Alaska Housing
FINANCE CORPORATION

TO: ALL PLANHOLDERS OF RECORD.

RE: Invitation to Bid (ITB #17T05-001), Statewide Pest Control Services and Supplies

FROM: Pat Cochran, Sourcing Manager PJC

DATE: November 17, 2016

PAGE(S): Three (3), including this cover sheet.

COMMENTS:

Transmitted herewith is Addendum No. 1. If the Addendum is **not** received in full, please contact the Sourcing and Contract Compliance Office at (907) 330-8239. If all pages of the Addendum are received, please sign this sheet and email to submittals@ahfc.us or fax to AHFC's Sourcing and Contract Compliance Department at (907) 330-8217.

_____
Company Name

_____
Company's Representative

_____
Date

ADDENDUM NO. 1
November 17, 2016
Invitation to Bid (ITB #17T05-001), Statewide Pest Control Services and Supplies

This document forms a part of and modifies the ITB as noted below. Bidders should acknowledge receipt of this addendum. Failure to acknowledge receipt of this addendum may subject Bidders to disqualification.

FOR: Alaska Housing Finance Corporation
P.O. Box 101020
Anchorage, Alaska 99510
Kimberly Coy (907) 330-8490

The following corrections, clarifications and/or deletions to the ITB are hereby made a part of said documents.

This addendum consists of two (2) page.

ADDENDUM NO. 1

CLARIFICATIONS:

The term 'Services' on Page 2 of 8 of the Bid Form, is defined to be all inclusive, containing the service and supplies necessary for the Contractor to perform pest control services.

The term 'Supplies' on Page 3 of 8 of the Bid Form, indicates miscellaneous pest control supplies to be available for purchase and utilization by AHFC staff.

QUESTIONS SUBMITTED TO AHFC FOR CLARIFICATION:

1. **Question:** Can we submit a bid for providing supplies only?

   Answer: Yes, Contractors may bid on a combination of services and supplies, services only, or supplies only.

2. **Question:** How many units, number of bedrooms, and approximate square footage of the units are there in Sitka and are they divided up by name?

   Answer: See attached Appendix A.

3. **Question:** How many units, number of bedrooms, and approximate square footage of the units are there in Wrangell and are they divided up by name?

   Answer: See attached Appendix A.

4. **Question:** What are the property difficulties, such as stairs, in Sitka and Wrangell?

   Answer: See attached Appendix A for multi-story buildings.

Attachment: Transcription from Pre-Bid conference dated November 10, 2016.
Appendix A: AHFC Properties – Juneau, Sitka & Wrangell

End of Addendum No. 1

N/A

Moderator: Tim Russell
November 10, 2016
2:00 PM EST

Tim Russell: Good morning. Remind everybody that we're being recorded. So you don't want to say anything untoward. We expecting Jamie (ph)?

Unidentified Participant: Yes and Mike Singleton (ph) contact.

Unidentified Participant: Excuse me.

((Crosstalk))

Unidentified Participant: -- in the elevator, just hit 1 and then looked at my phone.

((Crosstalk))

Tim Russell: -- just say it right, do we leave our phones on? We have people online there and being recorded.

Unidentified Participant: And they found the meeting, thank you.

Unidentified Participant: Yeah, you're very welcome.

((Crosstalk))

Tim Russell: Anybody want a copy?

Unidentified Participant: Yeah, I was going to print it off. I was just going to read directly off the email. Thank you.

Unidentified Participant: So did you give Mike (ph) yours?

((Crosstalk))

Unidentified Participant: Thank you so much.

((Crosstalk))

Tim Russell: Get started here in about one more minute, chance to call in. Good morning Cory (ph), this is Tim.

Unidentified Participant: Good morning.

Tim Russell: We're just about ready to get started here. Hey good morning, this is the -- Good morning this is Tim Russell, Alaska Housing, who's just come on the line?

Kelvin: Good morning Tim, this is Kelvin (ph).

Tim Russell: Oh, good morning Kelvin. Just staying under the wire here, we're just about ready to get started.

Kelvin: Okay.

Tim Russell: Okay, this the prebid conference for the Alaska Housing Finance Corporation Project Number 17T05-001; statewide pest control services and supplies. Today is Thursday November 10, 2016 and the time is 10:00 A.M. We are recording and transcribing the prebid conference today so please state your name, department and/or company prior to speaking for the record.

