645

   Work includes all exterior and interior double-hung windows, doors, and glass panels of the 2 story building including the basement windows. This building has two sets of double hung windows in each opening. Contractor shall clean the inside of the interior double-hung windows, remove the exterior screens, and clean the exteriors of the exterior double-hung storm windows, removal and replacement of exterior window screens. Cleaning of screens is not required.

3. Operations & Maintenance Building
   1420 South Industrial Way
   Palmer, AK 99645

   Work includes cleaning all exterior and interior windows, doors, and glass panels of the 2 story building and removal and replacement of exterior window screens. Cleaning of screens is not required.

   Exterior cleaning of the windows at the Fireweed Building and Operations and Maintenance building may be conducted during normal business hours (8:00 AM -5:30 PM) Monday–Friday or
on the weekend. If the contractor elects to clean exterior windows during business hours, the contractor shall protect employees and visitors from harm by cordoning off the work area(s). All interior work must be addressed on weekends and coordinated with the project representative prior to mobilization. Successful bidder shall submit a work schedule for each building within 5 working days after intent to award is received.

**Bidders must be licensed and properly insured to work on Borough projects. Please refer to the attached Insurance Requirements.**

A pre-bid meeting and walk through of the buildings will be conducted **August 8, 2019 at 11:00 AM.** Interested bidders shall meet at the Operations and Maintenance building located at 1420 S. Industrial Way, Palmer, Alaska.

**Quotations may be hand delivered, mailed, emailed (purchasing@matsugov.us) or by facsimile to 861-8617 prior to 4:00 PM August 15, 2019.**
It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of the 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.

It is highly recommended that the Contractor confer with their respective insurance companies or brokers to determine if their insurance program complies with the Borough's Insurance requirements.

The Contractor shall procure and maintain the following insurances:

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services office form number CG 0001 (Current Edition) covering Commercial General Liability.
2. Insurance Services office form number CA 0001 (Current Edition) covering Automobile Liability, symbol 1 "any auto".
3. Worker's Compensation insurance as required by the State of Alaska and Employers Liability Insurance.

B. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability:

   $500,000 combined single limit per occurrence for bodily injury, property damage, personal injury and advertising injury.

   If the general liability insurance is written on a claims made form, the Contractor shall provide insurance for a period of two years after final payment of this agreement. The policy(s) shall evidence a retroactive date, no later than the beginning of this Agreement.
2. Auto Liability:

$500,000 combined single limit per accident for bodily injury and property damage.

3. Worker's Compensation and Employers Liability:

Worker's Compensation shall be statutory as required by the State of Alaska. Employers liability shall be endorsed to the following minimum limits:

- Bodily injury by Accident - $100,000 each accident
- Bodily injury by Disease - $100,000 each employee
- Bodily injury by Disease - $500,000 policy limit

4. Excess Liability:

In order to meet the required minimum limits of insurance it is permissible for the Contractor to combine an excess liability or umbrella policy with the general liability, auto liability or employers liability. In the instance where the Contractor purchases an excess liability or umbrella policy the occurrence limit and the aggregate limit may be of the same amount.

C. Deductibles and Self-Insured Retention

Prior to work commencing any deductible or self-insured retention must be declared and approved by the Borough. The Contractor may be requested to demonstrate how the deductible or self-insured retention will be funded in the event of a claim. At the option of the Borough, the Contractor shall reduce or eliminate such deductibles or self-insured retention as respects the Borough, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability, Automobile Liability

   a. The Borough, its Administrator, officers, officials, employees and volunteers are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor
premises owned, occupied or used by the Contractor or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the Borough, its Administrator, officers, officials, employees and volunteers.

b. The Contractor's insurance coverage shall be primary insurance as respects the Borough, its Administrator, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Borough, its Administrator, officers, officials, employees and volunteers shall be excess of the Contractor insurance and shall not contribute to it.

c. The Contractor insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employer's Liability

The insurer shall agree to waive all rights of subrogation against the Borough, its Administrator, officers, officials, employees and volunteers for losses arising from work performed by the Contractor or any subcontractor for the Borough.

3. All Insurance

Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after 30 days prior written notice for nonpayment of premium or fraud on the part of the Contractor or 60 days prior written notice for any other reason by certified mail, return receipt requested, has been given to the Borough. Such notice shall be mailed by the Contractor to the attention of the Borough's Purchasing Officer.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A-: VII.

F. Verification of Coverage

Contractor shall furnish the Borough with certificates of insurance and with certified copies of all endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms acceptable to the Borough. All
certificates are to be received and approved by the Borough before work commences. The Borough reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. Subcontractors

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all requirements stated herein.

H. Lapse in Coverage

A lapse in insurance coverage is a material breach of this agreement which shall result in immediate termination of the agreement, pursuant to the appropriate Section within the contract.