



BAXTER FAMILY HOUSING PHASE II MILLWORK MATERIALS

INVITATION TO BID 26T-CN-106

March 2026

Cook Inlet Housing Authority
Procurement Department
3510 Spenard Road
Anchorage, Alaska 99503

Phone: (907) 793-3064
Email: procurement@cookinlethousing.org

**BAXTER FAMILY HOUSING – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

TABLE OF CONTENTS

Specified Dates	3
Advertisement	4
Invitation to Bid	6
Bidders Checklist	9
Bid Form.....	10
Form of Non-Collusive Affidavit.....	14
Lobbying Certificate and Disclosure Packet	15
Indemnity and Insurance Requirements	24

**BAXTER FAMILY HOUSING – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

TABLE OF CONTENTS

Specified Dates	3
Invitation to Bid	4
Bidders Checklist	8
Bid Form.....	9
Form of Non-Collusive Affidavit.....	14
Lobbying Certificate and Disclosure Packet	15
Indemnity and Insurance Requirements	20

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

**ADVERTISEMENT FOR INVITATION TO BID
BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
ITB # 26T-CN-106**

The vendor shall furnish all millwork materials, doors, door hardware, windows, and related components required for the Baxter Family Housing Phase II project as described in the CIHA-provided materials list and in accordance with applicable local, state, and federal codes and standards. All materials shall meet the specified performance requirements and be suitable for use in residential construction consistent with industry standards. Any colors, finishes, hardware functions, or product selections requiring owner input shall be confirmed by CIHA following the bidding process and shall not affect the vendor's bid.

The vendor shall provide pricing for the materials identified in the CIHA-provided materials list, including a cost breakdown per item and a total material cost. Following award, CIHA will issue a purchase order that reflects the final approved materials, and the vendor shall deliver materials in accordance with that purchase order. All delivered materials shall be in a condition that protects them from moisture and physical damage.

The CIHA-provided materials list is intended only to establish a consistent basis for comparison between bids. Vendors shall base their pricing on the quantities provided. The list is not exhaustive, and vendors are not required to perform a full materials takeoff. If discrepancies or omissions are noted during bid preparation, the vendor may submit a supplemental list with their proposal for CIHA's information.

The vendor shall deliver materials to the designated laydown area, offload them, and place them in a protected manner. The vendor shall report any shortages or damage at the time of delivery. The vendor shall provide standard product documentation, including data sheets, certifications, warranties, and any submittals required by the contract documents. Documentation shall be accurate and submitted in accordance with CIHA requirements.

Bids must be hand-delivered or mailed to CIHA at 3510 Spenard Road, Anchorage, Alaska 99503 or emailed to procurement@cookinlethousing.org to be received by the deadline below. Bids received after this deadline shall not be accepted. It is the bidder's responsibility to ensure its bid is received at the specified location and time.

Specified Dates:

Bid Packet Available	March 24, 2026
Last Day for Questions	April 1, 2026, 2:00 p.m.
Bid Due Date	April 14, 2026, 2:00 p.m.

Bid documents will be available on CIHA's website at www.cookinlethousing.org. Plan holders are responsible to check the website for addenda.

This Invitation to Bid is not to be construed as a commitment of any kind nor does it commit CIHA to pay for any cost incurred in the submission of bids or any other incurred costs prior to the execution of a contract.

Published March 24, 2026, through April 14, 2026, at www.cookinlethousing.org.

ADVERTISEMENT FOR INVITATION TO BID

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

**INVITATION TO BID
BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
ITB # 26T-CN-106**

Cook Inlet Housing Authority (CIHA) is accepting sealed bids hand-delivered, mailed, or emailed from responsible and responsive vendors for the Baxter Family Housing Phase II – Framing project, located at 4230 Baxter Road, Anchorage, Alaska.

Sealed bids must be submitted, clearly marked: **“Attn: Procurement, ITB # 26T-CN-106, Baxter Family Housing Phase II – Millwork Materials – Do Not Open”**. Mailed bids must be received at CIHA, Attention: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503. Emailed bids must be received by the Procurement Department at procurement@cookinlethousing.org. CIHA will reject bids received after the Bid Due Date. Faxed bids will not be accepted. CIHA will open and read accepted bids at the time stated in the Specified Dates.

