



1740 S Chugach St  
Palmer AK 99645

[www.mtasolutions.com](http://www.mtasolutions.com)

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**REQUEST FOR PROPOSAL (RFP)**

**RFP 2018-004**

**MTA Headquarters Remodel  
PER SPECIFICATIONS ATTACHED**

Date Issued:	June 4, 2018
RFP deadline:	June 12, 2018 10:00 AM
Service Locations:	MTA Headquarters: 1740 S Chugach St, Palmer
Contact person for bid proposals	Ashley Wessel, at 761-2453 or Email: <a href="mailto:mta-contracts@mta-telco.com">mta-contracts@mta-telco.com</a>

Matanuska Telephone Association, Inc. ("MTA"), is soliciting proposals for a General Contractor to remodel various locations of MTA's Headquarters building located at 480 Commercial Drive, Palmer, Alaska 99645. All Proposals are due by June 12, 2018, 10:00 AM AK Standard Time.

## **SECTION I: RFP SUBMITTALS**

**BID DEADLINE:** Proposals must be received no later than the date and time shown above. The Bidder assumes full responsibility for the completeness and timely delivery of its proposal.

Proposals may be submitted **via e-mail with attachments** to the named person above. MTA assumes no responsibility if the proposal fails to be received at this email address; however, confirmation will be provided if requested.

Proposals may be faxed to: (907) 761-2540. MTA cannot ensure receipt or confidentiality of faxed proposals. No responsibility will be attached to MTA for fax equipment failures, faxed transmission failures, nor can MTA ensure that fax machine lines will be available.

Proposals may be mailed to: MTA, 1740 South Chugach St., Palmer, AK, 99645, Attn: Ashley Wessel, Purchasing Department.

Proposals may be hand delivered to MTA in a sealed envelope to the MTA Headquarters Building, 480 Commercial Drive, Palmer, AK.

Proposals that are mailed or hand delivered must be enclosed in a sealed envelope. The envelope must be identified with the project name (see cover page), along with the Bidder's name and address. No responsibility will be attached to MTA or their representatives for the premature opening of, or the failure to open, a proposal not properly addressed and identified.

All proposals submitted in response to this RFP shall become the property of MTA, and MTA retains the right to use any or all information represented in the proposal unless the Bidder designates the information as proprietary.

## **SECTION II: SCOPE OF WORK (SOW)**

**SOW:** Architects Alaska has designed the remodel that involves demo, structural, mechanical and electrical work. It will be up to the awarded Bidder to take care of all needed permits with the City of Palmer and other regulatory agencies as needed. Bidder will be required to follow the detailed plan laid out on the blueprints that are part of this RFP. This job will be completed in four (4) phases (listed below). Bidder will need to follow mechanical, lighting and electrical changes. They will also need to install conduits for the data, which MTA will install. All passage and lock sets will be installed by MTA as well.

Business will still be taking place throughout the remodel. Anything that requires noise or will create an odor will need to be done on the weekend or after 6:00 PM. MTA estimates this project to take between 4 – 6 weeks.

If a walk-through is needed, Bidder can request one by email to [mta-contracts@mta-telco.com](mailto:mta-contracts@mta-telco.com) and one will be set up.

### **Phase 1:**

- Modify a ceiling to accept glass walls
- Have glass walls installed with two doors and a conference room with a door working with subcontractor Think Office – Details shown on attached documents.

- Remove wallpaper and paint in office are 104-106
- New carpeting in room 104 and 106
- Remove all wallpaper in the halls of first floor and paint, including around rest rooms
- New lighting in conference room
- Build “Mothers Room” and “Huddle Room” on second floor
- Move front drop box up 24”

Phase 2:

- Build “Huddle/Fire Room” on first floor with new lights, paint and flooring
- Build three (3) offices
- Remove wallpaper and paint in Phase 2 area
- New carpet in Phase 2 area

Phase 3:

- Reduce the size of one office and install hallway
- Construct two (2) offices and one (1) conference room
- Paint walls in Phase 3 area
- New carpet in Phase 3 area

Phase 4:

- Paint in Phase 4 area
- New carpet in Phase 4 area

**SECTION III: PROPOSAL REQUIREMENTS**

To achieve a uniform review process and provide fair comparability of information submitted, each Bidder shall complete and submit a proposal, organized in accordance with the following specifications:

COST: Prices quoted must be in U.S. dollars and include applicable taxes.

