

**CONTRACT WORK SUMMARY FORM**

<b>APPLICANT</b> State of Alaska - DHS&EM	<b>PA ID NO.</b> 123-45678-90	<b>PROJECT NO.</b> 123456	<b>DISASTER</b> DR-4533-AK
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<b>LOCATION/SITE</b> 49000 Army Guard Rd, Fort Richardson, AK 99505	<b>CATEGORY</b> B	<b>PERIOD COVERING</b> 1/21/2021 TO 4/30/2021
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**DESCRIPTION OF WORK PERFORMED**

Storage Rental for PPE, Cleaning and Disinfection Services, COVID-19 Diagnostic Testing Services, Temperature Screening Services, Temporary Barrier Installation, and Temporary Signage Installation

Dates Worked	Contractor	Contract Used For	Procurement Method (Ex - Sealed Bids, Competitive, Non-Competitive Proposals etc.)	Type of Contract (Ex - Lump Sum, Unit Price, Purchase Order, etc.)	Billing or Invoice Number	Cost	DHS&EM USE Only (Final costs after audit)	Comments-Scope
1/21/21 - 4/30/21	Northern Lights Storage	<input checked="" type="checkbox"/> Project <input type="checkbox"/> Administrative	Non-Competitive	Unit Price	1	\$ 450.00		Storage Contract for PPE Storage
1/21/21 - 4/30/21	Northern Lights Disinfection	<input checked="" type="checkbox"/> Project <input type="checkbox"/> Administrative	Non-Competitive	Lump Sum	2	\$ 8,000.00		Cleaning and Disinfection Services weekly
1/25/21, 2/3/21, 2/19/21, 3/5/21, 3/8/21, 4/16/21	Northern Lights Health	<input checked="" type="checkbox"/> Project <input type="checkbox"/> Administrative	Non-Competitive	Unit Price	3	\$ 2,000.00		COVID-19 Testing Services used when suspected case arises in staff
1/21/21 - 4/30/21	Northern Lights Health	<input checked="" type="checkbox"/> Project <input type="checkbox"/> Administrative	Non-Competitive	Lump Sum	4	\$ 10,000.00		Temperature Screening Services during open days and hours
2/4/2021	Northern Lights Office Renovation	<input checked="" type="checkbox"/> Project <input type="checkbox"/> Administrative	Non-Competitive	Lump Sum	5	\$ 1,200.00		Temporary barrier installation
2/4/2021	Northern Lights Office Renovation	<input checked="" type="checkbox"/> Project <input type="checkbox"/> Administrative	Non-Competitive	Lump Sum	6	\$ 1,000.00		Temporary signage installation
		<input type="checkbox"/> Project <input type="checkbox"/> Administrative				\$ -		
		<input type="checkbox"/> Project <input type="checkbox"/> Administrative				\$ -		
		<input type="checkbox"/> Project <input type="checkbox"/> Administrative				\$ -		
		<input type="checkbox"/> Project <input type="checkbox"/> Administrative				\$ -		
<b>CONTRACT FOR ADMINISTRATIVE USE</b> →						\$ -		
<b>CONTRACT FOR PROJECT USE</b> →						\$ 22,650.00		
<b>CONTRACT TOTAL</b> →						\$ 22,650.00		

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

<b>Certifier's Printed Name and Title</b>	<b>Certifier's Signature</b>	<b>Date</b>

## AGREEMENT TO PROVIDE STORAGE OF PPE

### *Unit Price Contract*

This Agreement is entered into by and between The State of Alaska Department of Homeland Security & Emergency Management (DHS&EM) and Northern Lights Storage (NLS), Anchorage, Alaska regarding storage services provided by NLS.

#### 1. **Parties.**

- 1.1 The State of Alaska is a first class state with its capitol located in Juneau, AK.
- 1.2 The use of the term DHS&EM, NL Contractor, parties and party shall, where appropriate, include each party's respective officials, emergency managers, officers, agents, employees, attorneys, and assigns.

#### 2. **Recitals.** The parties agree to the terms and conditions in this Agreement based upon the following facts and understandings. The parties acknowledge and agree that the Recitals listed below are terms and conditions incorporated into this Agreement.