- Mailed and hand-delivered bids: Bids must be received no later than the deadline stated in the Specified Dates according to the time clock located at CIHA’s front desk.
- Emailed bids: Bids must be received no later than the deadline, according to the time and date received by CIHA’s email server.

QUESTIONS

CIHA will not be bound by any oral interpretation of this ITB. Questions are encouraged and must be sent in writing to Procurement by the deadline in the Specified Dates. Questions received after the deadline will be disregarded. Substantive issues received by the deadline will be answered by addendum to all plan holders.

- Email: procurement@cookinlethousing.org

No questions shall be directed to any other CIHA employees or CIHA representatives.

SCOPE OF WORK

The vendor shall furnish all millwork materials, doors, door hardware, windows, and related components required for the Baxter Family Housing Phase II project as described in the CIHA-provided materials list and in accordance with applicable local, state, and federal codes and standards. All materials shall meet the specified performance requirements and be suitable for use in residential construction consistent with industry standards. Any colors, finishes, hardware functions, or product selections requiring owner input shall be confirmed by CIHA following the bidding process and shall not affect the vendor’s bid.

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The CIHA-provided materials list is intended only to establish a consistent basis for comparison between bids. Vendors shall base their pricing on the quantities provided. The list is not exhaustive, and vendors are not required to perform a full materials takeoff. If discrepancies or

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

omissions are noted during bid preparation, the vendor may submit a supplemental list with their proposal for CIHA's information.

The vendor shall deliver materials to the designated laydown area, offload them, and place them in a protected manner. The vendor shall report any shortages or damage at the time of delivery. The vendor shall provide standard product documentation, including data sheets, certifications, warranties, and any submittals required by the solicitation documents. Documentation shall be accurate and submitted in accordance with CIHA requirements.

INDEMNITY AND INSURANCE REQUIREMENTS

See Insurance and Indemnity Requirements Form for details on the insurance requirements. No Contract will be signed until the certificate(s) of insurance have been received and approved by the CIHA Procurement Manager. If the insurance expires or is cancelled during the term of the contract, progress payments will be suspended, and work must cease.

PAYMENT TERMS

CIHA shall issue Purchase Orders for the procurement of materials under this ITB. The successful bidder shall furnish materials only upon issuance of a valid CIHA Purchase Order, unless otherwise authorized in writing by CIHA. Vendor shall submit invoices for materials delivered and accepted by CIHA. Payment shall be made in accordance with the applicable Purchase Order and requirements. Terms shall be NET thirty (30) days, subject to any discounts for prompt payment. All invoices must include, at a minimum, the CIHA Purchase Order Number, Project Name, description of materials, quantities, unit pricing, and total invoice amount. CIHA reserves the right to withhold payment for incomplete, inaccurate, damaged, nonconforming, or rejected materials.

INVOICE SUBMISSION

Invoices shall be sent to CIHA Accounts Payable Department by one of the following methods: email to cihaap@cookinlethousing.org; or by mail, to Cook Inlet Housing Authority, Attention: Accounts Payable, 3510 Spenard Road, Anchorage, Alaska 99503.

BID SUBMITTAL

Bidder shall supply all information and submittals required by the ITB documents to constitute a proper bid. The bid must clearly state the legal name, address, telephone number, and email address of the bidder. The bid must be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the bidder to the bid. Any changes that are made to this bid using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change was made. No bids may be withdrawn without the written consent of CIHA for a period of ninety (90) days subsequent to the deadline date for receipt of bids.

AWARD

Award of a total lump-sum purchase order for the specified materials shall be made in accordance with CIHA's Procurement Policy to the lowest priced, responsive, and responsible bidder whose bid conforms to the requirements of this ITB. CIHA reserves the right to reject any or all bids, to waive minor informalities or irregularities in bids received, and to make award in the best interest of CIHA. This ITB shall not be construed as a commitment of any kind, nor shall it obligate CIHA to pay any costs incurred in the preparation or submission of a bid, or any other costs incurred prior to the issuance of a Purchase Order. CIHA reserves the right to make a single award or multiple awards, as determined to be in its best interest.

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

DISPUTES

In the event any dispute arises from this ITB, such dispute will be resolved in accordance with CIHA's policies and procedures.