My name is Tim Russell, the Administrative Services Department. Today we have via teleconference Kyle Quinn (ph) from Alaska Pest Management, Mr. Brian Trimm (ph), AHFC Lead Maintenance Mechanic for Fairbanks, Tom Bizzard (ph) from Bug Busters (ph) in Juno, Cory Isabel, the AHFC Juno Family Investment Center Manager and Kelvin Bailey, hang on Kelvin, I'll find you, the AHFC Lead Mechanic for Crew D here in Anchorage.

Here at 4300 Boniface Parkway we have Mr. -- or Larry (ph) from American Pest Management here in Anchorage and Russell Perry (ph) from Pied Piper Pest Control also in Anchorage. We have Mr. Pat Cochran, the AHFC Sourcing Manager here in Anchorage, Mr. John Spareback, the HFC South Central Regional Manager for Anchorage, and, I'm sorry, Jeanne Borkford (ph) the AHFC Interior Regional Manager in Anchorage and Mr. Michael Singleton, the facilities maintenance manager for the AHFC Facilities Department. I think I got everybody.

So we'll now turn the meeting over to Mr. Pat Cochran to cover the bid documents.

Pat Cochran: Okay this is Pat Cochran with Alaska Housing Finance Corporation. This meeting is being recorded and will be transcribed so if you have any comments or statements please state your name and the agency that you're with prior to speaking. So, as Tim stated, this is the bid packet for Number 17T05-001 for statewide pest control services and supplies. I'm going to go through the bid packet, I'm not going to hit every page in every document.

We'll start out with the invitation for bid. Alaska Housing Finance Corporation, AHFC is soliciting sealed bids for statewide pest control services and supplies on an as-needed basis at AHFC owned facilities throughout the state of Alaska. A word will be made to multiple bidders in multiple geographic regions. Bidders can bid on more than one region but are not required to bid on all regions.

Original term of the contract is for one year with four additional one-year extensions at the sole discretion of AHFC. In calendar year AHFC spent approximately $135,000 in

pest control services and supplies. AHFC is not obligated to spend that to this estimate and may exceed it if the need occurs. Bids may be returned by mail or hand delivered to the office located at 4300 Boniface Parkway in Anchorage Alaska by 3:00 P.M. November 29. An important notice, if you received a solicitation from AHFC's Web site for any of the plans room, you should register with AHFC Sourcing and Contract Compliance Office listed on this document to receive subsequent amendments.

Any questions regarding this ITD must be directed to myself and there's the contact information listed there. Questions regarding the bid documents or the project must be submitted in writing to the Sourcing and Contract Compliance Office. The questions must be submitted by November 15, 2016 at 4:00 P.M.

Okay, this is a federally funded project so there are a couple of HUD forms that are included in the bid packet that you'll need to go over and the first form is HUD 5369B, [instructions] to offers and non-construction. We're going to go over the supplement to instructions to bidders; three page document. Here's the location, AHFC owns facilities in 13 locations throughout the State of Alaska and they're listed on Appendix A.

The criteria for selection, the contracts will be awarded through all responsive and responsible bidders provided its bid is reasonable and it's in the best interest of AHFC to accept it.

Insurance, the successful bidder, bidders, will be required to secure and maintain the insurance required by the contract documents and we'll go over the insurance requirements in Article 7 a little bit further into the document. There is no Alaska bidder and product preferences for this project as it is using federal funds. Page 2, starts at the statement qualification. The bidder must submit a completed statement of qualifications which is included in the bid form later on and it goes through the different attachments, documents and statements that need to be included.

Submission of bids, this is how to submit your bid packets to Alaska Housing. Okay, and the next one, there's a six page HUD document, 5370C which is general conditions for non-construction contracts. We're not going to review that but you can do that on your own. We're going to go over the supplement to general conditions which is the 15-page section. Start on Page 1; business license, applicator license and equipment. The contractor agrees, warrants and represents that he's paid all required fees and is properly licensed and bonded to do business in the State of Alaska and within the local governing body in which the work is to be performed. Article 2 is pest control services and supplies. The contractor must provide a list of published pricing for pest control services and supplies provided by the contractor. This published pricing will be incorporated as part of the contract between AHFC and the contractor.

