



Engineering Department

## **REQUEST FOR PROPOSALS**

**(C3)RFP E12-159**

### **TERM CONTRACT FOR PLUMBING WORK**

A handwritten signature in black ink, appearing to read 'Jennifer Mannix', is positioned above the 'Issued By' line.

Issued By: \_\_\_\_\_ Date: 2-28-12  
Jennifer Mannix, Contract Administrator

Term Contract for Plumbing Work  
(C3)RFP E12-159

**SCOPE OF WORK:** The purpose of this document is to solicit proposals from qualified contractors to provide commercial plumbing contracting services to the CBJ. The proposed term contract will cover small projects not-to-exceed \$50,000 each.

**PRE-PROPOSAL MEETING:** A non-mandatory pre-proposal meeting will be held in the 3<sup>rd</sup> floor Engineering Department conference room, 230 South Franklin Street, Marine View Center, at **10:00 a.m., Alaska time on March 12, 2012.** Persons interested in submitting proposals are encouraged to attend.

**QUESTIONS REGARDING THIS REQUEST FOR PROPOSALS (RFP):** Jennifer Mannix, phone (907) 586-0873, fax (907) 586-4530 is the sole point of contact for all issues pertaining to this procurement.

**DEADLINE FOR PROPOSALS:** 5 copies of sealed proposals, along with one copy of pricing information sealed separately, will be **received prior to 2:00 p.m., Alaska time on March 21, 2012,** or such later time as the Contract Administrator may announce by addendum to RFP holders at any time prior to the submittal date. Proposals must be time-stamped prior to 2:00 p.m. Late proposals will not be accepted and will be returned, unopened.

**NOTE: Mailing/delivery times to Alaska may take longer than other areas of the U.S.**

Proposal documents delivered in person or by courier service must be delivered to:

**PHYSICAL LOCATION:**

City and Borough of Juneau, Purchasing Division  
105 Municipal Way, Room 300  
Juneau, AK 99801

Proposal documents delivered by the U.S. Postal Service must be mailed to:

**MAILING ADDRESS:**

City and Borough of Juneau, Purchasing Division  
155 South Seward Street  
Juneau, AK 99801

The CBJ Purchasing Division's phone number is (907)586-5258 and fax number (907)586-4561.

Please affix the label below to the outer envelope in the lower left hand corner.

<b>IMPORTANT --</b>		<b>NOTICE TO PROPOSER</b>	
<b>To submit your proposal:</b> 1. Print your company name and address on the upper left corner of your envelope. 2. <b>Complete this label and place it on the lower left corner of your envelope.</b>			
<b>S E A L E D</b>	<b>PROPOSAL NUMBER:</b> <b>RFP E12-159</b>		<b>P R O P O S A L</b>
	<b>SUBJECT:</b> <b>Term Contract for Plumbing Work</b>		
	<b>DATE OF OPENING AT</b> <b>2:00 P.M. ALASKA TIME:</b>  _____		

Disadvantaged Business Enterprises are encouraged to respond.

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## **1.0 GENERAL INFORMATION**

This Class 3 Request for Proposals (C3RFP) defines the scope of the project, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

### **1.1 Purpose**

The purpose of this document is to solicit proposals from qualified contractors to provide plumbing contracting services for general electrical repair, maintenance and new work. Up to three contractors will be selected and used on a rotational basis. Each project task will be assigned based on the contractor's availability and ability to perform the given work. Once a project task is assigned, a CBJ Project Manager will contact the assigned contractor to discuss the scope of work and request a fee proposal. Term contracts are established in an effort to streamline the process necessary to obtain services from various trades to perform small emergency and routine maintenance and repair of CBJ facilities.

The cost of each individual project performed under these term contracts shall be greater than \$2,000 and may not exceed \$50,000.

### **1.2 Scope of Work**

#### ***General Information***

The price estimate supplied by the Contractor for a specific contract must be reasonable and within the maximum allowable amount of \$50,000 and shall include all labor, materials and equipment. If a project task is assigned to a Contractor, a scope of work, schedule and fee will be mutually agreed upon by the CBJ Project Manager and the Contractor. A project agreement will be signed by the Contractor and the CBJ Project Manager. Each project will stand alone and must be authorized in the form of a written Notice to Proceed by a representative of the CBJ.

Although the primary purpose of this contract is to perform work that has been pre-scheduled, there may be work that requires an immediate response. Work may also be required outside of the CBJ's regular business hours (Monday – Friday, 8:00a.m. – 4:30p.m.), including weekends and CBJ holidays.

In the event that no plumbing contracting services are requested during the contract period, project tasks will not be assigned.

#### ***General Plumbing Repair, Maintenance and New Work***

The Contractor shall perform all work and furnish all labor, materials, parts and equipment needed to complete each project under this contract. Work shall typically consist of the following:

- Initial installation, repair and/or replacement of drain, waste, supply lines and other similar tasks.
- Installation, repair and servicing of faucets, commodes, sinks, hot water heaters, bathtubs, showers, emergency eye wash stations, emergency showers, traps, shut-off valves, vent lines and related plumbing.