If the Bidder believes that certain taxes are payable by MTA, the Bidder must list such taxes separately, directly below the bid price for the affected item. MTA is registered as a non-profit organization and is, therefore, exempt for sales tax. A copy of MTA’s sales tax exemption will be provided to the successful Bidder upon request.

BIDDER’S RESPONSE FORM (ATTACHMENT A):

The following must be provided on the Bidder’s Response Form:

Total Proposal Cost. Prices must appear on the designated lines of the Bidder’s Response Form (Attachment A) with no more than two (2) digits to the right of the decimal point.

List any experience Bidder has with commercial contracts in Palmer, Alaska.

List the estimated time it will take to complete the project.

List any exceptions.

Attach a detailed list of proposed materials (glass, railing, flooring, paint colors and cabinetry) to the Bidder's Response Form (Attachment A).

**COMPLIANCE WITH LAWS:** Bidder shall comply with all applicable laws, rules, regulations and orders of any governmental authority, and will obtain at its expense all permits and licenses pertaining to its obligations under this Order. Unless exempted, Bidder shall comply with the Equal Employment Opportunity Clause in Section 202 of Executive Order 11246 and all applicable rules, regulations, and relevant orders pertaining to Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 4212 of the Vietnam Era Readjustment Assistance Act of 1974, as amended.

**RFP REVISIONS:** If it becomes necessary to revise any part of this RFP, an addendum will be provided to all firms to whom MTA has provided a copy of this RFP. Each Bidder will identify that the addendum has been incorporated into the Bidder's proposal. MTA shall not be held liable for any Bidder's failure to receive an addendum.

**QUOTE COSTS:** All costs incurred during the quote preparation process, or costs that are associated with the Bidder's preparations shall remain the sole responsibility of the Bidder.

**EVALUATION:** Criteria to be used for the evaluation of these proposals are listed below. MTA shall have sole responsibility and authority in determining a qualified proposal. Proposals will be reviewed privately. MTA reserves the right to reject any or all proposals and rebid or negotiate with one or more Bidders.

Each proposal will be evaluated on its conformance to the RFP instructions, responsiveness to the RFP requirements, and on the completeness and clarity of the proposal's content.

MTA reserves the right to ask or seek additional information as it deems necessary to properly perform the evaluation of the Bidder's submitted proposal.

**PAYMENT TERMS:** Payment terms are Net 30.

#### **SECTION IV: BIDDER REQUIREMENTS**

**PROPOSALS:** Each Bidder, by submitting its quote, represents that it has reviewed this RFP, and has taken all steps necessary to ascertain the nature and conditions required for the satisfactory completion of the contract as identified in this RFP. The Bidder also represents it has reviewed the General Provisions which could affect the final contract or the costs thereof. Failure to take such necessary steps will not relieve the Bidder of its responsibility of estimating properly, for the difficulty or cost of successfully completing the responsibilities identified under this RFP.

**INDEMNIFICATION.** Bidder agrees to indemnify, defend and hold harmless Buyer, its officers, agents and employees from and against any and all claims, liabilities, and expenses (including attorneys' fees) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of Bidder, its agents, employees or representatives, or arising from any Bidder furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of Buyer.

## **SECTION V: CONTRACT AWARD**

**BID OPENING:** All materials submitted in response to this RFP shall become the property of MTA and are opened privately. Each Bidder will be advised when award is made; however, details regarding names and amount awarded will remain strictly confidential.

**BID REJECTION / AWARD:** It is the intent of MTA to make one award for services to one qualified and responsible Bidder, provided the quote has been submitted in accordance with all RFP requirements. Submission of a quote by a Bidder constitutes acceptance of these terms and conditions.

Deviations or exceptions to the terms and conditions will be grounds for rejection of Bidder's entire proposal.