- 2.1 The signers below represent that they are authorized, in their individual and representative capacities, to execute this Agreement.
- 2.2 The State implemented the FEMA Coronavirus (COVID-19) Pandemic: Safe Opening and Operations Work Eligible for Public Assistance (Interim) FEMA Policy FP-104-21-0003, related to the outbreak of COVID-19, consistent with all powers and duties.
- 2.3 The State is exercising the maximum degree of local authority available to it in order to contain and mitigate the outbreak of COVID-19.
- 2.4 The State will continue to request Federal Public Assistance (PA) funding. The Governor of Alaska requested that the President provide such federal assistance as may be available to meet the ongoing emergency created by COVID-19 and requested additional assistance from other federal agencies where FEMA is not adequate. To prevent the spread of COVID-19, and consistent with all federal and state health laws, advisories, mandates, and guidelines to protect the public health and welfare, State requires storage of Personal Protective Equipment (PPE) IAW 2020 State of Alaska Public Assistance Administrative Plan for DR-4553-AK March COVID-19 Response.

#### 3. **Scope of Work.**

- 3.1 NLS will provide storage of PPE required to support administration of COVID-19 cleaning and disinfection services, testing and temperature screening safe opening and operations work. Additionally, storage of construction tools and supplies, barrier materials and signage supplies.
- 3.2 Items listed below represent PPE, materials and supplies requiring storage:
  - 3.2.1 PPE: N-95 face masks, sanitary wipes, sterile pads, medical alcohol, medical booties and caps, towels, linens, medical gowns, Thermal Scanners, Digital IR Thermometers, Forehead Thermometers, Touchless Thermometers, gloves, face shields, disinfectants, and other PPE items to be determined.
  - 3.2.2 Materials and supplies: Portable sprayers, Lysol, plexiglass, plywood, decal material, signage materials, stationary, office supplies, clip boards, pens,

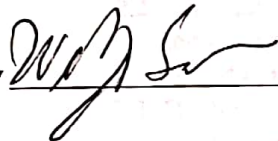
**AGREEMENT** highlighters, Velcro, adhesives, nails, screws, and other materials and supplies to be determined.

4. **Period of Performance.** The effective date of this contract shall be January 21, 2021 and shall terminate April 30, 2021, unless amended in writing by mutual agreement of the parties, or sooner terminated by either party. No expenses will be reimbursed which are incurred prior to the effective date or subsequent to the termination date.

5. **Compensation.** The State will compensate NLS, on a reimbursement basis, for costs incurred to complete the scope of work as prescribed in Paragraph 3. Invoices will be submitted at least monthly but not more often than bi-weekly and will itemize costs as described in Paragraph 1. NLS will not charge the State more than \$450.00 per bi-weekly billing period without prior approval of the State. The State agrees to pay all NLS invoices within thirty (30) business days of receipt of invoice.

Paragraphs 6-31 redacted for brevity of SAMPLE Unit Price Contract

IN WITNESS WHEREOF, the parties have executed this agreement on the \_\_\_\_\_ day, month and year first written above.

By 

By 

EXAMPLE

3. **Scope of Work**

(1) NLS will provide (1) 10-15 cleaning and disinfection services weekly using low-alkaline cleaning agents and disinfectants. The budget for this work is \$450.00 per bi-weekly billing period. The State will reimburse NLS for the cost of materials and supplies used in the performance of this work. The State will also reimburse NLS for the cost of labor and travel expenses incurred in the performance of this work.

(2) NLS will provide (1) 10-15 cleaning and disinfection services weekly using low-alkaline cleaning agents and disinfectants. The budget for this work is \$450.00 per bi-weekly billing period. The State will reimburse NLS for the cost of materials and supplies used in the performance of this work. The State will also reimburse NLS for the cost of labor and travel expenses incurred in the performance of this work.

**AGREEMENT TO PROVIDE CLEANING AND DISINFECTION SERVICES WEEKLY**  
*Lump Sum Contract (\$8,000.00)*

This Agreement is entered into by and between The State of Alaska Department of Homeland Security & Emergency Management (DHS&EM) and Northern Lights Disinfection Services (NLDS), Anchorage, Alaska regarding cleaning and disinfection services provided by NLDS.

**1. Parties.**

- 1.1 The State of Alaska is a first class state with its capitol located in Juneau, AK.
- 1.2 The use of the term DHS&EM, NL Contractor, parties and party shall, where appropriate, include each party's respective officials, emergency managers, officers, agents, employees, attorneys, and assigns.

**2. Recitals.** The parties agree to the terms and conditions in this Agreement based upon the following facts and understandings. The parties acknowledge and agree that the Recitals listed below are terms and conditions incorporated into this Agreement.

