



City and Borough of Juneau  
Engineering Department  
155 South Seward Street  
Juneau, Alaska 99801  
Telephone: 586-0490 FAX: 586-4530

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October 23, 2015

**EMAILED (ORIGINAL MAILED)**

RE: Last Chance Basin Footbridge Span Alignment & Approach Ramp  
RFQ No. E16-100

Lloyd Coogan  
Coogan Construction Co.  
PO Box 34499  
Juneau, AK 99803-4499

**NOTICE OF AWARD/NOTICE TO PROCEED**

Dear Mr. Coogan:

This letter shall serve as formalization of the award and authorization to proceed with the above mentioned project.

There are no subcontractors listed for this project.

You will have until December 24, 2015, to complete this project. Please coordinate your construction activities with Alan Steffert at 586-0481 or Gary Gillette at 586-0398.

The Purchase Order number for this project is PO 107187, for the bid amount of \$18,750. Please reference this PO number and project name and number on all invoices. Prior to final payment, the Contractor must submit approved copies of the documents listed below.

Note: If work under this Project Agreement is amended and the total increases to \$25,000 or greater, Contractor shall be required to meet all Alaska Department of Labor and Workforce Development requirements pertaining to prevailing wages. A Notice of Completion will be required along with the other documents prior to final payment.

Sincerely,

Greg Smith  
Contract Administrator

C: Gary Gillette, CBJ Project Manager  
Alan Steffert, CBJ Project Manager  
CBJ Purchasing

Enclosures:

Employment Security Tax Clearance (for the Contractor and each Subcontractor)  
Compliance Certificate and Release Form

**Employment Security Tax Clearance**

Date: \_\_\_\_\_

To: Alaska Department of Labor  
Juneau Field Tax Office  
907-465-2787  
FAX 907-465-2374

From: \_\_\_\_\_

**Subject: Last Chance Basin Footbridge Span Alignment & Approach Ramp  
CBJ Contract No. RFQ No. E16-100**

Timeframe of Contract \_\_\_\_\_

Please advise whether or not clearance is granted for the following CONTRACTOR or Subcontractor:

\_\_\_\_\_  
Name of firm

\_\_\_\_\_  
Address

Per AS 23.20.265 of the Alaska Employment Security Act, this request is for tax liability clearance and release to make final payment for WORK performed under the subject contract. Please send your response to:

Greg Smith, Contract Administrator  
Engineering Department  
155 S. Seward Street  
Juneau, Alaska 99801  
FAX 907-586-4530

- ( ) Tax Clearance is granted.
- ( ) Tax Clearance is NOT granted.

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**COMPLIANCE CERTIFICATE AND RELEASE FORM**

**PROJECT: Last Chance Basin Footbridge Span Alignment & Approach Ramp**  
**CONTRACT NO: RFQ E16-100**

The CONTRACTOR must complete and submit this to the Contract Administrator with respect to the entire contract. Completed forms may be submitted upon completion of the Project. All requirements and submittals must be met before final payment will be made to the CONTRACTOR.

*I certify that the following and any referenced attachments are true:*

- All WORK has been performed, materials supplied, and requirements met in accordance with the applicable Drawings, Specifications, and Contract Documents.
- All Suppliers and Subcontractors have been paid in full with no claims for labor, materials or other services outstanding. If all Subcontractors and suppliers are not paid in full, please explain on a separate sheet.
- All employees have been paid not less than the current prevailing wage rates set by the State of Alaska (or U.S. Department of Labor, as applicable).
- All equal employment opportunity, certified payroll and other reports have been filed in accordance with the prime contract.
- The attached list of Subcontractors is complete (required from CONTRACTOR). The Contract Administrator was advised and approved of all Subcontractors before WORK was performed and has approved any substitutions of Subcontractors.
- All DBE firms listed as a precondition of the prime contract award must have performed a commercially useful function in order for the WORK to count to a DBE goal. All DBE firms performed the WORK stated and have received at least the amount claimed for credit in the Contract Documents.
- All DBE Subcontractors must attach a signed statement of the payment amount received; the nature of WORK performed, whether any balance is outstanding, and indicate that no rebates are involved.
- If the amount paid is less than the amount originally claimed for DBE credit, the CONTRACTOR has attached approval from the Contract Administrator for underutilization.

*I understand it is unlawful to misrepresent information in order to receive a payment which would otherwise be withheld if these conditions were not met. I am an authorized agent of this firm and sign this freely and voluntarily. The foregoing statements are true and apply to the following project contractor.*

\_\_\_\_\_  
Firm Name Capacity: CONTRACTOR

\_\_\_\_\_  
Signed Printed Name and Title Date

Return completed form to: Greg Smith, Contract Administrator, City and Borough of Juneau, 155 South Seward Street, Juneau, AK 99801. Call (907) 586-0873 if we can be of further assistance or if you have any questions.