MTA reserves the right, when it is in its best interest, to reject or accept any or all quotes, and waive any irregularities solely at MTA's discretion. In addition, MTA reserves the right to advertise for new quotes or to award the contract in any manner it believes is in its best interest.

**CONTRACT / PURCHASE ORDER:** The purchase order terms and conditions, along with those included in this RFP, shall govern this transaction. This RFP, and the firm prices in the Bidder's quote, shall be incorporated into, and made a part of resulting purchase orders for these materials.

**BID WITHDRAWAL:** Bidders may request that their quote be withdrawn at any time prior to the quote close date.

No quotes may be withdrawn following the due date of the quote.

All responsive quotes received are considered firm and fixed offers and may be considered for award.

## **SECTION VI: GENERAL PROVISIONS**

**COLLUSION:** Any evidence of agreement or collusion among prospective Bidders acting to illegally restrain freedom of competition by agreement to propose a fixed price, or otherwise, will render the quotes of such Bidders void.

**NON-RESPONSIVE QUOTES:** MTA may certify a quote as non-responsive if;

The quote does not materially conform to this RFP.

Bidder does not include a response for all items on the attachments.

The Bidder omits or is unwilling to provide materials or information specified within the RFP.

Bidder materially deviates from the Terms and Conditions or RFP instructions.

MTA determines, in its sole discretion that the Bidder is not qualified to perform as required under this RFP.

**CONTRACT / PO MODIFICATIONS:** Following a contract award, MTA reserves the right to modify any portion of this RFP, or amend terms and conditions if it becomes necessary. Any modification which affects this RFP, or period of performance, will be negotiated with the Bidder to determine the cost impact and Bidder's capability to accept the modification.

**LATE QUOTES:** Late quotes are those quotes received after the time and date set for receipt of the quote under this RFP. Late bids will be rejected.

**QUOTE ERRORS:** MTA shall not be liable for any errors in the quote. MTA reserves the right to make corrections or amendments due to errors identified within the quote. This type of correction or amendment shall only be allowed for such errors as typing or any other obvious error.

**WRITTEN ADDENDUM:** No verbal modification or interpretation of any provision contained within this RFP will be held as legally binding, unless supported by written addendum as issued by MTA. It shall remain the responsibility of the Bidder to acknowledge and comply with all issued addenda in the Bidder's quote.

## **SECTION VII: SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS**

In addition to carefully reading all of the information in the RFP, all Bidders must carefully read and review the attached sample contract (ATTACHMENT B). The successful Bidder shall be required to provide proof of state certification and insurance as well as enter into a Contract with MTA which will be substantially similar to the sample.

Therefore, the Bidder must make any proposed changes to the sample Contract which the Bidder desires. All changes must be made legibly and conspicuously in red ink on all copies submitted. Page(s) on which the change(s) appear must be tabbed so as to be easily identified. The rationale for all changes must also be provided by the Bidder.

**IF NO CHANGES ARE MADE, THE BIDDER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF CHANGES ARE MADE BY THE BIDDER, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH MTA. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.**

Attachments: B – Sample Contract

Attachment A - 1

***RFP 2018-004***  
***MTA Headquarters Remodel***  
***BIDDER'S RESPONSE FORM***

**Bid Specifications MTA Headquarters**

Bidder may include its corporate form when submitting a proposal; however, this Response Form must be returned to MTA as the binding proposal.

By submitting this proposal, Bidder acknowledges receipt of MTA's terms and conditions.

Bidder's Corporate name:	
Bidder's Corporate address:	
Authorized Agent to make this proposal:	
Bidder's phone no:	
Bidder's email:	

Total proposal Cost:	
Experience with Commercial contracts in Palmer, AK	
Estimated time to complete project	