- Installation of meter yokes, which includes cutting into a building's existing copper piping and installing an already made meter yoke or meter yoke and meter within a building structure.
- Other work fitting within the general description of plumbing and mechanical work.

## **Subcontractors**

Subcontracting will be accepted only with written authorization from the CBJ Contract's Office. If a Subcontractor is accepted, the following requirements shall apply.

- Department of Labor (DOL) requirements as indicated in Section 1.8
- Required insurance as indicated in section 6.0
- A Subcontract Report shall be submitted from the Contractor
- Verification by the Contractor that the Subcontractor is current in all taxes owed to the CBJ.

### **1.3 Minimum Qualifications**

Proposing firm must have at least one employee who has held a State of Alaska Mechanical Administrator License for a minimum of five years.

### **1.4 Contract Period**

The initial contract period is from the date of award through December 31, 2012, with an option to renew for three (3) additional one-year periods upon mutual agreement.

If a renewal period is mutually agreed upon between the City and the Contractor, basic hourly rate may be adjusted. See Appendix B – Compensation of Attachment 1 – Sample Term Contract.

### **1.5 Background**

Juneau is Alaska's Capital City. The CBJ municipal offices are located at 155 South Seward Street, Juneau, Alaska 99801. The Engineering Department is located on the 3<sup>rd</sup> Floor of the Marine View Center, 230 South Franklin Street, Juneau, Alaska.

### **1.6 Questions**

Questions regarding this proposal will be handled by:

Jennifer Mannix  
Contract Administrator  
City and Borough of Juneau  
ENGINEERING DEPARTMENT  
Marine View Center - 3<sup>rd</sup> Floor  
230 South Franklin Street  
Juneau, Alaska 99801

**Email:** jennifer\_mannix@ci.juneau.ak.us  
**Telephone:** (907) 586-0873  
**FAX:** (907) 586-4530

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

## **1.7 Sample Term Contract**

Term contract clauses, hourly rates/mark-up percentages and insurance requirements are shown in Attachment 1 – Sample Term Contract.

## **1.8 Alaska Statute 36 (Little Davis-Bacon) Requirements**

The following will apply if work exceeds \$25,000 and employees or subcontractors are hired to perform the work.

State of Alaska, Department of Labor, Laborers' and Mechanics' Minimum Rates of Pay, AS 36.05.010 and AS 36.05.050, Wage and Hour Administration Pamphlet No. 600, the latest edition published by the State of Alaska, Department of Labor inclusive, are made a part of this contract by reference.

The CONTRACTOR is responsible for contacting the Alaska Department of Labor to determine compliance with current regulations.

Correspondence regarding Title 36 requirements may be submitted electronically or paper copies can be submitted by mail. To submit Title 36 documents electronically, go to <https://myalaska.state.ak.us/home/app>. If filing electronically, submit certified payrolls to ADOL at the website above and email a copy of all certified payrolls to Jennifer Mannix at the email address below. If Contractor elects to submit paper copies, they should be submitted to the physical addresses below.

**Within 10 Days of "Notice of Award/Notice to Proceed"** make a list of all Subcontractors. Include their name, address, phone, estimated subcontract amount, and estimated start and finish dates. Send this list to the Wage and Hour Section (contact information below).

**Certified Payrolls must be submitted every two weeks. Before the second Friday**, each CONTRACTOR and Subcontractor must file Certified Payrolls with Statements of Compliance for the previous two weeks. Indicate **"Start"** on your first payroll, and **"Final"** on your last payroll for this Project.

As part of the **final payment request package**, CONTRACTOR must submit a "NOTICE OF COMPLETION OF PUBLIC WORKS" form signed by ADOL personnel. AND Employment Security Tax Clearance for the Contractor and each Subcontractor from Alaska Department of Labor, Juneau Field Tax Office

### **Contact Information:**

***Wage and Hour Section***  
State of Alaska  
Department of Labor and Workforce Development  
Labor Standards and Safety Division and  
Wage and Hour Administration  
P.O. Box 11149  
Juneau, AK 99811-1149  
907-465-4842  
<http://labor.state.ak.us/lss/home.htm>

***Jennifer Mannix, Contract Administrator***  
City and Borough of Juneau  
155 S. Seward Street  
Juneau, AK 99801  
(907) 586-0873  
[jennifer\\_mannix@ci.juneau.ak.us](mailto:jennifer_mannix@ci.juneau.ak.us)

If you need additional information, contact the State of Alaska, Department of Labor at 465-4842.

## 1.9 Terms and Conditions

**Compliance:** The Contractor must comply with all applicable federal and state labor, wage, hour and safety laws. To determine compliance, the City reserves the right to inspect and audit the Contractor's records and to inspect the Contractor's premises and job sites.

