Posting Notice/Posted kc 10.15.26

MODIFICATION (WAIVER) REQUEST

MR# 27-144
Assigned by Purchasing Div.

Date	Original RQ #	MR Description	
10/14/2026		UAS - Employee Housing	
Department & Division		**Department Head Signature**	**Estimated Cost**
EAGLECREST		Julie Piper	$ 40,680.00
Contact Name-Number	Marissa Kehres 907-790-2000	**Vendor Name**	UAS - 1605

Is this Procurement State or Federally funded? ○ YES ◉ NO

If this is a reoccurring MR, please complete the table below each FY

FY	RQ	$ Amount	PO #

◉ **Sole Source:** The purchase of a commodity or service from the only known single source. *Attach verification.*
Code Provision: 53.50.090 (c)

○ **Class 2 Emergency:** A circumstance that poses a threat to the health, welfare or safety of the public.
Code Provision: 53.50.090 (L)

○ **Rider to Another Contract:** A vendor may extend another government agency's bid or contract pricing to CBJ. The proposed purchase must meet CBJ purchasing requirements and must have been competitively bid.
Code Provision: 53.50.090 (f) **Agency:** _____ **Contract #:** _____

○ **No Substitute:** A request for a specific brand name and model number of a particular item to be purchased. The item must be available from more than one supplier.

○ **Other:** Clear explanation is required. **Code Provision**: (if applicable) _____
Explanation:

Reason for Modification Request:
Please complete this form and attach all supporting documents.
Give complete, accurate, detailed explanation of your request. Please be specific.

UAS has made available bed space in Banfield Hall to accommodate Eaglecrest Housing to house J1 visa workers and other non-Juneau employees for the 26-27 season. Contract has been signed by Deputy City Manger and UAS on 10/1/2026.

BEFORE SUBMITTING ENSURE THAT THE ABOVE IS COMPLETED

Approved By:

Renee Loree 10/15/2026

Purchasing Officer **Date**

City Manager **Date**

Purchasing Officer Comments

Guest Housing Agreement

Eligibility

Guests, either an individual, or a group, eligible for housing are visiting persons who are 18 years of age or older or chaperoned by an authorized adult or parent/legal guardian. Minors are not permitted to stay unaccompanied in UAS guest housing. Visiting guests must present current state issued identification at check-in.

Guest housing is primarily intended for short-term on-campus guest accommodations for persons visiting the University campus for University-related purposes, such as attendees participating in University summer programs or seminars, researchers working with University faculty or staff, and guest lecturers. There are also guest housing options for attendees that are not affiliated with the University but still requesting guest housing.

Units and Cost:

For the November 15, 2026-April 18, 2027 period, UAS Guest Housing will

- have four units set aside for Eaglecrest and its employees
    - Three units will be traditional four persons units (two double rooms per unit)
    - One unit can be a two person unit (one double room)
- The cost for Eaglecrest members is $20 per person, per night.
    - This price is only for active Eaglecrest employees approved to stay in guest housing

Maximum Occupancy:

The following are the maximum number of occupants per unit:

- Townhouse Units
    - Single - One Occupant in each room
    - Double - Two Occupants in each room
- Residence Hall Units:
    - Double - Two Occupants in each room

Additional Guests

No unregistered overnight visitors are permitted to share guest accommodations. Additional guests may be added to an existing reservation as long as the total number of guests does not exceed the maximum capacity of your reservation unit type.

Guest Housing Options for Individuals with Disabilities & Special Accommodations

If you require specific accessibility, medical, or mobility accommodations, please let us know when you register. Giving us advance notice ensures the University can properly prepare your space.

Arrival and Departure

Check-in after 3pm. Check-out by 10am

Earlier arrivals and late departures may, with advanced notice and space permitting, be accommodated. We require at least three (3) business days advance notice to confirm availability.

Reservation Requests
Submitting a guest housing request does not guarantee a reservation. Requests are approved on availability. Guests must pay a 25% down-payment to hold a reservation once availability has been confirmed.

Payments and Rebilling
Guest Housing accepts major credit cards, cashier's check, or University Journal Voucher. We do not accept personal checks or cash. The remaining balance is due at the time of checkout.

UA Departments may use Journal Vouchers (JV) for room and check-out charges. JV's will be prepared by Residence Life within one week of leaving campus housing. Sponsoring departments will be given the opportunity to review Journal Vouchers prior to being submitted to Financial Services.

Cancellation & Termination of Reservation and Stay
Reservation must be canceled thirty (30) days prior to arrival in order to receive a full refund. Any cancellation after the 30-day period, but before arrival, will result in forfeiture of deposit. Any cancellations of nights after arrival will result in a 50% daily proration rate for cancelled dates.

The University reserves the right to cancel, terminate, and or evict any or all guests. Examples of guests being asked to leave by but are not limited to: violating university policies, failure to pay, breaking local and federal law, etc.

