



North Slope Borough School District

P.O. Box 169, Utqiagvik, AK 99723

Memorandum of Agreement

(An MOA for more than \$10,000.00 must be approved by the School Board prior to start of contract. In a fiscal year MOA to the same contractor totaling more than \$10,000.00 must be approved by the School board prior to start of the contract).

Contractor: Arctic Refrigeration & A/C MOA Control # _____

Address: 500 W Potter Drive, Suite 100 Anchorage AK 99518
Street or POB City State Zip

(907) 562-8856 arcticrefrigeration@aracak.com
Area Code Phone # E-mail Address:

Federal ID # _____ Or Soc. Sec. #: _____ Alaska Business License # _____

☐ W-9
Attached

☐ W-9 Submitted
Previously

Start Date: _____ End Date: _____
(mmddyy) (mmddyy)

Contractor Agrees To:

Complete all repairs for the following sites:
* M&O Warehouse Walk-in Freezer
* Hopson Middle School Walk-in Cooler F, Walk-in Freezer C,
Walk-in Freezer B, Walk-in Cooler D
See attached Estimate# 21100 for more details.

District Contract Person: Don Dunbar Phone #: (907) 852-9658 Ext _____
Email Address: don.dunbar@nsbsd.org Fax: _____

District Agrees To: The refrigerant, vacuum pump, nitrogen and brazing equipment will
be provided by the customer. Disposal of old refrigerant is not
included in the estimate. Customer will be responsible for the shipping
of any equipment and parts from Anchorage to Utqiagvik.

Payment Terms: Net 15

Enter Account Code as Account #: 255.300.790.000.410 Amount \$19,887.33
Total: \$19,887.33

MOA Not to Exceed: \$20,000.00 Budget Authority Approval: _____

A – GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursable, must be included in the MOA. All MOAs for more than \$10,000 require prior School Board approval before Contractor provides any service.
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to the Business Manager.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and the NSBSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have signed the MOA.
4. The Contact Person will be responsible for obtaining the contractor's signature and submitting the original MOA to the Business Manager.
5. The Contact Person must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Business Manager.
6. When the MOA involves travel paid by the NSBSD; a CTR (Contracted Travel Requisition) must accompany any invoice.
7. MOAs cannot be used for NSBSD employees.
8. Any NSBSD employee who authorizes services prior to the required approvals may be subject to disciplinary actions up to and including termination. (BP 4118 and 4218)

B – Contractor Responsibilities

1. Check the MOA for contents and completeness. If the terms are agreeable, sign the agreement and return to the individual named as the Contact Person.
2. In accordance with the payment terms set forth on page 1, the Contractor shall submit an invoice with the appropriate documentation (copies of airline tickets, hotel bills, etc.) to the Contact Person for approval of payment. This MOA Control #: must be on the invoice.
3. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
4. A W-9 must be on file with the NSBSD Business Office or submitted with this MOA. No W-9, backup withholding of Federal taxes will be withheld per the present required – presently 29%.
5. The Contractor must provide proof of any liability insurance coverage required on page 1 of this MOA.
6. To the extent allowed by law, the Contractor shall indemnify, defend, and hold the NSBSD harmless from any liability resulting from or arising out of the acts of the Contractor in the performance of this MOA.
7. This contract may be terminated by either party with a 30 day written notice.

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.
Any changes in the terms of this MOA must be on an ADDENDUM FROM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

_____ Business Manager	_____ Business Manager's Signature	_____ Date (mmddyy)
_____ Superintendent, NSBSD	_____ Superintendent's Signature	_____ Date (mmddyy)
_____ Contractor	_____ Contractor's Signature	_____ Date (mmddyy)

Routing: ☐ Biz Mgr. ☐ Supt. ☐ Contractor ☐ Contact Person ☐ Admin. Srvs. Dept.

Estimate

Date	Estimate #
3/17/2021	21100

Name / Address				P.O. No.
NORTH SLOPE BOROUGH SCHOOL DISTRICT PO BOX 169 UTQIAGVIK, AK 99723				
Description	Qty	U/M	Cost	Total
<p>JOB LOCATION: NORTH SLOPE BOROUGH SCHOOL DISTRICT UTQIAGVIK AK 99723 SCOPE: COMPLETE ALL REPAIRS IDENTIFIED IN SERVICE TICKET 20-55460 IDENTIFIED ON 1/15/20.</p> <p>M&O WAREHOUSE WALK-IN FREEZER: RECOVER REFRIGERANT, FIND AND REPAIR REFRIGERANT LEAK, INSTALL NEW CONTACTOR ON THE COMPRESSOR AND RECHARGE SYSTEM.</p> <p>MIDDLE SCHOOL WALK-IN COOLER F: RECOVER REFRIGERANT, FIND AND REPAIR REFRIGERANT LEAK, INSTALL NEW CONTACTOR ON THE COMPRESSOR AND RECHARGE SYSTEM WITH UPDATED REFRIGERANT R-448.</p> <p>MIDDLE SCHOOL WALK-IN FREEZER C: REPLACE COMPRESSOR AND INSTALL NEW CONTACTOR.</p> <p>MIDDLE SCHOOL WALK-IN FREEZER B: REPLACE COMPRESSOR AND INSTALL NEW CONTACTOR PLUS RE-INSTALL EXISTING COMPRESSOR HEAD FAN.</p> <p>MIDDLE SCHOOL WALK-IN COOLER D: INSTALL NEW CONTRACTOR ON THE COMPRESSOR AND INSTALL A DUAL PRESSURE CONTROL.</p> <p>THE REFRIGERANT, VACUUM PUMP, NITROGEN AND BRAZING EQUIPMENT WILL BE PROVIDED BY THE CUSTOMER. DISPOSAL OF OLD REFRIGERANT IS NOT INCLUDED IN THIS ESTIMATE. CUSTOMER WILL BE RESPONSIBLE FOR THE SHIPPING OF ANY EQUIPMENT AND PARTS FROM ANCHORAGE TO UTQIAGVIK.</p> <p>*****NOTE: DUE TO UNFORESEEN CIRCUMSTANCES SUCH AS FLIGHT DELAYS/CANCELLATIONS DUE TO BAD WEATHER OR MECHANICAL ISSUES THIS JOB WILL NOT EXCEED \$30,000.00*****</p>				
			Total	

(907-562-8856 ♦ arcticrefrigeration@gci.net

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Name / Address				P.O. No.
NORTH SLOPE BOROUGH SCHOOL DISTRICT PO BOX 169 UTQIAGVIK, AK 99723				
Description	Qty	U/M	Cost	Total
<p>Exclusions:</p> <p>Meals, site preparation, roof penetrations, roof curbs & caps, concrete slab installations, insulated pit installations, floor drains, floor sealing, refrigerant alarms, pipe jacketing, door alarms, lighting unless specified otherwise, cutting patching and painting, architectural fees, engineering fees, and structural modifications, prorated job expenses, disposal of all hazardous materials, electrical wiring control wiring, any additional insurance, weather delay, drains, pumps, permits, inspections, clean up to owner supplied dumpsters.</p> <p>Any alteration or deviation will require a new Quotation and contingent upon new plans and specifications. Any alterations or deviation from specification involving extra cost will be executed only on written change order and will become extra charges over and above the original quoted price</p> <p>If you have any questions regarding this proposal, please do not hesitate to contact myself at our office. We may with draw this proposal if not accepted within 30 days.</p>			0.00	0.00
Total			\$19,887.33	