**BAXTER FAMILY HOUSING PHASE II – MILLOWRK MATERIALS
COOK INLET HOUSING AUTHORITY**

**BIDDERS CHECKLIST
BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
ITB # 26T-CN-106**

NOTICE TO BIDDERS: REMOVE THIS SECTION AND SUBMIT WITH BID

All responsive Bids MUST contain the following:

1. Bid Form*
2. Lobbying Certificate and Disclosure Packet*
3. Form of Non-Collusive Affidavit*
4. Current State of Alaska Business License
5. Completed IRS form W9*
6. Acknowledgment of Addendums* (*if applicable*)

***All Bid documents requiring signature *must* be signed and dated.**

Bids submitted without one or more requirements listed above are subject to rejection.

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

BID FORM
BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
ITB # 26T-CN-106

- 1) The undersigned, _____ (Company Name) on this date: _____, having familiarized itself with the local conditions affecting the scope and cost of work and with the Invitation to Bid (ITB), hereby proposes to furnish all labor, material, equipment (labor and equipment include delivery of materials to the jobsite only) required to complete the ***Baxter Family Housing Phase II – Millwork Materials*** project in accordance with all sections of this Invitation to Bid..

Bidder to submit a Total Lump Sum bid to complete the work as described in the ITB. Additionally, the bid shall include all administrative requirements of the contract, including but not limited to providing lien releases as required, and other tasks required under the contract, as well as ancillary and miscellaneous work as described or reasonably inferable from the ITB.

This Item list is for one building. There are 5 buildings total:

Quantity:	Item:	Price for Each:	Total Price:
135	MFP472 2 ½'x14' MDF CASING	\$	\$
120	MFP 494 ½"x3 ¼" X16'	\$	\$
4	4'x8'x3/4" MDF	\$	\$
25	1"x12" MDF BULLNOSE SHELVING 12'	\$	\$
25	1"x16" MDF BULL NOSE SHELVING 12'	\$	\$
15	1"x2"x16' MDF PRIMED EASED EDGE	\$	\$
15	1"x4"x16' MDF PRIMED EASED EDGE	\$	\$
12	4 9/16" PRIMED FLAT JAMB 6' 8"	\$	\$
8	6 9/16" PRIMED FLAT JAMB 6'8"	\$	\$
10	1"x6"x16' FINGER JOINT PINE PRIMERED	\$	\$
4	HEMLOCK 6000 K 16" HANDRAIL 2 "x1 ¼" (NO PLOW)	\$	\$
Exterior Doors			
4	THERMO TRU 3/0 x 6/8 FIBERBLASS DOOR 6" 9/16" JAMB RIGHT HAND	\$	\$
5	THERMO TRU 3/0 x 6/8 FIBERBLASS DOOR 6"	\$	\$

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

	9/16" JAMB LEFT HAND		
3	THERMO TRU 3/0 x 6/8 FIBERBLASS DOOR (FULL LIGHT RECTANGLE) 6" 9/16" JAMB RIGHT HAND	\$	\$
1	THERMO TRU 3/0 x 6/8 FIBERBLASS DOOR (FULL LIGHT RECTANGLE) 6" 9/16" JAMB LEFT HAND	\$	\$
Interior Doors			
2	3/0 CLEAR BIRCH INTERIOR 4" 9/16" PRIMED JAMB	\$	\$
11	2/8 CLEAR BIRCH INTERIOR 4" 9/16" PRIMED JAMB	\$	\$
9	2/4 CLEAR BIRCH INTERIOR 4" 9/16" PRIMED JAMB	\$	\$
3	2/0 CLEAR BIRCH INTERIOR 4" 9/16" PRIMED JAMB	\$	\$
1	1/6 CLEAR BIRCH INTERIOR 4" 9/16" PRIMED JAMB	\$	\$
1	PAIR 2/6 BI-PASS CLEAR BIRCH INTERIOR 4" 9/16" PRIMED JAMB	\$	\$
3	PAIR 2/0 BI-PASS CLEAR BIRCH INTERIOR 4" 9/16" PRIMED JAMB	\$	\$
7	3/0 BALL CATCH PAIR DOUBLE CLEAR BIRCH INTERIOR 4" 9/16" PRIMED JAMB	\$	\$
3	2/8 BALL CATCH PAIR DOUBLE CLEAR BIRCH INTERIOR 4" 9/16" PRIMED JAMB	\$	\$
10	2/6 BALL CATCH PAIR DOUBLE CLEAR BIRCH INTERIOR 4" 9/16" PRIMED JAMB	\$	\$
Windows			
6	3/0 x 5/0 ALPINE 80 SERIES TRIPLE PANE SINGLE HUNG	\$	\$