**Contract Amendments:** Any requested changes or alterations to the contract must be approved by the CBJ Project Manager. Any changes or work performed without such approval, even if approved by the user department, will not be binding.

**Defective Work:** The Contractor, at its own expense, must remedy and correct any defect in its work or in articles, materials or services which it provides in connection with the work when said defects are brought to its attention. The CBJ has the right to withhold 10% percent of the payment until the project is completed and accepted by the CBJ Project Manager. The Contractor must, without additional expense to the City, be responsible and make whole all injury, loss or damages to persons or property which may result from the use of any equipment, materials or workmanship which is inferior, defective or not in conformance with the terms or conditions, as specified in this bid.

If the Contractor fails to correct any defective work within a reasonable time frame set by the City, the City may, at its sole option, terminate the contract and/or obtain the necessary contract services from another source. The City may hold the original Contractor responsible for any excess costs the City has incurred in order to correct the deficiencies.

**Impossibility to Perform:** The Contractor will not be liable for default or breach of contract resulting from impossibility to perform when caused by "Acts of God" or as otherwise provided by the law.

**Performance of Contract:** If the Contractor is not performing according to the conditions stated in the bid document (contract), City staff will list the nonconformance issues and notify the Purchasing Division in writing and copy the Contractor. If, for some reason, these complaints are not resolved and/or the same type of complaint is being demonstrated over and over and the "good faith effort" in correcting differences appears to be ignored, the Purchasing Division will consider the contract "in breach" and terminate immediately. In the event the City finds it mandatory to obtain services of another Contractor, the original Contractor may be held ultimately responsible. For any additional costs which may be incurred by the City.

**Permits, Laws and Taxes:** The Contractor must obtain all required permits (including building permits, if needed), licenses and bonds to comply with applicable municipal, state and federal laws, unless otherwise stated in the Project Agreement.

## 1.10 Performance Specifications

### 1.10.1 Types of Work

**Scheduled Work During Business Hours.** Regular business hours are from 8:00 am to 4:30 pm. Monday through Friday, excluding City holidays. The contractor will not begin work on any job until a Notice to Proceed has been issued. Work extending beyond regular business hours must be approved in writing by the CBJ Project Manager. All scheduled work shall be scheduled a minimum of 24 hours in advance.



- Scheduled Work During Non-Business Hours. The Contractor will not begin work on any job during non-business hours until a Notice to Proceed has been issued.
- Emergency or Non-Scheduled Work. This work may occur during regular business hours or non-business hours. The Contractor will not begin work on any job classified as emergency or non-scheduled work until a Notice to Proceed has been issued.

#### 1.10.2 Response Time

All projects shall require a signed proposal provided by the Contractor which includes a complete description of the work to be performed, written cost estimate and schedule of completion that includes all labor, materials and equipment costs. An appointment to visit the job must be scheduled within 24 hours of the request from the CBJ Project Manager. The City shall not be charged for the preparation of the proposal and cost estimate. Work is to begin and be completed within a reasonable timeframe, unless the CBJ Project Manager indicates that a longer response time is acceptable. A “reasonable time frame” implies that the work is to commence and be completed in an amount of time that is “reasonable” by industry standards and is acceptable to the City. If needed, the City will contact other vendors to determine/verify the industry standard.

## 2.0 RULES GOVERNING COMPETITION

### 2.1 Pre-Proposal

#### 2.1.1 Examination of the Request for Proposals

Proposers should carefully examine the entire Request for Proposals (RFP) and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services.

### 2.2 Proposal Development

#### 2.2.1 Confidentiality

The content of proposals will be kept confidential until the selection of the Contractor is publicly announced. All materials submitted in response to this RFP will become the property of the CBJ. One copy shall be retained for the official files of the Engineering Department and will become public record after announcement of the successful Proposer. The CBJ will not return proposals to the Proposer. The CBJ reserves the right to reject any or all proposals.

#### 2.2.2 Proposal Submission Process

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer’s capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBJ to select any Contractors for the requested services. All costs associated with the respondents' preparations and submission shall be the responsibility of the Proposer.

All proposals must be signed. A proposal may be signed by the Proposer or by an agent(s) only if the agent is an officer or a corporate representative authorized to sign contracts on the Proposer's behalf, a member of a partnership, or is properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature. Proposals must be received in the number of copies stated in RFP cover letter not later than the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover letter will not be considered.

### **3.0 PROPOSAL CONTENT REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee, proposals should be organized in the manner specified below.

#### **3.1 Title Page**

Show the Request for Proposals subject, the name of your firm, address, telephone numbers, name of contact person and date of submission.

#### **3.2 Table of Contents**

Clearly identify the materials by section and page number.

#### **3.3 Letter of Transmittal**

Limit to one or two printed pages.