- 2.1 The signers below represent that they are authorized, in their individual and representative capacities, to execute this Agreement.
- 2.2 The State implemented the FEMA Coronavirus (COVID-19) Pandemic: Safe Opening and Operations Work Eligible for Public Assistance (Interim) FEMA Policy FP-104-21-0003, related to the outbreak of COVID-19, consistent with all powers and duties.
- 2.3 The State is exercising the maximum degree of local authority available to it in order to contain and mitigate the outbreak of COVID-19.
- 2.4 The State will continue to request Federal Public Assistance (PA) funding. The Governor of Alaska requested that the President provide such federal assistance as may be available to meet the ongoing emergency created by COVID-19 and requested additional assistance from other federal agencies where FEMA is not adequate. To prevent the spread of COVID-19, and consistent with all federal and state health laws, advisories, mandates, and guidelines to protect the public health and welfare, State requires weekly cleaning and disinfection services IAW 2020 State of Alaska Public Assistance Administrative Plan for DR-4553-AK March COVID-19 Response.

**3. Scope of Work.**

- 3.1 NLDS will provide COVID-19 cleaning and disinfectant services weekly during State safe opening and operations work IAW 2020 State of Alaska Public Assistance Administrative Plan for DR-4553-AK March COVID-19 Response, CDC guidance, sections 403 and 502 of the Stafford Act, emergency protective measures necessary to save lives and protect public health and safety, and Version 3.1 of the *Public Assistance Program and Policy Guide (PAPPG)*.
- 3.2 Items listed below represent COVID-19 cleaning and disinfection services required PPE, materials and supplies required for safe operations:

- 3.2.1 PPE: N-95 face masks, sanitary wipes, sterile pads, medical alcohol, medical booties and caps, towels, linens, medical gowns, Thermal Scanners, Digital IR Thermometers, Forehead Thermometers, Touchless Thermometers, gloves, face shields, disinfectants, and other PPE items to be determined.
- 3.2.2 Materials and supplies: Portable sprayers, Lysol, plexiglass, plywood, decal material, signage materials, stationary, office supplies, clip boards, pens, highlighters, Velcro, adhesives, nails, screws, and other materials and supplies to be determined.

4. **Period of Performance.** The effective date of this contract shall be January 21, 2021 and shall terminate April 30, 2021, unless amended in writing by mutual agreement of the parties, or sooner terminated by either party. No expenses will be reimbursed which are incurred prior to the effective date or subsequent to the termination date.

5. **Compensation.** The State will compensate NLDS, on a lump sum basis, for costs incurred to complete the scope of work as prescribed in Paragraph 3. Invoices will be submitted at least monthly but not more often than bi-weekly and will itemize costs as described in Paragraph 1. NLS will not charge the State more than \$8,000.00 without prior approval of the State. The State agrees to pay all NLS invoices within thirty (30) business days of receipt of invoice.

Paragraphs 6-31 redacted for brevity of SAMPLE Lump Sum Contract.

IN WITNESS WHEREOF, the parties have executed this agreement on the day, month and year first written above.

By



EXAMPLE

## AGREEMENT TO PROVIDE COVID-19 TESTING SERVICES

### *Unit Price Contract*

This Agreement is entered into by and between The State of Alaska Department of Homeland Security & Emergency Management (DHS&EM) and Northern Lights Health (NLH), Anchorage, Alaska regarding COVID-19 testing services provided by NLH.

#### 1. Parties.

- 1.1 The State of Alaska is a first class state with its capitol located in Juneau, AK.
- 1.2 The use of the term DHS&EM, NL Contractor, parties and party shall, where appropriate, include each party's respective officials, emergency managers, officers, agents, employees, attorneys, and assigns.

#### 2. Recitals. The parties agree to the terms and conditions in this Agreement based upon the following facts and understandings. The parties acknowledge and agree that the Recitals listed below are terms and conditions incorporated into this Agreement.

- 2.1 The signers below represent that they are authorized, in their individual and representative capacities, to execute this Agreement.
- 2.2 The State implemented the FEMA Coronavirus (COVID-19) Pandemic: Safe Opening and Operations Work Eligible for Public Assistance (Interim) FEMA Policy FP-104-21-0003, related to the outbreak of COVID-19, consistent with all powers and duties.
- 2.3 The State is exercising the maximum degree of local authority available to it in order to contain and mitigate the outbreak of COVID-19.
- 2.4 The State will continue to request Federal Public Assistance (PA) funding. The Governor of Alaska requested that the President provide such federal assistance as may be available to meet the ongoing emergency created by COVID-19 and requested additional assistance from other federal agencies where FEMA is not adequate. To prevent the spread of COVID-19 and consistent with all federal and state health laws, advisories, mandates, and guidelines to protect the public health and welfare, State requires COVID-19 testing services IAW 2020 State of Alaska Public Assistance Administrative Plan for DR-4553-AK March COVID-19 Response.