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

5	3/0 x 4/0 ALPINE 80 SERIES TRIPLE PANE SINGLE HUNG	\$	\$
5	5/0 x 4/0 ALPINE 80 SERIES TRIPLE PANE FIXED	\$	\$
4	5/0 x 4/0ALPINE 80 SERIES TRIPLE PANE HORIZONTAL SLIDER	\$	\$
4	6/0 x 4/0ALPINE 80 SERIES TRIPLE PANE HORIZONTAL SLIDER	\$	\$
2	4/0 x 4/0 ALPINE 80 SERIES TRIPLE PANE HORIZONTAL SLIDER	\$	\$
4	5/0 x 4/0 ALPINE 80 SERIES TRIPLE PANE FIXED	\$	\$
1	5/0 x 2/0 ALPINE 80 SERIES TRIPLE PANE FIXED	\$	\$
1	4/0 x 2/0 ALPINE 80 SERIES TRIPLE PANE FIXED	\$	\$
1	3/0 x 4/0 ALPINE 80 SERIES TRIPLE PANE SINGLE HUNG (SAFETY GLASS)	\$	\$
1	4/0 x 2/0 ALPINE 80 SERIES TRIPLE PANE FIXED (SAFETY GLASS)	\$	\$
1	2/0 x 4/0 ALPINE 80 SERIES TRIPLE PANE FIXED (SAFETY GLASS)	\$	\$
Hardware			
80	WALL MOUNTED SPRING- LOADED SATIN NICKEL DOORSTOPS	\$	\$
40	HINGE MOUNTED SATIN NICKEL DOORSTOPS	\$	\$
30	BED AND BATH DOORKNOBS, SCHLAGE LATITUDE, SATIN NICKEL	\$	\$
35	HALL AND CLOSET DOORKNOBS, SCHLAGE LATITUDE, SATIN NICKEL	\$	\$
16	DUMMY (CLOSET) SCHLAGE LATITUDE, SATIN NICKEL	\$	\$
30	2-1/8 BYPASS CUPS, SATIN NICKEL	\$	\$

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

20	SATIN NICKEL HANDRAIL BRACKETS	\$	\$
5	BYPASS DOOR TRACKS, 5'-0"	\$	\$
4	BYPASS DOOR TRACKS, 4'-0"	\$	\$
35	SHELF L BRAKETS 10"x12"	\$	\$
20	SHELF & ROD SUPPORTS WHITE	\$	\$
20	WHITE POLE SOCKET SET (CLOSET ROD BRACKET)	\$	\$

Total Price of the Item's list \$ _____ (a)

Total Lump Sum Bid \$ _____ ("a" multiplied by 5)

(Written Amount): _____

- 2) The lowest bid shall be determined by the Total Lump Sum.
- 3) In submitting this bid, it is understood that the right is reserved by CIHA to reject any and all bids at its sole discretion and for its convenience or benefit.
- 4) I/We have submitted with this bid the following items:
 - a. Bid Form
 - b. Lobbying Certificate and Disclosure
 - c. Form of Non-Collusive Affidavit
 - d. Current State of Alaska Business License
 - e. Completed IRS form W9
- 5) Bid cannot be withdrawn for a period of ninety (90) days without the express permission of CIHA.
- 6) I/We further acknowledge receipt of the following addenda:

Addendum No.: ____ Dated: _____

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

- 7) Non-Collusive Affidavit: By submission of this bid, the bidder certifies that making the foregoing bid, that such bid is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from quoting, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communications or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element or said bid price, or of that of any other bidder, or to secure any advantage against the Cook Inlet Housing Authority or any person interested in the proposed contract; and that all statements in said bid are true.
- 8) I/We further understand the penalty for making false statements in offers is prescribed by federal law at 18 U.S.C. §1001.

Bid Submitted by:

NAME OF BIDDER

OFFICIAL ADDRESS

BY:

Signature

Address

Print Name and Title

City, State, Zip Code

Email

Phone

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

Restrictions on Lobbying Activities

Entities receiving a federally-funded contract from CIHA that is in excess of \$100,000 must comply with the "New Restrictions on Lobbying" found at 24 C.F.R. Part 87. 24 CFR 87.100 provides a baseline prohibition on the use of federal funds for lobbying purposes. 24 CFR 87.110(d) further provides that any person (or entity) receiving a federally funded contract or subcontract, at any tier, that exceeds \$100,000 must file a certification, and, if required, a disclosure form, to the next tier above.

