KAWERAK, INC.
REQUEST FOR PROPOSALS
Kawerak Head Start Program

Annual Automatic Fire Alarm & Sprinkler, Inspection and Testing, and Maintenance and Repair Services Term Contract

11/25/2026

TABLE OF CONTENTS

Instructions to Responders

I. Solicitation …….. 2
II. Proposals …….. 2
III. Project Information …… 3
IV. Evaluation Process …… 4
V. Additional Information ……..... 5
VI. Other…….. 6

Addenda

A. Draft Professional Services Contract
B. Previous Inspection Reports for All Facilities

Solicitation item	Requirement
Issue date	**November 25, 2026**
Proposal deadline	**Prior to 4:00 p.m. Alaska Time on December 11, 2026**
Pre-proposal conference	**December 3, 2026, at 11:00 a.m. Alaska Time via Microsoft Teams**
Questions deadline	**December 7, 2026, at 4:00 p.m. Alaska Time**
Contact	**Maintenance Director | mmichels@kawerak.org**
Email proposals	**Signed PDF attachments to mmichels@kawerak.org**
Physical delivery	**Kawerak Head Start, Maintenance Department 606 I Street, Nome, AK 99762**
Mail delivery	**Kawerak Head Start, Maintenance Department PO Box 948, Nome, AK 99762**
Initial term	**Date of award through December 31, 2029**
Options	**Two one-year options at the same unit prices, by mutual written agreement**

I. Solicitation:

Kawerak, Inc., (Kawerak) a tribal consortium and non-profit corporation in Nome, Alaska, is soliciting proposals from qualified vendors to provide Head Start Regionwide Annual Automatic Fire Alarm & Sprinkler, Inspection and Testing, and Maintenance and Repair Services Term Contract. The selected responder will be available to perform the scope of work as provided in the attached draft contract provided herein.

II. Proposals:

To be considered, Responders must deliver proposals to the address below, on or before the deadline.

Deadline: Proposals will be accepted until December 11th, at 4:00 pm Alaska Daylight Time (AKDT).

Address Responses Either:

By Email: (Preferred)
Email to Mathew Michels, Kawerak Maintenance Director, at mmichels@kawerak.org
By Mail:
Kawerak Maintenance, Attn: Kawerak Headstart- Annual Fire Alarm and Sprinkler Inspection Testing and Maintenance Bid, P.O. Box 948, Nome, Alaska, 99762.

Hand Delivered:
Kawerak, Inc. Attn: Headstart Maintenance "Sprinkler and Fire Alarm Inspection, Testing and Maintenance Proposal," 606 I Street, Nome, AK 99762

Mark Proposals as Follows: **"Kawerak Head Start Annual Automatic Fire Alarm and Sprinkler Inspection and Testing, and Maintenance and Repair Services Proposal**

Proposal Format: Proposals should only address the evaluation criteria listed herein. Proposals should adhere to the following criteria.

Cover Letter: 1 page maximum, that includes an acknowledgement of all addenda
Narrative: 10 pages maximum
Resumes: 2 pages maximum (each)

III. Project Information:

Kawerak, Inc. operates a Head Start program in the Bering Straits/Norton Sound Region and as the owner of the following six (6) facilities is soliciting bids by qualified professionals to provide for annual inspection/testing of the Fire Alarm Panels, Automatic Sprinkler Systems, Backflow Preventers, Kitchen Range Hoods, and Fire Extinguishers.

Kawerak Facility Name	Name of FA System	Smoke Detectors	Hood Detectors	Heat Detectors
Nome Head Start (Nome, AK	Siemens PC2025	36	1	9
Brevig Mission Start (Brevig Mission, AK)	Notifier- SFP400B	17	0	3
Elim Head Start (Elim, AK)	EST Fire shield	19	0	6
Gambell Head Start (Gambell, AK)	Simplex 4004	*not listed on last report (less than 20)	1	*not listed on last report (less than 10)
Shishmaref Head Start (Shishmaref, AK)	EST 3X	33	9	3
Teller Head Start (Teller, AK)	EST Fire shield	8	1	3

The Nome, and Shishmaref facilities utilize an addressable Alarm system, and the remainder of the facilities utilize non-addressable alarm systems. All six (6) locations have Kitchen Range Hood Fire Suppression systems.

