

STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of General Services	S.O.P.#	Page 1 of 1
<b>SUBJECT: Construction in State Owned (DOA) Space</b>	EFFECTIVE DATE: 3/22/2006	
WRITTEN BY: Tanci Mintz, State Leasing & Facilities Manager  APPROVED BY: Tom Mayer, Director	SUPERSEDES S.O.P.#	DATE REVISED: 10/05/2015

**PURPOSE:** This provides guidance to state agencies that want to procure construction in state owned office or warehouse space.

**AUTHORITY:** The Chief Procurement Officer granted authority as permitted under AS 36.30.005

**POLICY:** The Division of General Services must approve all construction in state owned office and warehouse space. This includes, but is not limited to:

- o Removal/Addition/Modification of Walls, Doors, Flooring, or Ceilings.
- o Removal/Addition/Modification of Electrical/Data Wiring.
- o Removal/Addition/Modification of Systems Furniture.
- o Any work which involves procurement of contract labor.

**PROCEDURES:** State agencies should provide a brief overview of the project to the DGS Leasing Contracting Officer for internal DGS review and comment prior to procuring quotes or initiating a solicitation process. Pending receipt of comments from DGS, state agencies must provide the following to the DGS Leasing Contracting Officer responsible for the specific region of the request.

- o Building address, suite number, and state agency.
- o Contractor quote that includes the contractor name and address, construction drawings and/or specifications
- o Construction Schedule
- o Contractor's Certificate of Insurance naming the state as additional insured and including a waiver of subrogation for Worker's Compensation
- o Contractor Business License
- o Contractor's confirmation of complying with the Little Davis-Bacon Act, AS 36.05, if the construction costs exceed \$25,000
- o Documentation that the agency solicited the minimum level of competition as required by AS 36.30 and 2 AAC 12
- o Special Areas Allowance Justification Form if new walls are being constructed – DGS may conduct a Universal Space Standards (USS) review of existing private offices any special areas
- o Pending approval by DGS all contractors and/or vendors working in the building must submit DPS background checks to the DGS Leasing Contracting Officer for approval. Contractors without approved background checks will not be eligible to work on State of Alaska property.

Pending review and approval by DGS (and review by ETS if there is data/telecom work or employees are relocating), DOA will delegate, in writing, one-time construction authority to the agency to contract directly with the contractor to complete the work. It is the responsibility of the contracting agency to report Davis-Bacon work to the Department of Labor and Workforce Development.