All CIHA contractors and subcontractors who will receive a contract or subcontract of \$100,000 or more, to be paid from a federal grant to CIHA, must sign and submit to CIHA the attached certification form. All contractors and subcontractors who will receive a contract or subcontract of \$100,000 or more must also require all of their subcontractors who will receive a subcontract of \$100,000 or more to sign and submit the required certification and, if applicable, disclosure form.

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: _____

Street address: _____

City, State, Zip: _____

Certified By: _____

Title: _____

signature

date

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

Approved by OMB

0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award</p>	<p>3. Report Type: a. initial filing _____ b. material change</p> <p>For material change only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

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Standard Form - LLL-A

INDEMNITY AND INSURANCE REQUIREMENTS

1. INDEMNIFICATION

- A. To the fullest extent permitted by law, Contractor shall release, defend, indemnify and hold **Cook Inlet Housing Authority (“CIHA”), Baxter Borealis II Limited Partnership, Alaska Housing Finance Corporation and the State of Alaska , State of Alaska, Dept. of Commerce, Community and Economic Development, First National Bank Alaska, and WNC & Associates, Inc.**, its subsidiaries, directors, officers, agents, officials, employees and consultants (collectively, “**Indemnified Parties**”) harmless from and against all claims or loss, including without limitation any and all demands, suits, expenses, damages, fines, charges, liens, actions or liability of any nature, kind or character whatsoever, and including without limitation, claims or loss resulting from injury, death, economic loss, violation of statutes, ordinances, constitutions or other laws, rules or regulations, contractual claims, attorneys’ fees, costs or expenses or any other kind of loss (collectively, “claims or loss”), related to, resulting from or arising directly or indirectly out of the activities of Contractor, the performance, failure of performance or breach of any term of this Contract by Contractor, or by any person or entity employed by Contractor in the performance of this Contract, regardless of whether such claim or loss is caused in part by **Indemnified Parties**.
- B. Contractor’s responsibility for defense and indemnification extends to and includes any claim or loss alleging acts or omissions by **Indemnified Parties** that are said to have contributed to the claim or loss. However, Contractor shall not be required to indemnify an **Indemnified Party** for any claim or loss that results from the sole negligence or willful misconduct of the **Indemnified Party**.
- C. In any and all claims against the **Indemnified Parties** by any employee of Contractor, anyone directly employed by Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under workers’ compensation acts, disability benefit acts or other employee benefit acts.
- D. Contractor agrees that as part of any subcontract, its subcontractor shall provide assurance of defense and indemnity in **Indemnified Parties**’ favor that are identical in scope as those assumed by Contractor under the terms of this Contract.
- E. The requirement of any insurance required of Contractor under this Contract shall not limit Contractor’s indemnification responsibilities under this section in any way.

2. INSURANCE

- A. Without limiting the Contractor's indemnification responsibilities, it is agreed that Contractor shall purchase, at its own expense, and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Such policies shall be primary to any policies held by CIHA.
- B. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, CIHA shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Manager of Procurement prior to fully executing the Contract, and as a condition of payment, Contractor shall purchase and maintain insurance that will protect it from the claims arising out of its operations under the Contract, whether the operations are by

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

Contractor, or any of its consultants or subcontractors or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. This includes Worker's Compensation Insurance, Employer's Liability Insurance, Comprehensive General Liability Insurance and Automobile Liability Insurance.

- C. Contractors' insurance shall name **Cook Inlet Housing Authority, Baxter Borealis II Limited Partnership, Alaska Housing Finance Corporation and the State of Alaska, State of Alaska, Dept. of Commerce, Community and Economic Development, First National Bank Alaska, and WNC & Associates, Inc.** as additional insured, except for Worker's Compensation. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under Alaska Statutes Title 21.
- D. Failure to furnish satisfactory evidence of insurance *prior to starting work* or lapse of the policy is a material breach of this Contract and shall be grounds for termination of the Contractor's services.
- E. All insurance companies obligated under the following described policies must have a best rating of "A - VIII" or better as identified in the *A.M. Best Insurance Rating Guide*, most recent edition.
- F. Each Contractor having direct contract with subcontractors shall maintain Commercial General Liability insurance covering claims for bodily injury and property damage arising out of subcontractor's operations, independent contractors, product/completed operations with broad form property damage, liability assumed under contract on a broad form blanket basis, and "XCU" property damage if hazard exists.
- G. CIHA reserves the right to amend these requirements at any time as deemed appropriate and to comply with project funder requirements.
- H. Delivery or acceptance of a certificate or evidence of insurance not meeting the requirements shall not be deemed to waive or reduce any requirements hereunder.