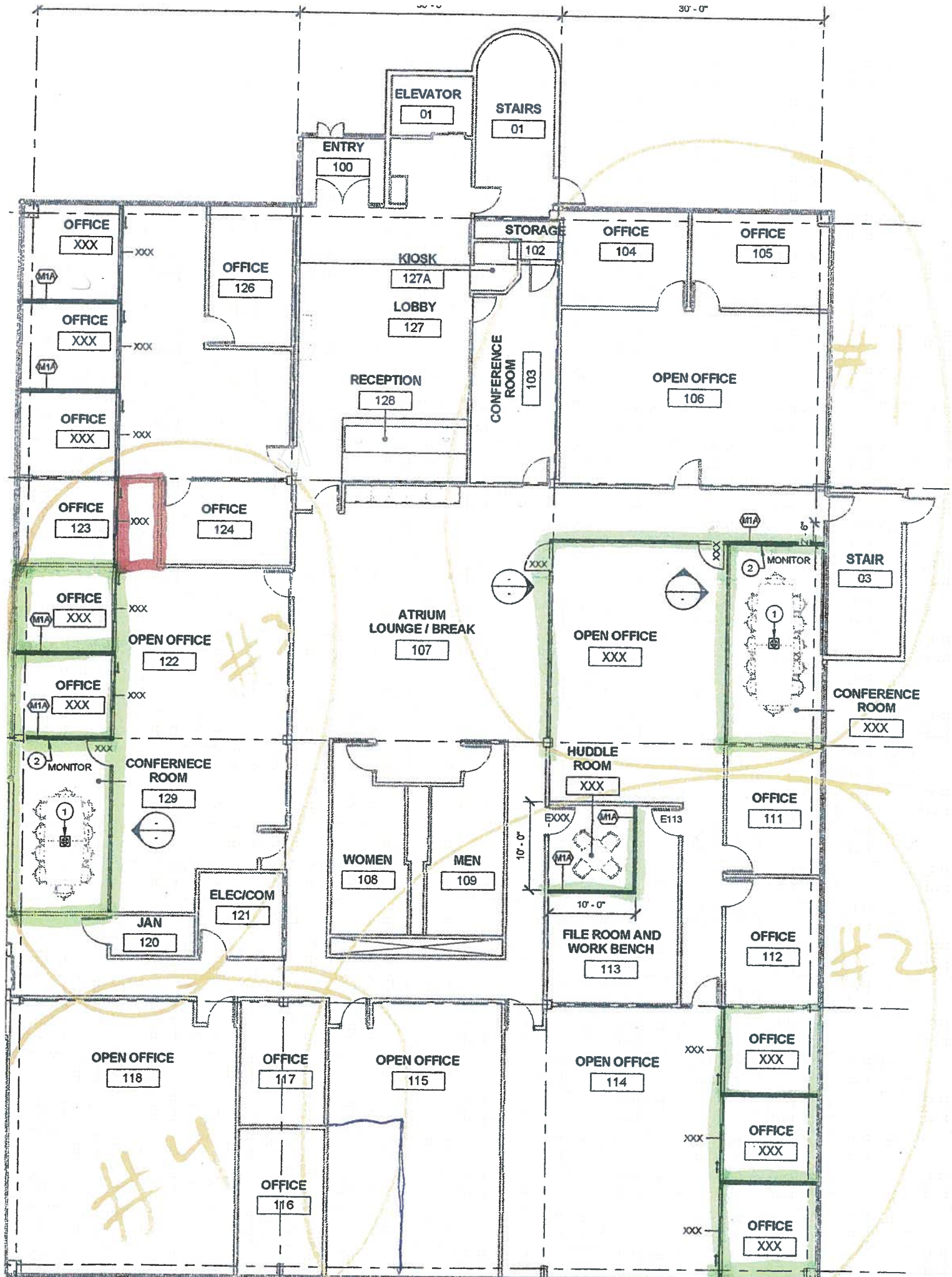
Exceptions (if none, please indicate <b>NONE</b> here)	
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Exceptions for MTA's consideration are:

Attachment A -2

List of proposed materials (glass, railing, flooring, paint colors and cabinetry).





