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MEMORANDUM

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**TO:** MAYOR JENSEN AND BOROUGH ASSEMBLY  
**FROM:** KARL HAGERMAN, EOC INCIDENT COMMANDER  
**SUBJECT:** TRAVELER TESTING CONTRACT AMENDMENT #4  
**DATE:** 6/30/2021  
**CC:** STEPHEN GIESBRECHT, MANAGER  
DEBRA THOMPSON, CLERK



In June of 2020, the Assembly approved a contract with the State of Alaska to supply greeting, screening and testing services at the James A. Johnson Airport in Petersburg. The Borough hired greeters and screeners and entered into a Memorandum of Agreement with the Medical Center for the testing required at the airport. The State has reimbursed the Borough for all expenses associated with the ongoing effort.

Two previous extensions to this contract have been proposed by the State of Alaska and approved by the Assembly. The current extension expires on June 30, 2021. However, the State is proposing to extend the contract until September 30, 2021 in order to support ongoing testing that is recommended by its travel related Health Advisories. The services will be changed to include testing and related services, but no greeting and screening services are proposed after June 30. Also, and with State approval, the traveler testing will be transitioned to the PMC campus and away from the airport tent. The Borough remains as the “contractor” of the State, but all services related to testing of travelers will be provided by the PMC, as the Borough’s sub-contractor.

The new extension request will reimburse the Borough up to a total of \$1,276,425.00 for traveler testing services (from June 8, 2020 – September 30, 2021). If the extension is approved, PMC’s MOA will be amended to pay them up to \$1,101,600.00 for testing services, as outlined in the State’s contract and the MOA.

It is in the Borough’s best interest to approve extension of this contract to continue to provide free, locally available traveler testing services in Petersburg. A recommended motion would be:

**I move to approve Amendment #4 of the State of Alaska contract C0620-523 to extend traveler testing services at the Petersburg Medical Center to September 30, 2021 for a total payment to the Borough of \$1,276,425.00; and to amend the MOA with the Petersburg Medical Center to reflect the extension and setting a not-to-exceed value of the MOA at \$1,101,600.00.**

Thank you for your consideration.

**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 Four (4)

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	Street or P.O. Box	City	State	ZIP Code
PO Box 329		Petersburg	AK	99833

9. Original period of performance From: June 5, 2020 To: June 30, 2021	10. Amended period of performance From: June 5, 2020 To: September 30, 2021
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11. Previous amount of contract to date: \$ 968,225.00	12. Amount of this amendment: \$ 308,200.00	13. This amended contract shall not exceed a total of: \$ 1,276,425.00
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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:  
This amendment expands the duties listed in Appendix C of the Contract. It also adds funding to compensate for the additional timeline.

All other terms and conditions of the contract remain in effect.

In full consideration of the Contractor's performance under and including this amendment, the State shall pay the Contractor a total not to exceed \$ 1,276,425.00

IN WITNESS WHEREOF the parties hereto have executed this amendment.

**Notice:** This amendment has no effect until signed by the head of the contracting agency, project director and head contracting agency or designee.

15. <b>CONTRACTOR</b>		17. <b>CERTIFICATION:</b>	
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. <b>CONTRACTING AGENCY</b>		Signature of Head Contracting Agency or Designee	Date
Health and Social Services, EOC		Typed or Printed Name of Authorizing Official Amy Burke	
Signature of Project Director	Date		
Typed or Printed Name of Project Director Amy O'Connor			
Signature of Division Director	Date		
Typed or Printed Name of Division Director Heidi Hedberg		Title Section Chief – Grants, Procurement & Facilities	

## Appendix C – Amendment 4 Description of Services

### Scope of Work

Contractor shall oversee COVID 19 customer and testing services at the Petersburg Airport. Services must be provided to all travelers pursuant to the most recent applicable Health Orders/Mandates that may be issued during the time of the contract. (<https://covid19.alaska.gov/travelers/>).

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### Amendment 4

This amendment, Amendment 4, changes implemented as of this amendment are:

- This contract remains in effect through September 30, 2021 pursuant to current emergency mandates/declarations established by the State of Alaska and may be canceled at any time should such COVID-19 screening/testing requirements cease. Notice will be provided to the contractor as soon as possible, should the services be discontinued.
- The contractor shall use the most up to date guidelines from the State of Alaska, as per <https://covid19.alaska.gov/travelers/> to assist and expedite passengers through COVID-19 testing process upon arrival in Alaska.
- The contractor shall acquire the equipment necessary to meet the needs of the contract, for efficient and timely testing of passengers electing to complete the recommended COVID-19 testing.
- Traveler testing shall comply with the most recent Health Order/Mandate.
- Funding for directional signage to assist passengers to receive testing / vaccines.
- 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 4 Payment for Services

Payment for services provided shall not exceed \$1,276,425.00 for the period of performance of this contract.

### 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:

- Laboratory Specimens: \$100/each test
- Staff Hours: \$50/hour
- Packaging and Shipping: \$100/per day
- PPE: \$50/per day
- Facility Charge: \$1,000/per day

**Total Estimated Daily Rate - \$3,350.00 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](mailto:hss.fms.contracts.invoicing@alaska.gov)

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

At the conclusion or termination of the contract, the contractor shall submit all final billings and / or invoices within 60 calendar days, or 2 months from the date of the conclusion or termination of contract.

Late billings and / or invoices may be at risk of losing reimbursement.

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.