The two main goals of this solicitation are twofold:

I. Maintain compliance with all code requirements for annual inspection/testing for all alarm/sprinkler systems for the duration of this contract; and
II. For any noted Level 1, or Level 2 Life/Health/Safety deficiencies to obtain timely repair cost estimates and promptly schedule the repairs as quickly as is practical/possible.

The Successful Contractor shall meet with Kawerak Head Start Director and Maintenance Director within 10 days of contract award to provide the following:

1. Agree to a project implementation Calendar of site visits to perform annual inspections, and testing and/or potential repairs.
2. Schedule logistics/Access to each facility with Head Start Director and Maintenance Director.
    a. Within 2 weeks of inspection provide fire inspection reports & price quotes for repairs to any noted deficiencies found during inspection.
    b. Within 30 days of the notice of approved Task Order for deficiency corrections, procure and schedule travel for performing approved deficiency repairs.

In your proposal, please provide how you will meet the requirements listed above.

In accordance with 25 U.S.C. 5307(b) (P.L. 93-638) and Kawerak's Accounting Manual Section 3.1.2(4) Kawerak Inc. shall, to the greatest extent feasible, provide a preference in the selection of a contractor to qualified, responsible and responsive Responders that are Alaska Native/American Indian owned and operated businesses (Kawerak Accounting Manual). Responders do not need to meet these criteria in order to submit a proposal. The extent of any preference shall be provided in the selection criteria process in Section IV. In accordance with applicable law, Kawerak, Inc. reserves the right to determine, in its sole discretion, whether application of AN/AI preference is feasible for this contract.

IV. Evaluation Process:

Responders will be evaluated in accordance with the following criteria, with point values assigned as described:

1. ***The Project Execution Plan (40 points possible):*** From initial inspection through correction of all deficiencies, and revolving back around to annual inspection cycle, prepare a Program wide Gannt Chart tracked by location which tracks both the timeline of work and budget for each phase. This plan shall be included in all pay app requests over the term of the project:
    a. Phase 1: Staffing/Scheduling/Logistics to prioritize and, perform all the initial annual inspections/testing/reporting of all headstart facilities and
    b. Phase 2: Prioritized Staffing/Scheduling/Logistics/Budget of deficiency repairs, recertification, testing, and reporting of repair for any/all deficiencies noted.

    Phase 2 Repairs shall be location specific, and result in the creation of Individual Task Orders for tracking/reporting costs per facility. Any/All Task Orders for Phase 2 Must be approved by Kawerak prior to the procurement of materials, or authorization of repairs.

Required components of the Project Execution Plan:

Phase I: Initial Inspection/Testing prioritized schedule and Budget: For each location, provide a prioritized schedule and budget for inspection/testing including all air travel, equipment rental, lodging, per diem, reporting fees, monitoring/subscription fees, etc. Please also reference (but do not include in sub-total the daily standby/weather delay rates).

Phase II: Deficiency Correction: Provide a sufficiently detailed example description of the implementation plan and timeline for correcting a Level 1 or Level 2 deficiencies found throughout the course of inspection based upon review of previous inspections. Please include:

c. Travel/Logistics (travel, per diem, lodging, freight, equipment rental, etc.)
d. Staffing (i.e., pipefitters, Alarm controls specialist, Laborer, assistant, etc.)
    i. Straight Time Hourly Rates
    ii. Overtime Hourly Rates
    iii. weather delays and/or Standby daily rates,
e. Materials cost, Percentage of Material Cost Mark-up
f. Shipping/Logistics of getting parts on site

2. Qualifications, Certification and Experience of Key Personnel (20 points possible): Provide professional qualifications, certifications, and experience of project team. Also include background check for all workers performing on-site work as this is a covered position. 20 Points

3. Experience (20 points possible): Provide a summary of relevant experience in the form or at least 2 (two) references for other clients that the contractor has performed similar inspections/testing and repairs for over the last 5 years.

4. Capacity (10 points possible): Provide a summary of your firm's current and anticipated workload from Dec 1st, 2026, through June 30th, 2027. Include a brief description of projects for which your firm is responsible during this period. Identify all project responsibilities for the key personnel included in this proposal.

5. Native Preference [if applicable] (10 points possible): Kawerak provides a preference for Native ownership of firm in accordance with P.L. 93-638, Section 7(b) and Kawerak Accounting Manual Section 3.1.2 (4).