- Give names of the person(s) who will be authorized to represent your firm, their title(s), address(es) and telephone number(s).
- The transmittal letter must be signed by a corporate officer who has authority to bind the firm.
- State whether the firm is a Juneau proposer.
- ***Acknowledge receipt of all addenda.***

#### **3.4 Past Record of Performance**

- Provide general background information on the firm including specialized experience, capabilities, and unique qualifications in the field.
- Provide evidence that firm meets minimum qualifications stated in section 1.3 of this RFP.
- Provide a list of at least three past projects for CBJ or other Southeast agencies. Include project description, dates the work was performed and contact information for references on the project.

### **3.5 Capacity of Firm**

- Discuss the Scope of Services and the firm's abilities to provide the desired services.
- Include a statement acknowledging the ability of the Contractor to meet potential project requirements for the variety of work listed in section **1.2 Scope of Services**.

### **3.6 Hourly Rates**

Proposers are required to provide hourly rates. Incomplete pricing may result in the rejection of a proposal. **Proposer must submit all pricing information sealed separately but within the same package as the proposals.** (Only one copy of the pricing information is required.) Submitted labor rates shall include all health and welfare benefits, insurance, taxes, overhead, profit, and all other applicable fringe benefits in the total hourly rate shown on the hourly rate schedule. (Attached to this Request for Proposals.)

For the purpose of this section, Normal Working Hours are defined as 8:00a.m. to 4:30p.m., Monday through Friday. Evening/Weekend/Holiday Hours are any hours outside of Normal Working Hours.

### **3.7 Licenses**

The proposal must include a statement indicating that all necessary business and corporate licenses are currently held and must provide the license numbers. If all necessary licenses are not currently held, the proposal must indicate that the necessary applications have been made and that the firm is qualified for the licenses.

## **4.0 EVALUATION OF PROPOSALS**

### **4.1 Criteria**

Proposals will be evaluated and scored, using the criteria on the EVALUATION/RANKING page, found at the end of this document, in order to ascertain which proposals best meet the needs of the CBJ. The items to be considered during the evaluation and the associated point values are numbered one (1) through three (3).

### **4.2 Evaluation Data**

The Evaluation Data discussed below is presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed in SECTION 3.0 of this RFP.

#### **4.2.1 Past Record of Performance**

Evaluation of the Proposer's experience with the CBJ and in Southeast Alaska will be made. Detailed references including companies, specific contact persons and their phone numbers and locations should be provided.

#### 4.2.2 Capacity of the Firm

Evaluation will be made on the Proposer's ability to perform the desired services. The proposal should discuss the ability to provide the variety of services including but are not limited to the items included in Section 1.2 Scope of Work.

#### 4.2.3 Established Juneau bidder according to SECTION 7.0.

### 4.3 Evaluation Process

Evaluation of the proposals will be performed by committees selected by CBJ. Three separate evaluation committees will evaluate the proposals for the three separate term contracts.

## 5.0 **SELECTION AND AWARD PROCESS**

The proposals are individually scored by the Selection Committees. The reviewers' scores are then ranked according to the individual scores, with the highest score given a ranking value of one. The rankings are then determined. The lowest numerical rankings will be used to determine the successful term contract Contractors.

The numerical rankings will be used to establish the rotation sequence for individual project award. The Proposers ranked 1, 2 and 3 will be asked to enter into a term contract with the CBJ.

Proposal evaluation results are anticipated to be announced within 15 calendar days of the submission date, although all offers must be complete and irrevocable for 60 days following the submission date.

Award of a term contract, if made, will be to the responsible proposers selected in accordance with the criteria described in SECTION 4 of this RFP.

The CBJ reserves the right to award term contracts solely on the basis of written proposals and reserves the right to award term contracts to the successful firms without further discussion.

## 6.0 **INSURANCE REQUIREMENTS**

Insurance requirements are described in Appendix C of Attachment 1 – Sample Term Contract.

## 7.0 **JUNEAU PROPOSER**

Juneau Proposer points shall be awarded if the Proposer is determined to be a "Juneau proposer" meeting the criteria of CBJ's Purchasing Ordinance 53.50, section 53.50.010. CBJ Ordinance 53.50 can be viewed electronically at the following internet address: <http://www.juneau.org/law/code/code.php>. **Note:** *This criteria for meeting Juneau Proposer requirements have changed. Among other requirements, a Proposer must be in Good Standing with the CBJ Finance Department at the time a proposal is submitted. Please review the new requirements and contact the CBJ Engineering Department or Purchasing Division with any questions.*

A paper copy of the CBJ Purchasing Ordinance is available upon request from the CBJ Engineering Department or Purchasing Division.

## 8.0 PROTESTS

The protest period begins with the posting of a notice of apparent successful proposer, in the CBJ Purchasing Division, and expires at the close of the next business day.

Protests shall be executed in accordance with CBJ Ordinance 53.50.062 PROTESTS and 53.50.080 ADMINISTRATION OF PROTEST. Copies of the ordinances describing protest procedures are available from the CBJ Purchasing Division, 155 South Seward Street, Juneau, Alaska. Questions concerning protests or protest procedures should be directed to the CBJ Purchasing Officer, at 586-5258. CBJ Ordinance 53.50 can be viewed electronically at the following Internet address: <http://www.juneau.org/law/code/purchasing.pdf>.