For any reason outside the University's control, including, but not limited to, unforeseen damage to the unit(s), local emergencies, or any other types of natural disasters, this Agreement shall be canceled by the University. In such an event, the University agrees to refund any amounts already paid, including the deposit.

Damages & Additional Charges
The guest agrees to ensure the condition of the campus premises used as undamaged and to restore them to their condition as of the date entering the premises, as applicable. The guest agrees to leave room/apartment(s) in acceptable condition at the time of check-out. An acceptable condition is defined as drawers, closet, and the room emptied of all personal belongings, trash is removed, and linens (if provided) left in the room. Any guest who fails to leave the room/apartment(s) in the manner stated above will be subject to an additional fee(s) as listed in our guest booklet on our guest housing website.

Personal Property
The University assumes no responsibility for the loss or damage of any personal property of guests, agents, employees, or invitees placed on or in the facilities or premises, and the organization hereby expressly releases and discharges the University from any and all liability for loss to such property. The University recommends that individuals or organizations maintain property insurance sufficient to cover any items brought to University facilities/premises. Any personal property left by a guest who vacates or abandons a room or apartment will be inventoried and the resident will be contacted to retrieve their belongings. The University will hold the items for 30 days and then deem them abandoned and may then immediately dispose of the property without compensation. The University may dispose of such property in any manner without liability. Although we do our best to reunite lost items with their owner, it will not be the responsibility of the Department of Residence Life to notify guests of lost items after check-out.

Guest Housing for Groups:

Minors

Groups who have participants under the age of 18 must follow the UAS Protection of Minors Policy (https://uas.alaska.edu/compliance/protection-of-minors.html). Please note that this policy requires action prior to arrival. Parents/Legal guardians of minors who are traveling with their minor(s) to campus do not need to submit paperwork prior to arrival.

Insurance

Without limiting its indemnification, and at least two weeks prior to the intended use, Guests will furnish the University with a Certificate of Insurance evidencing insurance coverage as indicated below:

Either A or B below:

A. Guests policy of commercial general liability insurance with a minimum limit of $1,000,000 per occurrence.
    - The commercial general liability insurance must include coverage for liability assumed under an insured contract (including defense costs assumed under contract) and shall name the University as an additional insured. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to the University.
    - The insurance policy must cover sexual abuse of minors (Board of Regents 09.12.090).

B. Guests shall purchase liability insurance from Tenant User Liability Insurance Program (TULIP).

Guests shall purchase at its own expense, and maintain in force at all times during the term of this Agreement, the insurance required in this section. Failure to furnish satisfactory evidence of insurance, lapse of a policy, or inadequate limits, is grounds for termination of this Agreement. All insurance limits are minimum. If the Guests policies contain higher limits, the University shall be entitled to coverage to the extent of such higher limits.

Group Members

If your group is approved to stay in guest housing, the group will be required to provide a full list of all group members staying in housing, their ages, as well as an emergency contact for each member. This list is due to housing staff two weeks prior to guest arrival.

UAS Guest Housing Policies

Safety Regulations

For health and safety reasons, all guests must be aware of and abide by all of the regulations stated https://www.alaska.edu/bor/policy-regulations/chapter-02-09-public-safety.php. Violation of any of the University regulations on Public Safety may result in intervention by University staff and possible termination of your guest housing agreement and consequent removal from UAS housing premises.

Animals on Campus

Please review UAS' Animal Policy for both housing and on-campus.

Attire

When outside of your room individuals are expected to wear shirts and bottoms at all times. Individuals may not be nude in hallways, lounges, common areas, or community bathrooms.

Balconies, Decks/Porches, and Ledges

Residence Life furniture is not allowed on balconies or decks/porches, and residents may not place anything (e.g., furniture, satellite dishes, boxes, signs) on the roofs or ledges of University buildings. Throwing or shooting objects from balconies, decks, or ledges is prohibited. Individuals may not climb in/out of or hang off of balconies, decks, or ledges.

Bathrooms

Individuals may use the restroom that corresponds to their gender identity. Shower/toilet stalls are reserved for one individual only. No photos shall be taken in any restroom/shower. Individuals are not to wash dishes, clothing, or other items in the sinks or showers.

Fire Alarms

In the event of a fire alarm or fire drill, all individuals must evacuate the building, completely and immediately. Individuals must remain outside, 100 yards away from the building in a designated area and may not re-enter until the "all clear" signal has been given by the Juneau Police Department, the Juneau Fire Department, or Residence Life staff members. Interference with or noncompliance with emergency evacuation procedures in a residential community is prohibited. Individuals must exit the building within three (3) minutes of the alarm sounding. DO NOT USE ELEVATORS. Please remember to dress quickly and appropriately for Alaskan weather.