Adjustments to published pricing plus additions and/or deletions of pest control services and supplies can only be adjusted at contract renewal. The published pricing for pest control services should not include travel costs as there's a separate section in the bid form on travel costs. Published pricing for pest control supplies should be priced FOB Destination. It is AHFC's intent to award multiple contracts to allow for various available services and supplies and timely contractor response.

Page 2, the scope of work, that's at the end of the document that will give further details. Article 6, coordination with AHFC for purposes of this contract, each location will have a dedicated person to serve as a contract administrator. Individual names and phone numbers will be provided at the time of the contract award. Article 7 is insurance;

insurance policies required to be maintained by the contractor will name AHFC as additional insured for all coverage except workers comp and professional liability and errors on omissions insurance.

The contractor will obtain a waiver of all subrogation rights against AHFC and those will be noted on a certificate of insurance. So the types of insurance that are required for this contract are workers comp insurance, statutory coverage. Page 4 of 15, commercial general liability. There's auto liability, this is for all owned, hired and non-owned vehicles. Fidelity crime bond, (inaudible) legal liability insurance and it discusses the umbrella insurance covering parts of those.

Page 5, Article 10 is merger and extent of the agreement. This is basically a list of what the contract consists of. Article 11 is disputes, explains AHFC's right as well as the contractors rights and the processes for that. Page 11 is termination for convenience. Article 13 has a list of additional requirements and that will be good; supplement to general conditions.

So we're going to move on to the bid form which is eight pages. This must be completed and sent in with your bid packet and, again, the bidder must provide a list of pest control services and/or supplies with published pricing and response to this invitation to bid. Page 2 is a bid form for services, it lists out the 13 locations in Alaska. It's got a column for whether or not you're going to bid on this location and then it's -- the last column is discount from your published rates of services and zero is an option if you don't prefer to provide the discount, that's acceptable on there.

And the next sheet is for the supplies, again, it gives all of the locations whether you're bidding on this location or not and any discount from the published rate that's provided and just a note on those rates for the supplies, they need to be FOB. The next section is travel required to provide pest control services. If travel is required to perform services in any of these areas by your firm, indicate that and also whether or not you bid on that -- or no, whether or not you have an office in that location. So we need to know the location, if you have an office and if you require travel for that location.

And down at the bottom it's got bidder to note the following. All bidders that are responsive and responsible can enter into a contract with AHFC for these services. AHFC personnel, geographical areas can select a bidder based on cost and/or availability. The bidders must submit a list to company services and supplies with the cost of each service and supply with the submission of the bid form. The discount noted in the bid form will be based on the published rate and there's an example in here, the bedbug inspection for a one-bedroom unit has a published rate of $100 and the bidder provides 10% discount. The amount AHFC will pay is $90.00 for that service. And the bidder may provide a discounted price at 0% also if desired.

Go into the statement of qualifications, that list was provided earlier but this form needs to be filled out and signed on Page 7 by the companies representative. A [date of the] corporate certification. You fill out and have notarized if your business is a corporation. The bottom section, acceptance by AHFC. AHFC will complete this section when awarded.

We've got Attachment Number 1 to the bid form which is two pages; affidavit of disclosure of interest, just simply need to fill in, sign and have notarized. Attachment Number 2 is the affidavit of non-collusion and you need to fill in, sign and notarize.

And then we've got Appendix B which is the scope of work and I believe someone is going to go over that?

Unidentified Participant: Yes, does anybody have any questions regarding the bid documents at this point? Okay, barring there aren't any questions there, I will now turn the meeting over to the regional managers Ms. Jeanne Borkford and Mr. John Spareback to cover any aspects of the scope of work that they'd like to include.

Tim Russell: I think John covered the majority of our interest relative to --

Unidentified Participant: And that is Mr. John Spareback with Alaska Housing.

John Spareback: That is correct. You know, to the local response and bidding from -- have multiple bidders be awarded. You know, the interests and understand the geographic complexities and we're certainly interested in seeing what people would bid on if they're going to bid on different areas but, you know, our need really is to have the flexibility to have as immediate response to these needs and to make sure that it's something that's going to be manageable for us from a financial perspective, what was an overall effectiveness of the treatments. So --

Pat Cochran: And this s Pat with Alaska Housing and John's just kind of reiterating the fact that we are going out for multiple vendor contracts so any contractor that submits a response or responsible bid packet will be eligible under contract.