## SERVICES AGREEMENT

**THIS SERVICES AGREEMENT** (“**Agreement**”) is made and entered as of the 29th day of March, 2017 (“**Effective Date**”), between **Matanuska Telephone Association, Inc.** (“**MTA**”) with a place of business at 1740 South Chugach Street, Palmer, Alaska 99645 and **Alaskan Skilled Construction** (“**Contractor**”) with a place of business at 10413 Valley Park Drive, Anchorage, Alaska 99507. Hereinafter, MTA and Contractor may be individually referred to as “**Party**”, or collectively referred to as “**Parties**”. The Parties agree as follows:

1. **SCOPE OF SERVICES.** Contractor agrees to provide \_\_\_\_\_ (“**Services**”) as may be required by MTA during the term of this Agreement. Each individual need for Services shall be termed a “**Job**”. Contractor shall furnish all labor, equipment, transportation, supervision, and materials necessary for the completion of each Job.
2. The Services hereunder shall commence no earlier than the Effective Date and shall be completed no later than \_\_\_\_\_ unless otherwise agreed by the Parties. This Agreement may be extended for additional twelve (12) month periods upon mutual agreement of the Parties.
3. **COMPENSATION.** Contractor shall be compensated for the Services rendered under this Agreement based on the attached Statement of Work. If compensation is based on a rate per hour, MTA shall be invoiced only for actual time worked. Travel time shall not be included in billable hours.
4. **PAYMENT TERMS.** Payment terms are Net 30 days from date of MTA’s acceptance of the Services or receipt of invoice, whichever is later. Invoices shall be submitted MTA to the attention of Accounts Payable Department at the address above. Invoices may be emailed to [mta-ap@mta-telco.com](mailto:mta-ap@mta-telco.com).
5. **WORKMANSHIP.** Contractor shall perform the Services efficiently and in accordance with those reasonable and generally accepted standards of its trade, profession or industry. Contractor shall use commercially reasonable efforts to protect persons and property from injury or damage during the performance of the Services. Contractor shall make such inspections, safety checks, and tests, and shall provide such equipment, personnel and supervision as is necessary to ensure the safe performance of the Services.
6. **INDEPENDENT CONTRACTOR.** The Parties are independent contractors. This Agreement shall not constitute either Party the employee, legal representative or agent of the other, nor shall either Party have the right or authority to assume, create, or incur any liability or any obligation of any kind on behalf of the other Party. Each Party shall be solely liable for payment of all wages, benefits, taxes, insurance, license fees and charges or benefits of any kind whatsoever related to its employees.
7. **SUBCONTRACTORS.** Contractor shall ensure that any duty or obligation imposed on Contractor under this Agreement is equally and fully imposed on any of its subcontractors. Contractor shall not assign any of its rights or obligations, or delegate or subcontract any its duties hereunder, without MTA’s prior written consent.
8. **INSURANCE.** Contractor shall maintain during the term of this Agreement: (i) Workers’ Compensation insurance as prescribed by the State of Alaska; (ii) employer’s liability insurance with limits of at least \$500,000 for each occurrence; (iii) comprehensive automobile liability insurance if the use of motor vehicles is required, with limits of at least \$1,000,000 combined single limit for bodily injury and property damage for each occurrence; and (iv) Commercial General Liability (“**CGL**”) insurance, including Blanket Contractual Liability and Broad Form Property Damage, with limits of at least \$1,000,000 combined single limit for bodily injury and property damage for each occurrence. Contractor shall provide MTA a Certificate of Insurance evidencing the foregoing insurance prior to commencing the Services. No insurance policy shall be canceled or materially changed without at least ten (10) days prior written notice to MTA.
9. **COMPLIANCE WITH LAW.** The Services shall be performed in compliance with any applicable laws or regulations (collectively, “**Laws**”). When Services are performed on MTA’s premises, Contractor’s personnel shall comply with MTA’s standard rules and regulations which are communicated to Contractor. MTA shall act as the point of contact with governmental agencies regarding all matters relating to this Agreement, except Contractor’s business, occupational and similar licenses. If Contractor fails to conform with any applicable Law, or causes MTA not to be in conformance with any applicable Law (“**Noncompliance**”), Contractor shall indemnify, defend, and hold MTA harmless from such Noncompliance and from all expenses incurred by MTA as a consequence thereof, including but not limited to any expenses incurred by MTA in responding to inquiries and investigations by any regulatory agencies or governmental authorities concerning any Noncompliance.
10. **ACCEPTANCE.** Performance of the Services hereunder shall be rendered to the reasonable satisfaction of MTA. When notified by MTA, Contractor shall correct at its expense any defect or deficiency in the Services that results from materials furnished by the Contractor, workmanship or failure to follow the plans, drawings, or other specifications made a part of this Agreement. Acceptance of the Services by MTA shall not constitute a waiver of any such defects or deficiencies. MTA at its option may remedy such defects and deficiencies and the Contractor shall pay MTA the cost of making such corrections.
11. **NOT TO EXCEED.** Any “not to exceed” cost referenced in this Agreement or any attachment thereto shall be defined as the maximum expenditure authorized by MTA for the Services specified therein and shall not constitute a commitment by MTA to purchase any specific volume of Services thereof. A “not to exceed” cost is used when the exact cost of the Services cannot be determined beforehand. Contractor shall have the

