

State of Alaska
Amendment to Professional Services Contract

1. Agency Contract Number C0620-523
2. Solicitation Number (if used)
3. Optional Renewal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Years remaining <u>0</u>
4. Financial Coding
5. Agency Assigned Encumbrance Number
6. Amendment Number Two (2)

This agreement is between the State of Alaska,		
7. Department of Health and Social Services Health and Social Services/ COVID-19 Emergency Operations Center (EOC) hereafter the State, and		
8. Contractor Petersburg Borough hereafter the Contractor		
Mailing Address PO Box 329	Street or P.O. Box	City Petersburg
		State AK
		ZIP Code 99833
9. Original period of performance From: June 5, 2020 To: August 31, 2020		10. Amended period of performance From: June 5, 2020 To: December 31, 2020
11. Previous amount of contract to date: \$ 300,200.00	12. Amount of this amendment: \$ 123,525.00	13. This amended contract shall not exceed a total of: \$ 423,725.00
<p>14. In accordance with the provisions of the above referenced contract, the parties to that contract agree that the services to be performed by the contractor are amended as follows:</p> <p>This amendment extends the contract term.</p> <p>All other terms and conditions of the contract remain in effect.</p> <p>In full consideration of the Contractor's performance under and including this amendment, the State shall pay the Contractor a total not to exceed \$ 423,725.00</p> <p>IN WITNESS WHEREOF the parties hereto have executed this amendment.</p> <p>Notice: This amendment has no effect until signed by the head of the contracting agency, project director and head contracting agency or designee.</p>		
15. CONTRACTOR		17. CERTIFICATION:
Name of Firm Petersburg Borough		I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.
Signature of Authorized Representative	Date	
Typed or Printed Name of Authorized Representative Karl Hagerman		
Title Petersburg EOC Incident Commander		
16. CONTRACTING AGENCY		Signature of Head Contracting Agency or Designee
Health and Social Services, EOC		Date
Signature of Project Director	Date	Typed or Printed Name of Authorizing Official Amy Burke
Typed or Printed Name of Project Director Doniel Wolfe		
Signature of Division Director	Date	
Typed or Printed Name of Division Director Heidi Hedberg		
		Title Section Chief – Grants, Procurement & Facilities

Appendix C – Amendment 2

Description of Services

Scope of Work

Contractor shall oversee COVID 19 greeting, customer service, screening, and testing services at the Petersburg Airport. Services must be provided to every inbound flight originating out of state.

Amendment 2

This amendment, Amendment 2, extends the contract term. The changes implemented as of this amendment are:

- The current Emergency Declaration is set to expire 11/15/2020. If this declaration does not get extended, the services of this contract may be terminated. Notice will be provided to the contractor as soon as possible, should the services need to be discontinued.
- All other terms and conditions remain unchanged.

Assessment/adjustment

- The contractor and project manager agree to meet as needed to assess functionality of all services, and adapt to meet the current need. This may include scaling services up or down, implementing new processes, and considering new workflows. The State will maintain the final authority for these adjustments, and approval must be obtained prior to implementation.

Transition of Services – End of Contract Term

- The State of Alaska's Procurement Code requires the purchase of services to be competitively solicited at the termination of a contract. This may result in a change of contractors from one contract term to another. Should that occur at the termination of this contract, the incumbent vendor is required to assist by facilitating a smooth transfer of the contracted functions to a new vendor or back to the purchasing agency.

Appendix D – Amendment 2 Payment for Services

Payment for services provided shall not exceed \$423,725.00 for the period of performance of this contract.

Start up Costs

Training services for up to 15 employees.

- Estimated 10 hours at \$50/hour

Total Start-Up Costs: \$500.00

Estimated Daily Rate for Services

Services shall be billed at actual costs for services used.

For the purposes of this contract, the following formula is used as an estimate:

- Greeters/Screeners – 4 greeters/screeners X 2 hours X \$50 = \$400/day
- Testers – 3 testers X 3 hours X \$50 = \$450/day
- Test Analysis Fee – 10 tests per day X \$100/test = \$1000/day
- Test Shipping – once daily X \$100 = \$100/day
- Printing expense (flat rate) = \$25/day
- PPE Expense (flat rate) - \$50/day

Total Estimated Daily Rate - \$2,025.00 per day

The rates above shall be used to scale these services up or down as may be deemed necessary. Any variation to the formula above must be approved in advance by the Project Director, prior to implementation.

Invoicing

The Contractor shall submit invoices to the address specified below no later than 30 days after the end the period for which services were performed. Failure to include the required information on the invoice may cause an unavoidable delay to the payment process. The State will pay all invoices within thirty (30) days of invoice approval by the Project Director.

The invoice must:

- Reference the Contractor's name, address and phone number
- Reference the contract number: C0620-523
- Include an invoice number
- Reference the Alaska Division of Public Health – Emergency Operations Center (DPH - EOC)
- itemize the contractual services provided during the period invoiced as described in Appendix C

Email invoices to:

hss.fms.contracts.invoicing@alaska.gov

(please reference the contract C0620-523 in the subject line)

Notwithstanding any other provision of this contract, it is understood and agreed that the State shall withhold payment at any time the Contractor fails to perform work as required under Appendix C and/or D of this contract.