Jeannie Borkford: This is Jeannie Borkford with AHFC and I'd like to point out that it's really important that we stay in communications with the local staff so that they can get the notice out to their tenants when -- gives proper notice so the tenants can be ready. That sometimes has been a problem in the past with different contractors we've had; just the communications with the locals making sure that we know in time.

Pat Cochran: Right and that's why -- this is Pat with Alaska Housing, that's why upon award we'll clearly establish contract administrators or point of contact in each location and they can authorize others, lead mechanics perhaps, in that area to act as a liaison as well.

Tim Russell: Okay, this is Tim Russell, does anybody have any questions regarding the bid package? Anybody on the phone at all, or here? Okay, any questions at all?

Unidentified Participant: No, none.

Pat Cochran: Okay, well this is Pat with Alaska Housing and keep in mind, if any questions do come up, please submit them in writing and that way we'll put out a written addendum with all of the questions that were provided and the answers or responses to everyone.

Tim Russell: Okay, if there are no more questions the meeting will be adjourned. I want to thank everybody for attending, have a great day.

Unidentified Participant: Thank you.

APPENDIX A - AHFC PROPERTIES – JUNEAU, SITKA & WRANGELL

As of 10/11/16

City	Housing Group Coded	Address\Name	Building Description	Sq. Ft	Housing Units	Number Of Floors	Number Of Buildings
Juneau	Cedar Park	3355 Nowell Ave	7-Plex, 6-Plex, 5-Plex, 10-Plex, (2) 11-Plexes	50,545	50	0	7
Juneau	Cedar Park	3410 Foster Ave	Comm Rm / Office / Shop	4,885	0	1	1
Juneau	Cedar Park Annex	3405/3407/3409 Foster Ave	8-Plex	23,760	25	2	1
Juneau	Geneva Woods	1617 Douglas Hwy	Comm Rm / Office / Shop		25	2	5
Juneau	Mt View Apartments	895 W 12th St	Activity Center	1,760	0	1	1
Juneau	Mt View Apartments	895 W 12th St	Senior Center Annex	24,192	20	4	1
Juneau	Mt View Apartments	895 W 12th St	Apartment Building	29,316	42	3	1
Juneau	Riverbend	2800 Postal Way	Comm Rm / Office / Shop	1,707	0	1	1
Juneau	Riverbend	2800 Postal Way	(4) 6-Plexes, (2) 5-Plexes, (2) 4-Plexes, (1) 3-Plex	39,448	45	1	
Sitka	Paxton Manor	405 Dearmond St	4-Plex		4	2	1
Sitka	Paxton Manor	409 Dearmond St	4-Plex		4	2	1
Sitka	Paxton Manor	411 Andrews St	5-Plex		5	2	1
Sitka	Paxton Manor	421 Andrews St	5-Plex		5	2	1
Sitka	Paxton Manor	422 Andrews St	Comm Rm / Office / Shop	27,332	0	2	1
Sitka	Paxton Manor	431 Andrews St	6-Plex		6	2	1
Sitka	Swan Lake Terrace	404 Lake St	Apartment Bldg / Comm Rm / Office	15,270	19	3	1
Wrangell	Etolin Heights	720 Zimovia Highway	(5) 4-Plexes / Ofc / Shop	20,102	20	2	5
Wrangell	Etolin Heights	730 Zimovia Highway	(4) 8-Plexes / Ofc	27,230	31	2	4

Location	Project Name	Number of Units	# of Bedrooms					
			0	1	2	3	4	5
Juneau	Cedar Park Annex	25		6		12	7	
Juneau	Geneva Woods	25			3	14	6	2
Juneau	Mt View Apts	62		62				
Juneau	Riverbend	45		13	22	10		
Juneau	New Cedar Park	49		4	28	14	3	
		Total 207	***0***	***85***	***53***	***50***	***16***	***2***
Sitka	Swan Lake Terrace	19		19				
Sitka	New Paxton Manor	24		4	8	10	2	
		Total 43	***0***	***23***	***8***	***10***	***2***	***0***
Wrangell	Etolin Heights	20		4	4	12		
Wrangell	Etolin Heights	31			23	8		
		Total 51	**0**	**4**	**27**	**20**	**0**	**0**