3. MINIMUM LIMITS OF LIABILITY

Contractor shall maintain with a company satisfactory to **CIHA** at least the limits of liability set forth below. The requirements of this section shall not limit Contractor's indemnification responsibilities as provided in the Contract.

A. Worker's Compensation and Employers' Liability: Contractor shall provide and maintain, for all employees engaged in work under this Contract, coverage as required by AS 23.30.045; and, where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. This policy must waive subrogation in favor of **Cook Inlet Housing Authority, Baxter Borealis II Limited Partnership, Alaska Housing Finance Corporation and the State of Alaska, State of Alaska, Dept. of Commerce, Community and Economic Development, First National Bank Alaska, and WNC & Associates, Inc.**

B. Workers Compensation and Employers Liability - Statutory limits with a minimum floor of \$500,000

C. Commercial General Liability Insurance: Covering all business premises used by and operations conducted by the Contractor in the performance of services under this

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

Contract in the amounts noted below. This policy must waive subrogation in favor of **Cook Inlet Housing Authority, Baxter Borealis II Limited Partnership, Alaska Housing Finance Corporation and the State of Alaska, State of Alaska, Dept. of Commerce, Community and Economic Development, First National Bank Alaska, and WNC & Associates, Inc.**

1. \$1,000,000 Each Occurrence
2. \$2,000,000 General Aggregate
3. \$2,000,000 Products/Completed Operations Aggregate
4. \$1,000,000 Personal and Advertising Injury (any one person)
5. \$50,000 Fire Damage Legal Liability (any one fire)
6. \$5,000 Medical Expense (any one person)

The additional following provisions apply to the **Contractor**:

- a. Property and liability insurance policies shall not have a deductible provision in excess of \$25,000, all other insurance policies shall not have a deductible provision in excess of \$10,000.
- b. All policies must be written on a per occurrence basis, except for professional liability coverage which may be written on a claims made basis
- c. Additional Interests Coverage: Additional Insureds listed in Section 7 below. Coverage is to apply on a primary non-contributory basis when coverage under other policies is available to the additional insureds, with all endorsements attached.
- d. Construction Related Activities: Coverage shall not limit liability arising from construction related activities.
- e. Unacceptable Exclusions:
 - i. "Limitation of Coverage to Designated Premises or Project", ISO CG 21 44 07 98, or its equivalent; and
 - ii. Residential work exclusions or limitations, or subcontractor warranty provisions.
 - iii. Professional Liability exclusions are not to apply to bodily injury, personal injury or property damage.

D. Commercial Automobile Liability Insurance - Covering all vehicles, owned, hired or non-owned, used by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit of bodily and property damage. This policy must waive subrogation against **Cook Inlet Housing Authority, Baxter Borealis II Limited Partnership, Alaska Housing Finance Corporation and the State of Alaska, State of Alaska, Dept. of Commerce, Community and Economic Development, First National Bank Alaska, and WNC & Associates, Inc.** The additional following provisions apply to the **Contractor**:

1. Policy Form: ISO Business Auto form CA 00 01, or its equivalent.
2. Coverage to apply on a primary and non-contributory basis when other insurance is available to the additional insureds.

E. Umbrella/Excess Liability Coverage – Contractor shall provide coverage no less broad than the underlying Commercial General Liability, Vehicle, and Employers Liability policies required above, with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Aggregates are to apply on a per project basis. If coverage is not following

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

form, differences must be identified. Additional insureds: **Cook Inlet Housing Authority, Baxter Borealis II Limited Partnership, Alaska Housing Finance Corporation and the State of Alaska, State of Alaska, Dept. of Commerce, Community and Economic Development, First National Bank Alaska, and WNC & Associates, Inc.** Coverage to apply on a primary and non-contributory basis when other insurance is available to the additional insureds.