## 9.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX

Vendors/merchants conducting business within the City are required by law to register with, and periodically report to, the City for sales and property taxes. Consultants and Subconsultants must be in good standing with the City prior to award, and prior to any contract renewal and in any event no later than five business days following notification by the City of intent to award or renew. **Good standing** means: all amounts owed to the City are paid in full, including Confession of Judgments; and vendor/merchant is current in reporting (sales tax filings, business personal property declarations). Failure to meet these requirements, if so subject, shall be cause for rejection of your proposal and/or contract renewal. To determine if your business is in good standing, or for further information, contact the City Finance Department's Sales Tax Division, at (907) 586-5265, concerning sales tax and/or Treasury Division, at (907) 586-5268, concerning business personal property and real property tax. *Note: Juneau Proposer preference has requirements regarding a firm's good standing with the City at the time a proposal is submitted. Please review Section 7.0 above, as well as the Purchasing Code cited.*

**HOURLY RATE AND MARK-UP SCHEDULE  
CBJ TERM CONTRACT FOR PLUMBING WORK  
RFP E12-159**

**COMPANY NAME:** \_\_\_\_\_

**Hourly Rates**

Item	Description	Price per Hour
1.	Journeyman Rate (Normal Working Hours, 8:00a.m. to 4:30p.m., Monday through Friday)	\$
2.	Apprentice Rate (Normal Working Hours, 8:00a.m. to 4:30p.m., Monday through Friday)	\$
3.	Journeyman Rate (Evening/Weekend/Holiday Hours)	\$
4.	Apprentice Rate (Evening/Weekend/Holiday Hours)	\$
Total		\$

## EVALUATION/RANKING

CONTRACTOR: \_\_\_\_\_

SCORED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

### POINTS AWARDED

		<u>Points Possible</u>	<u>Score</u>
1.	Past record of performance on contracts with the CBJ and in Southeast Alaska.	0 – 30	_____
2.	Capacity of firm to perform the services.	0 – 17	_____

**Subtotal** \_\_\_\_\_

**The Contract Administrator will assign points for criteria 3 – 4 below.**

3.	Hourly rates for regular working hours.	0 – 10	_____
4.	Firm meets Juneau proposer requirements.	0 or 3	_____

**TOTAL POINTS**      **60** \_\_\_\_\_

**INDIVIDUAL RANKING** \_\_\_\_\_



## ATTACHMENT 1 – STANDARD CONTRACT

### SERVICES CONTRACT Term Contract for Plumbing Work Contract No. RFP E12-159

**This Agreement** is entered into by and between the City and Borough of Juneau, Alaska ("City"), and \_\_\_\_\_ whose address is \_\_\_\_\_ phone & fax \_\_\_\_\_ ("Contractor").

#### **Witnesseth:**

**Whereas,** the City desires to engage the Contractor for the purpose of rendering certain professional services, and

**Whereas,** the Contractor represents that it is in all respects licensed and qualified to perform such services;

**Now, Therefore,** the parties agree as follows:

**1. CONTRACTUAL RELATIONSHIP.** The parties intend that an independent Contractor/City relationship will be created by this Contract. City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with the Contractor. Contractor is not considered to be an agent or employee of City for any purpose, and the employees of Contractor are not entitled to any benefits that City provides for City's employees. It is understood that the City does not agree to use the Contractor exclusively. It is further understood that the Contractor is free to contract for similar services to be performed for others while it is under contract with the City.

**2. SCOPE OF SERVICE.** The Contractor shall carry out in a professional and prudent manner all of the services required by the Contract. These services include all of the services described in Appendix A. Contractor will diligently proceed with the Scope of Services, and will provide such services in a timely manner.

#### **3. PERSONNEL, EQUIPMENT, SUPPLIES, AND LICENSES.**

- (A) Except as noted in Appendix A, the Contractor represents that it has or will secure at its own expense all personnel, equipment, and supplies required in performing the services under this Contract.
- (B) All of the services required hereunder will be performed by the Contractor or under its supervision.
- (C) None of the work or services covered by this Contract shall be subcontracted without prior written approval of the City.
- (D) Contractor warrants that it is fully licensed under all applicable local, state, and federal laws to perform the services to be provided hereunder.



**4. TIME OF PERFORMANCE.** The term of this contract will be in effect from the date of execution through December 31, 2012, with the option to renew for three additional years upon mutual agreement and execution of a contract amendment extending the expiration date.

The services of the Consultant are to commence as soon as practicable after the execution of any Project Agreement issued pursuant to this Contract and shall be completed no later than the time specified in the Project Agreement. No Project Agreements shall be executed after this contract has expired.