responsibility to render the Services in the most cost effective manner.

**12. WARRANTY.** Contractor warrants that the Services (i) will conform to the requirements specified in this Agreement; (ii) will be free of defects, including defects in workmanship and materials; and (iii) will be fit for the particular purposes and uses for which they were intended. Contractor shall not be relieved of responsibility under any warranty, and MTA shall not be impaired in its rights to maintain an action for breach of warranty, by virtue of any disclaimer of warranty, express or implied, or any delayed discovery of latent defects.

**13. LIENS.** Contractor shall not permit a lien of any kind to stand against MTA property for any labor or material furnished to Contractor in connection with the Services performed hereunder. In the event notice of any such lien shall be filed or given, Contractor shall promptly cause such lien to be released or discharged and Contractor shall indemnify MTA from and against any loss, damage, cost, expense, fee or penalty suffered or incurred by MTA as a result of such claim or lien.

**14. THIRD PARTY OBLIGATIONS.** Should Contractor fail to pay any bills, claims, taxes or other liabilities when due that are related to this Agreement, MTA shall have the right to withhold from Contractor the amounts necessary to fully protect MTA from those liabilities.

**15. NOTICES.** Any notice which under the terms of this Agreement must or may be given or made by either Party hereunder shall be in writing and shall be delivered personally or sent by express delivery service or by certified mail, return receipt requested, addressed to the respective Party at the address noted in this Agreement or to such other addresses either Party shall designate by proper notice. Notices shall be deemed to have been received as of the earlier of the date actual receipt or, in case of notices sent via U.S. mail, three (3) days after mailing. A signed receipt shall be obtained where a notice is delivered in person. Notices to MTA shall be sent to the attention of Contract Administration.

**16. FORCE MAJEURE.** Neither Party shall be liable to the other in the event that it is unable to perform, in whole or in part, any one or more of its obligations hereunder as a result of labor dispute, governmental action, war, terrorist attack, fire, flood, earthquake, act of God, or any cause that is beyond the reasonable control of such Party.

**17. NONPERFORMANCE.** To the extent any nonperformance by either Party of its obligations under this Agreement results from or is caused by the other Party's failure to perform its obligations under this Agreement, such nonperformance shall be excused.

**18. TERMINATION FOR CONVENIENCE.** MTA may terminate at any time. If MTA terminates this Agreement through no fault of Contractor, Contractor shall be compensated for Services satisfactorily completed and accepted by MTA, and for reasonable wind down costs, if any, that Contractor may incur as a direct result of such termination. Compensation to

Contractor for completed and accepted Services shall be in the same proportion to the total compensation set forth in this Agreement as the Services satisfactorily completed and accepted by MTA are to the total Services. In no event shall the remaining payment(s) due Contractor under this Section, if any, exceed the total amount set forth in this Agreement, less any amounts previously paid or due.

**19. TERMINATION FOR CAUSE.** Timely completion of the Services is of the essence. Contractor's failure to timely undertake or complete the Services hereunder shall be sufficient evidence of Contractor's breach of this Agreement. MTA shall provide Contractor with notice of any breach of this Agreement and MTA shall be entitled to terminate this Agreement in the event Contractor has not cured such breach within ten (10) days following receipt of such notice. Termination shall not operate as a waiver by MTA of any claim for loss or damage arising out of failure of or delays in performance. Contractor shall not be liable for damages for delays resulting from contingencies beyond Contractor's reasonable control that interfere with performance of the Services, but MTA's right to terminate and Contractor's warranty and indemnity obligations shall not be affected by such delays.