Contractor Selection Criteria	Weight	Score	Max. Score
1. Project Execution Plan	40	400	40%
2. Qualifications/Certifications/Licenses	20	200	20%
3. Experience	20	200	20%
4. Capacity	10	100	10%
5. Native Preference	10	100	10%
	Total	**1,000**	**100%**

Kawerak will assemble an evaluation team that will rank the firms and make recommendations for award of the contract. Responders may request to make oral presentations to the full evaluation team. Interviewed firms will be re-scored using the same criteria listed above. Prior to selection, the selected firm will be interviewed by the evaluation team. Kawerak will then enter into negotiations with the successful responder it anticipates awarding the contract to. In the event Kawerak cannot successfully negotiate a contract with the highest ranked Responder, Kawerak will terminate negotiations with that Responder and initiate negotiations with the next highest ranked Responder. This process will be followed until Kawerak and a Responder have reached agreement and a contract is executed, if at all, unless circumstances warrant otherwise (see below).

V. Additional Information

Kawerak is not liable for any costs incurred by Responders prior to the issuance and execution of a contract to the Contractor selected as a result of the RFP process. All proposal preparation and other costs in responding to this RFP shall be the sole responsibility of the Responders.

Kawerak reserves the right to waive any informality, and to make a selection as deemed in its own best interest. This includes the right to cancel the solicitation at any time, reject any or all proposals and the right to proceed utilizing a different process based on their analysis of the overall project budget.

Kawerak also reserves the right to negotiate with the responsible Responder submitting the proposal with the highest overall score. Such negotiations, if Kawerak elects to negotiate rather than to reject all proposals, shall be directly between Kawerak and such Responder. Such Responder then may be invited by Kawerak to submit a revised price proposal. Responder may elect not to submit a revised price proposal, and Kawerak may reject any such revised price proposal.

Kawerak may require, seek, and utilize all information it deems appropriate in order to assess the qualifications of individual Responders. All information in proposals submitted in response to this RFP may, at Kawerak's discretion, be released to the public at the conclusion of the evaluation, selection, and award process, with the exception of any rate information submitted in response to the pricing criteria. Any other information related to pricing or capacity that Responders consider confidential and/or proprietary and wish to remain unavailable for public disclosure should be clearly identified.

Award of a contract pursuant to this RFP does not obligate Kawerak to the award of any future work to the selected Responder.

Questions:
Interested firms may submit questions by email to mmichels@kawerak.org by **December 7, 2026**.

VI. Other

Travel

No additional travel funding can be requested. All travel costs for the contractor must be outlined within the proposal's budget.

Insurance

Kawerak's policy requires all construction contractors to purchase and maintain the following insurance: Workers Compensation and employer's liability insurance as required by State law and as will adequately protect Contractor from claims under worker's compensation laws, disability benefit laws or other similar employee benefit laws; General liability insurance with limits of not less than one million dollars ($1,000,000) per occurrence combined single limit for bodily injury and property damage and two million dollars ($2,000,000) aggregate; Auto liability insurance with limits of not less than one million dollars ($1,000,000) and physical damage limits of the stated value for all vehicles used by Contractor in performance of the Scope of Work; Professional liability (errors and omissions) insurance with limits of not less than one million dollars ($1,000,000).

Kawerak shall be named as an additional insured in each policy herein provided, except for worker's compensation, professional liability, and employer's Liability insurance. All insurance policies shall be written as primary policies and shall not be contributing with, or in excess of, any insurance coverage that Kawerak may otherwise carry. Contractor shall furnish Kawerak certificates showing the type, amount, class of operation, effective dates, and dates of expiration of policies. All insurance certificates must be delivered to Kawerak before work begins and must confirm that each type of coverage extends to all services to be performed described in the Scope of Work in Section (3). All insurance certificates and policies shall not be cancelled or allowed to expire within the duration of this Agreement until at least thirty (30) days prior written notice has been given Kawerak. Such policies shall contain a clause pursuant to which the insurance carriers waive all rights of subrogation against Kawerak with respect to losses payable under such policies.

Inspection, testing, and reporting services are not anticipated to require Davis-Bacon wage compliance. However, any repair work, alteration, installation, replacement, or deficiency-correction work performed under this contract and authorized through a Task Order shall comply with all applicable requirements of the Davis-Bacon Act and related federal labor standards. The Contractor shall pay laborers and mechanics no less than the applicable wage rates and fringe benefits contained in the current U.S. Department of Labor wage determination for the locality in which the work is performed. The Contractor shall maintain certified payroll records and provide such records to Kawerak upon request.