**5. REPORTING.** Except as authorized within Appendix A, the City's primary representative for this Contract shall be Jennifer Mannix. The City Manager shall be an alternate representative. The City shall not be liable for Contractor's expenses incurred in reliance on directions received from any other municipal officer or employee. The Contractor's representative shall be \_\_\_\_\_. Reliance by the City on representations by any other person shall be at the City's own risk.

**6. COMPENSATION.** The City agrees to pay the Contractor according to the schedule attached as Appendix B. The Contractor's estimated fee schedule is attached to Appendix B.

**7. TERMINATION OF CONTRACT FOR CAUSE.** If, through any cause, except causes beyond the control of the Contractor, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least ten days before the effective date of such termination. In that event, all finished or unfinished documents, or other data, in whatever form, prepared by the Contractor under this Contract shall, at the option of the City, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and materials, not to exceed the Contract amount.

**8. TERMINATION FOR CONVENIENCE OF CITY.** The City may terminate this Contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty days before the effective day of such termination. In that event, all finished or unfinished documents and other materials as described in paragraph 7 above shall, at the option of the City become its property, and the Contractor will be paid an amount not to exceed the sum set forth in Appendix B for work satisfactorily completed on or before the date of termination, less payments of compensation previously made.

**9. CONTRACT AGREEMENT.** All parties mutually agreed to the terms of this Contract. The Contract should not be construed in favor of or against any party. This Contract contains the entire agreement between the parties; there are no other promises, terms, conditions, or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties.

**10. CHANGES.** The City may, from time to time, require changes in the scope of services to be performed under this Contract. Such changes, including any increase or decrease in the amount of the Contractor's compensation, must be mutually agreed upon in writing before they will be regarded as part of this Contract.

**11. EQUAL EMPLOYMENT OPPORTUNITY.** The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

**12. CONFLICTS OF INTEREST.** Contractor agrees that no officer of the City who has exercised or will exercise any authority over the specifications, procurement, supervision or payment for this Contract, and no family member, has had or will have any direct or indirect financial interest in this Contract. If the Contractor learns of any such interest, the Contractor shall without delay inform the City Attorney or one of the officers specified in Paragraph 5.

**13. ETHICS.** Contractor shall discharge its duties fairly, impartially and maintain a standard of conduct that competently serves the City and the interests of the City. Contractor shall at all times exercise unbiased judgement when performing its duties under this contract.

**14. PUBLIC RELATIONS.** Contractor shall issue press releases, respond to press inquiries, make public speeches, appear on broadcast media or otherwise engage in public relations regarding the project only with the specific approval of the CBJ Project Manager.

**15. ELECTED OFFICIALS.** The Contractor shall respond to project-related inquiries from elected officials by providing impartial, factual information, but shall not initiate contact or attempt to persuade an elected official to agree with any viewpoint or to take any official action. The Contractor will promptly notify the Project manager of any request by an elected official for project-related information.

**16. ASSIGNABILITY.** The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same without the prior written consent of the City; however, claims for money due or to become due to the Contractor from the City under this Contract may be assigned to a bank, trust company, or other financial institution without approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

**17. RECORDS.** During performance and after termination of this Contract, each party shall make available to the other party for inspection and copying, all records, whether external or internal, having any relevance to this Contract.

**18. INSURANCE REQUIREMENTS.** The Contractor shall secure and maintain insurance for the risks and in the amounts specified in Appendix C, prior to execution of any Project Agreements. For all insurance except for professional liability insurance, the Contractor and its insurance carrier waive subrogation against the City.

**19. INDEMNIFICATION AGREEMENT.** Contractor agrees to defend, indemnify, and hold harmless City, its employees, volunteers, Contractors and insurers with respect to any action, claim or lawsuit arising out of the Contractor's performance of this contract but only to the extent such action, claim or lawsuit is caused or alleged to have been caused by Contractor's negligence. This agreement to indemnify and hold harmless is expressly subject to the foregoing limitation as to the amount of fees and as to any damages resulting from settlement, judgment or verdict including the award of attorney's fees even if in excess of Alaska Civil Rule 82. The obligations of Contractor are contingent upon reasonable notice by the City to the Contractor of such action, claim or lawsuit within ten working days of receipt. City agrees to provide Contractor written notice of any action, claim or lawsuit in a timely manner. The parties agree to seek to maintain or obtain venue in Alaska and will not agree or advocate for venue outside Alaska without the other party's written consent.

**20. CHOICE OF LAW; JURISDICTION.** This Contract shall be governed by the laws of the State of Alaska. Jurisdiction shall be in the State of Alaska, First Judicial District.

**21. SUCCESSORS.** This Contract shall be binding upon the successors and assigns of the parties.

**22. PRECEDENCE OF DOCUMENTS.** In the event of a conflict between the provisions of this document and its appendices, the order of precedence shall be this document, Appendix A, Appendix B and Appendix C.

### **23. ALASKA STATUTE 36 (LITTLE DAVIS-BACON) REQUIREMENTS**

The following will apply if work exceeds \$25,000 and employees or subcontractors are hired to perform the work.