**20. CONFLICT RESOLUTION.** The Parties agree to resolve any dispute or claim hereunder through good faith negotiations. Should the Parties be unable to resolve any such dispute or claim within thirty (30) days thereafter, the Parties agree to settle such dispute or claim using binding arbitration in Palmer, Alaska (or such other location as the Parties may agree) under the rules then prevailing of the American Arbitration Association by one arbitrator appointed in accordance with those rules. The arbitrator shall be chosen from a panel of arbitrators with knowledge relevant to the subject matter of the dispute. The arbitrator shall apply Alaska law to the merits of any dispute, without reference to such state's conflicts of law rules. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The prevailing Party shall be entitled to recover, in addition to any other relief awarded or granted, its incurred costs and expenses including, but not limited to, reasonable attorney fees.

**21. CONFIDENTIAL INFORMATION.** Contractor agrees to preserve the secrets and confidences of MTA, including, without limitation, all information and data that may be obtained from MTA or other party in a contract or agency relationship with MTA ("**Confidential Information**"). Except for such disclosure as may be needed to perform the Services under this Agreement and as may be allowed by MTA with prior written approval, Contractor shall not: (i) reveal any Confidential Information; (ii) use any Confidential Information to the disadvantage of MTA; or (iii) use any Confidential Information for the advantage of Contractor or a third party. The obligations of Contractor and the rights of MTA under this Section are continuing obligations and rights, and termination

or expiration of this Agreement shall not terminate such obligations and rights.

**22. WAIVER.** Waiver by either Party of any breach or default hereunder by the other Party shall not constitute a continuing waiver or a waiver of any other breach or default.

**23. SEVERABILITY.** In the event any provision of this Agreement shall be held or found to be invalid or unenforceable under any applicable law or court decision, such invalidity or enforceability shall not render this Agreement invalid or unenforceable as a whole.

**24. SUCCESSORS; ASSIGNS.** Each Party agrees to bind itself, its partners, successors, assigns and legal representatives to the other Party hereto with respect to its obligations under this Agreement. Contractor shall not assign this Agreement without the prior written consent of MTA.

**25. INDEMNIFICATION.** Contractor agrees to indemnify and hold harmless MTA, its respective directors, officers, agents, and employees, from and against any and all third party claims, including without limitation any claims for loss, damage, liability, costs, and expenses (including reasonable attorneys' fees and expenses) for physical injury or death or damage to real property to the extent caused by Contractor's or its subcontractor's willful misconduct or negligent acts or omissions.

**26. CONTROLLING LAW.** This Agreement and all acts, transactions, rights, and obligations relating thereto shall be governed by and construed under the laws of the State of Alaska, without regard to conflict of law principles.

**27. COUNTERPARTS.** This Agreement together with any Attachment referenced under Section 1 may be executed in two or more counterparts, each of which shall be considered an original, but all of which together shall constitute the Agreement. This Agreement may also be executed and delivered by electronically (e.g. facsimile or email) and such execution and delivery shall have the same force and effect of an original document with original signatures.

**28. HEADINGS.** The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

**29. CONFLICTING TERMS.** Should any terms and conditions of any attachment to this Agreement conflict with any terms and conditions contained herein, the terms and conditions of this Agreement shall take precedence.

**30. SETOFF.** MTA reserves the right to offset amounts payable hereunder by any past due amount owed or payable by Contractor to MTA or its affiliates. This right extends to any past due account held in the name of Contractor or Contractor's owner(s).

**31. ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement and understanding between the Parties with respect to the subject matter herein and supersedes any previous agreements or understandings, whether verbal or written, between the Parties with respect to the subject matter herein. This Agreement may not be amended or altered in any way except in a writing executed by an authorized representative of each Party.

**IN WITNESS WHEREOF,** the Parties have caused this Agreement to be executed as of the Effective Date by their respective authorized representatives.

**MATANUSKA TELEPHONE ASSOCIATION, INC.**

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## Statement Of Work

SAMPLE