Fire Safety

Acts that are a threat to safety, i.e. setting fires, using lighter fluid, open flames, using charcoal grills, having/using pressurized items such as CO2 containers, and using candles are prohibited in all housing facilities. Such behavior will result in the removal of all parties involved from campus, and the University may seek legal action. Misuse of fire safety equipment, such as pulling the fire alarms and pranks involving the fire hoses and fire extinguishers, are prohibited. Such misuse of the fire safety equipment is a felony and will result in the removal of the involved party/parties from campus, and the University may seek legal action. Individuals should be mindful of egress areas and ensure those areas are clear of objects at all times.

Parking

All guests must register their vehicle with us. Permits can be acquired by visiting our front desk locations during business hours.

Right to Enter
UAS reserves the right for authorized representatives of the University to enter accommodation at any time to plan or perform maintenance, whenever the University believes a clear and present danger exists, or whenever the University's policies, rules or regulations requires or authorizes such entrance.

Weapons and Explosives
Concealed weapons are not allowed on University property. For personal safety, all weapons and explosives are prohibited in residential facilities. Some items that are considered weapons or explosives include: all guns (including BB guns) and ammunition, axes, martial arts weapons, mace, nunchucks, slingshots, spears, swords, with the exception of cooking knives - knives larger than pocket knives (3"), taser/stun guns, potato guns/cannons, bows and/or arrows, acid, paintball guns, and gunpowder. Alaska state law prohibits the possession of brass knuckles. Individuals are allowed to carry and store pepper spray for personal protection in their residence hall rooms and apartments. Individuals possessing pepper spray should be familiar with the instructions for their personal protection device. Individuals may store their weapons in their locked vehicles.

Tobacco, Drug and Alcohol Policy
The university is committed to providing a safe and healthy environment for its students, employees, and visitors, by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities. This includes all rooms/apartments and public areas to include all UAS Campus property, whether outdoors or indoors. Smoking or carrying any lit smoking device, including but not limited to cigarettes, cigars, pipes, kreteks, bidis, incense, and other inhalable burning substances, is prohibited. Using smokeless tobacco or tobacco-containing products is also prohibited in all residential facilities. Individuals over the age of 18 may store their tobacco products in rooms/apartments and smoke in their personal vehicles. For more information on where to smoke or other frequently asked questions, visit https://uas.alaska.edu/policies/tobacco.html .

Anyone staying on campus is expected to follow state laws and University regulations related to alcohol use and possession. With the exception of legal dependents, individuals under 21 years of age may not be in the same room or apartment as an open container of alcohol. If alcohol is found in residential facilities, it is considered to be in the resident's possession. In all residential areas, any alcoholic beverages possessed in violation of UAS regulations will be confiscated and disposed of by Residence Life professional staff. The consumption of alcohol is not permitted in or on public and common areas, including hallways, lounges, lobbies, and porches. Use of common sources of alcohol, including but not limited to kegs, party balls, beer pong, trashcans, and punch bowls is prohibited.

Possession, use, manufacture, distribution, or being under the influence marijuana or any illegal or other controlled substance on campus is a violation of University regulations and may be subject to prosecution and immediate removal from UAS premises.

Title IX
Title IX is a federal civil rights law that prohibits sex discrimination in education. All members of the university community and visitors have the right to be free from all forms of gender- and sex-based discrimination, including sexual violence, sexual harassment, domestic violence, dating violence, and stalking. The entire Board of Regents' policy on Sexual and Gender Based Discrimination may be found here: https://www.alaska.edu/bor/policy-regulations/chapter-01-04-titleix.php.

Employee Reporting Responsibilities: At the University of Alaska, staff, faculty and Residence Life student employees are responsible for reporting Title IX incidents within 24 hours. There is an exception at UAS for employees working within Student Health and Counseling. Student employees who do not work with Residence Life are also exempted from the reporting required, though they are encouraged to report incidents they witness or learn about. See more detail at the UAS Responsible Employee page, found at: https://uas.alaska.edu/compliance/titleix/compliance-accountability.html. Individuals can make reports to Title IX using the Title IX Report Form, found at: uas.alaska.edu/compliance. Reports can be made anonymously. The form includes information for emergency and confidential resources. Reports can also be made by contacting ORCA (Office of Rights, Compliance, and Accountability), at (907) 796-6371 or at uas.orca@alaska.edu.

Notice of Non-Discrimination

The University of Alaska is an equal opportunity and equal access employer, educational institution and provider. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination applies to applicants, faculty, staff, students, student-employees, volunteers, affiliates and contractors in a manner consistent with all applicable laws, regulations, ordinances, orders, and Board of Regents' Policies, University Regulation, and related internal processes and procedures. Contact information and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination.

ORGANIZATION'S DESIGNATED AGENT:

Signature: 

Title: Deputy City Manager

Print Name: Robert Barr

Date: 09/21/2026

UAS GUEST HOUSING AGENT:

Signature: Signed by: Douglas Robinett A84419631566478...

Title: UAS Director of Residence Life

Print Name: Douglas Robinett

Date: October 1, 2026