State of Alaska, Department of Labor, Laborers' and Mechanics' Minimum Rates of Pay, AS 36.05.010 and AS 36.05.050, Wage and Hour Administration Pamphlet No. 600, the latest edition published by the State of Alaska, Department of Labor inclusive, are made a part of this contract by reference.

The CONTRACTOR is responsible for contacting the Alaska Department of Labor to determine compliance with current regulations.

Correspondence regarding Title 36 requirements may be submitted electronically or paper copies can be submitted by mail. To submit Title 36 documents electronically, go to <https://myalaska.state.ak.us/home/app>. If filing electronically, submit certified payrolls to ADOL at the website above and email a copy of all certified payrolls to Jennifer Mannix at the email address below. If Contractor elects to submit paper copies, they should be submitted to the physical addresses below.

**Within 10 Days of "Notice of Award/Notice to Proceed"** make a list of all Subcontractors. Include their name, address, phone, estimated subcontract amount, and estimated start and finish dates. Send this list to the Wage and Hour Section (contact information below).

**Certified Payrolls must be submitted every two weeks. Before the second Friday**, each CONTRACTOR and Subcontractor must file Certified Payrolls with Statements of Compliance for the previous two weeks. Indicate **"Start"** on your first payroll, and **"Final"** on your last payroll for this Project.

As part of the **final payment request package**, CONTRACTOR must submit a "NOTICE OF COMPLETION OF PUBLIC WORKS" form signed by ADOL personnel AND Employment Security Tax Clearance for the Contractor and each Subcontractor from Alaska Department of Labor, Juneau Field Tax Office.

## Contact Information:

**Wage and Hour Section**  
State of Alaska  
Department of Labor and Workforce Development  
Labor Standards and Safety Division and  
Wage and Hour Administration  
P.O. Box 11149  
Juneau, AK 99811-1149  
907-465-4842  
<http://labor.state.ak.us/lss/home.htm>

**Jennifer Mannix, Contract Administrator**  
City and Borough of Juneau  
155 S. Seward Street  
Juneau, AK 99801  
(907) 586-0873  
[jennifer\\_mannix@ci.juneau.ak.us](mailto:jennifer_mannix@ci.juneau.ak.us)

If you need additional information, contact the State of Alaska, Department of Labor at 465-4842.

## 24. ADDITIONAL TERMS AND CONDITIONS

Defective Work: The Contractor, at its own expense, must remedy and correct any defect in its work or in articles, materials or services which it provides in connection with the work when said defects are brought to its attention within one year of completion of the work. The CBJ has the right to withhold 10% percent of the payment until the project is completed and accepted by the CBJ Project Manager. The Contractor must, without additional expense to the City, be responsible and make whole all injury, loss or damages to persons or property which may result from the use of any equipment, materials or workmanship which is inferior, defective or not in conformance with the terms or conditions, as specified in this bid.

If the Contractor fails to correct any defective work within a reasonable time frame set by the City, the City may, at its sole option, terminate the contract and/or obtain the necessary contract services from another source. The City may hold the original Contractor responsible for any excess costs the City has incurred in order to correct the deficiencies.

Permits, Laws and Taxes: The Contractor must obtain all required permits (including building permits, if needed), licenses and bonds to comply with applicable municipal, state and federal laws, unless otherwise stated in a Project Agreement issued under this contract.

Compliance: The Contractor must comply with all applicable federal and state labor, wage, hour and safety laws. To determine compliance, the City reserves the right to inspect and audit the Contractor's records and to inspect the Contractor's premises and job sites.

Contract and Project Agreement Amendments: Any requested changes or alterations to the contract must be approved by the City Engineer. Any requested changes or alterations to a specific project agreement must be approved by the designated CBJ Project Manager for that project. Any changes or work performed without such approval, even if approved by the user department, will not be binding.

Project Agreement Closeout. Prior to final payment, and depending on dollar value of work, the Contractor shall provide:

- Alaska Department of Labor and Workforce Development (DOL documents certified payrolls, )
- Notice of Completion of Public Works, and
- Employment Security Tax Clearance (for prime contractor and all subcontractors).

In Witness Whereof the parties have affixed their signatures the date first above set out:

**CITY AND BOROUGH OF JUNEAU**

\_\_\_\_\_  
Rod Swope  
City Manager  
Date

**Company name**

\_\_\_\_\_  
name  
rank  
email  
Date

Approved as to Content

\_\_\_\_\_  
Jennifer Mannix  
Contract Administrator  
jennifer\_mannix@ci.juneau.ak.us  
Date

**APPENDIX A: SCOPE OF SERVICES**  
**Term Contract for Plumbing Work**  
**Contract No. RFP E12-159**

See RFP for Scope of Services and Performance Specifications.