4. CANCELLATION, RENEWAL AND MODIFICATION

Contractor shall maintain in effect all insurance coverages required under the Contract at Contractor's sole expense and with insurance companies acceptable to CIHA. All policies shall contain a provision that coverage will not be modified, cancelled or not renewed until at least thirty (30) days prior written notice has been given to **Cook Inlet Housing Authority, Baxter Borealis II Limited Partnership, Alaska Housing Finance Corporation and the State of Alaska, State of Alaska, Dept. of Commerce, Community and Economic Development, First National Bank Alaska, and WNC & Associates, Inc.**, Certificates of insurance showing required coverage to be in force pursuant to this Section shall be filed with and approved by CIHA prior to commencement of the Work. In the event Contractor fails to obtain or maintain insurance coverage required under the Contract, CIHA may purchase such coverage as desired for **Indemnified Parties'** benefit and charge the expense to Contractor or terminate the Contract for default.

5. CONTINUATION OF COVERAGE

If any of the required liability insurance is on a claims made basis, "tail" coverage will be required at the completion of this contract for twelve (12) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twelve (12) months following Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this Contract. If Continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for not less than twelve (12) months from the end of the Contract. This will be a condition of the final acceptance of work or services.

6. SUBCONTRACTORS AND LOWER TIER SUBS

Contractor agrees that as part of any subcontract, Contractor shall require its subcontractors, including second tier and lower subcontractors, to provide assurance of compliance with all insurance provisions applicable to Contractor herein, including policy limits that are identical in scope to those required of Contractor, except as expressly modified by this Section 6, or as otherwise agreed to in writing by Contractor and CIHA, on a case-by-case basis. *Certificates of Insurance must be provided for all additional insureds.*

Minimum Umbrella/Excess Liability limits applicable to lower tier subcontractors, including second tier and lower subcontractors, shall be as follows:

<u>Subcontract Amount</u>	<u>Required Umbrella/Excess Liability Limit</u>
Under \$1,000,000	to the Contractor's discretion
Over \$1,000,000	limits noted in Section 3(d)

**BAXTER FAMILY HOUSING PHASE II – MILLWORK MATERIALS
COOK INLET HOUSING AUTHORITY**

7. ADDITIONAL INSUREDS and CERTIFICATE HOLDERS

Contractor’s insurance shall name all entities below as Additional Insured, except for Worker’s Compensation. Coverage shall apply on a primary non-contributory basis when other insurance is available to the additional insured. Certificates shall be issued with each entity indicated as a certificate holder.

NOTED: Spelling and punctuation of the **Additional Insured** names must be exactly as shown below:

<p>Owner: Baxter Borealis II Limited Partnership c/o Cook Inlet Housing Authority, 3510 Spenard Road, Anchorage, Alaska 99503</p>	<p>General Partner and Land Owner: Cook Inlet Housing Authority 3510 Spenard Road Anchorage, Alaska 99503</p>
<p>Grantor: Alaska Housing Finance Corporation and the State of Alaska PO BOX 101020 Anchorage, Alaska 99510</p>	<p>Grantor: State of Alaska, Dept of Commerce, Community and Economic Development 550 W. 7th Avenue, Suite 1535 Anchorage, Alaska 99501</p>
<p>Investor: WNC & Associates, Inc. Attn: Kelli Ozdemir 17782 Sky Park Circle Irvine, CA 92614</p>	<p>Perm Lender / Construction Lender: First National Bank Alaska (address TBD)</p>

8. ACORD CERTIFICATE OF INSURANCE FORM

1. Produce one certificate for each of the insured parties.
2. In the description, reference: **Baxter Family Housing Phase II – 4230 Baxter Road, Anchorage, Alaska**
Certificates MUST state exactly: **“The certificate holder is an additional insured with primary and non-contributory status on the general liability, umbrella and automobile policies. Waiver of Subrogation is provided in favor of the certificate holder under the general liability, umbrella, automobile and workers compensation policies.”**
3. Provide copies of all endorsements for additional insured and waiver of subrogation in addition to the certificate of insurance.
4. Make sure that the Certificate of Insurance:
 - a. identifies all NAIC#
 - b. The additional insured and subrogation waived columns are checked where applicable
 - c. All policy numbers are identified
 - d. All appropriate boxes checked.
 - e. Deductible amounts identified.
 - f. Description follows the language under #3 provided above.
 - g. Attach the appropriate endorsements or policy documents.