STANDARD TERM CONTRACT

**APPENDIX B: COMPENSATION**  
**Term Contract for Plumbing Work**  
**Contract No. RFP E12-159**

**HOURLY RATES/MARK-UP PERCENTAGES**

Basic Hourly Rate, Labor Prices and Administrative Overhead: Basic hourly rate during regular business hours, includes all labor and tools. Basic hourly rate shall include all provisions necessary to perform work defined under the scope of work. No charges may be made for freight, delivery, non-required supervision, or other miscellaneous expenses. The Contractor must invoice lesser rates for apprentice labor. The City reserves the right to audit or inspect the Contractor's records to determine accuracy of any charges.

**The following hourly rates shall be charged during the initial contract period:**

**Journeyman Rate:** \$ \_\_\_\_\_  
**Apprentice Rate:** \$ \_\_\_\_\_  
**Journeyman Rate – OT:** \$ \_\_\_\_\_  
**Apprentice Rate – OT:** \$ \_\_\_\_\_

Contractor shall be entitled to overtime wages if services are needed outside of regular work hours.

Material/Parts Prices:

The price of materials/parts used in this contract is to be F.O.B. Juneau job site. All work orders that accompany billing invoices must clearly define cost of the materials billed to the City. Materials costs shall not exceed "book rate" (either Trade Service Corporation or Epic Electrical) but shall represent local costs if they are lower. The Contractor must make pricing information available to the City upon request. The cost shall not exceed invoice plus ten (10) percent. The City will periodically ask the Contractor to verify costs. If a discrepancy or question arises, the City may require actual invoices showing the Contractor's cost for materials/parts. The City will provide a minimum of 24 hours advanced notice when requesting price verification. In the event the Contractor continues to charge a higher percentage than specified above, the City will have just cause for terminating the contract.

Billing Invoices: A separate invoice must be submitted for each Project Agreement and must include detailed hourly labor, equipment, material costs and any other items chargeable to that job, along with the CBJ purchase order number. Invoices without a purchase order number may be returned to the Contractor. The CBJ Project Manager will review each invoice individually to determine if charges are applicable and make payment accordingly. ***Invoices must be submitted within 30 calendar days of completion of the work. Failure to provide invoices in a timely manner may result in cancellation of contract.***

**APPENDIX C: INSURANCE REQUIREMENTS**  
**Term Contract for Plumbing Work**  
**Contract No. RFP E12-159**

The Contractor shall provide evidence of insurance with a carrier or carriers satisfactory to the CBJ, covering injury to persons and/or property suffered by the CBJ or a third party, as a result of operations under this contract by the Contractor or by any Subcontractor. This coverage will also provide protection against injuries to all employees of the Contractor and the employees of any Subcontractor engaged in WORK under this contract. The delivery to the CBJ of a written 30-day notice is required before cancellation of any coverage or reduction in any limits of liability. Insurance carriers providing coverage shall have an A.M. Best rating of at least A-VII. The Contractor shall maintain in force at all time, during the performance of WORK under this contract, the following policies of insurance. Proof of this insurance is required before the final bid award.

1. Workers' Compensation Insurance. The Contractor, if subject to the provisions of the Alaska Workers' Compensation Act (AS 23.30), will provide the CBJ and the State of Alaska with proof, furnished by the insurance carrier, of current coverage for workers compensation with an insurance company or association authorized to transact such business in the State of Alaska, or an approved current certification of self-insurance by the Alaska Workers' Compensation Board. The Contractor further acknowledges and agrees that in the event it fails to maintain proper Workers' Compensation coverage, the State will implement the provisions of AS 23.30.045 8 and CBJ, at its option, may terminate this agreement for cause without liability.
  - a. Employers Liability

Bodily Injury by Accident:	\$100,000.00 Each Accident
Bodily Injury by Disease:	\$100,000.00 Each Employee
Bodily Injury by Disease:	\$500,000.00 Policy Limit
  - b. The Contractor agrees to waive all rights of subrogation against the OWNER and Engineer for WORK performed under the contract.
  - c. If the Contractor directly utilizes labor outside of the State of Alaska in the prosecution of the WORK, "Other States" endorsement shall be required as a condition of the contract.
2. Commercial General Liability Insurance. Such insurance shall cover all operations by, or on behalf of, the Contractor providing insurance for bodily injury and property damage liability including coverage for premises and operations, products and completed operations, contractual liability, broad form property damage, and personal injury liability. The minimum limits of liability shall be:  
  
\$1,000,000 each occurrence for General Liability and Products/Completed Operations;  
\$1,000,000 for Personal Injury Liability;  
\$2,000,000 Aggregate for Products-Completed Operations;  
\$2,000,000 General Aggregate.



3. Business Automobile Insurance.

\$1,000,000 per accident, combined single limit, covering owned, non-owned and hired automobiles.

The City and Borough of Juneau shall be named as an "Additional Insured" under all liability coverages listed above. The Project Name and Number shall be referenced on the Certificate of Insurance.

STANDARD TERM CONTRACT