#### 3. Scope of Work.

- 3.1 NLH will provide COVID-19 testing services during State safe opening and operations work IAW 2020 State of Alaska Public Assistance Administrative Plan for DR-4553-AK March COVID-19 Response, CDC guidance, sections 403 and 502 of the Stafford Act, emergency protective measures necessary to save lives and protect public health and safety, and Version 3.1 of the *Public Assistance Program and Policy Guide (PAPPG)*.
- 3.2 Items listed below represent COVID-19 testing PPE, materials and supplies required:
  - 3.2.1 PPE: N-95 face masks, sanitary wipes, sterile pads, medical alcohol, medical booties and caps, towels, linens, medical gowns, Thermal Scanners, Digital IR

Thermometers, Forehead Thermometers, Touchless Thermometers, gloves, face shields, disinfectants, and other PPE items to be determined.

3.2.2 Materials and supplies: Portable sprayers, Lysol, plexiglass, plywood, decal material, signage materials, stationary, office supplies, clip boards, pens, highlighters, Velcro, adhesives, nails, screws, and other materials and supplies to be determined.

4. **Period of Performance.** The effective date of this contract shall be January 21, 2021 and shall terminate April 30, 2021, unless amended in writing by mutual agreement of the parties, or sooner terminated by either party. No expenses will be reimbursed which are incurred prior to the effective date or subsequent to the termination date.

5. **Compensation.** The State will compensate NLH, on a reimbursement basis, for costs incurred to complete the scope of work as prescribed in Paragraph 3. Invoices will be submitted at least monthly but not more often than bi-weekly and will itemize costs as described in Paragraph 1. NLS will not charge the State more than \$2,000.00 per bi-weekly billing period without prior approval of the State. The State agrees to pay all NLS invoices within thirty (30) business days of receipt of invoice.

Paragraphs 6-31 redacted for brevity of SAMPLE Unit Price Contract.

IN WITNESS WHEREOF, the parties have executed this agreement on the day, month and year first written above.

By 



EXAMPLE

## AGREEMENT TO PROVIDE TEMPERATURE SCREENING SERVICES

*Lump Sum Contract (\$10,000.00)*

This Agreement is entered into by and between The State of Alaska Department of Homeland Security & Emergency Management (DHS&EM) and Northern Lights Health (NLH), Anchorage, Alaska regarding COVID-19 temperature screening services provided by NLH.

### 1. Parties.

- 1.1 The State of Alaska is a first class state with its capitol located in Juneau, AK.
- 1.2 The use of the term DHS&EM, NL Contractor, parties and party shall, where appropriate, include each party's respective officials, emergency managers, officers, agents, employees, attorneys, and assigns.

### 2. Recitals. The parties agree to the terms and conditions in this Agreement based upon the following facts and understandings. The parties acknowledge and agree that the Recitals listed below are terms and conditions incorporated into this Agreement.

- 2.1 The signers below represent that they are authorized, in their individual and representative capacities, to execute this Agreement.
- 2.2 The State implemented the FEMA Coronavirus (COVID-19) Pandemic: Safe Opening and Operations Work Eligible for Public Assistance (Interim) FEMA Policy FP-104-21-0003, related to the outbreak of COVID-19 consistent with all powers and duties.
- 2.3 The State is exercising the maximum degree of local authority available to it in order to contain and mitigate the outbreak of COVID-19.
- 2.4 The State will continue to request Federal Public Assistance (PA) funding. The Governor of Alaska requested that the President provide such federal assistance as may be available to meet the ongoing emergency created by COVID-19 and requested additional assistance from other federal agencies where FEMA is not adequate. To prevent the spread of COVID-19, and consistent with all federal and state health laws, advisories, mandates, and guidelines to protect the public health and welfare, State requires temperature screening services IAW 2020 State of Alaska Public Assistance Administrative Plan for DR-4553-AK March COVID-19 Response.

### 3. Scope of Work.

- 3.1 NLH will provide COVID-19 temperature screening services during State safe opening and operations work IAW 2020 State of Alaska Public Assistance Administrative Plan for DR-4553-AK March COVID-19 Response, CDC guidance, sections 403 and 502 of the Stafford Act, emergency protective measures necessary to save lives and protect public health and safety, and Version 3.1 of the *Public Assistance Program and Policy Guide (PAPPG)*.
- 3.2 Items listed below represent COVID-19 temperature screening services PPE, materials and supplies:



- 3.2.1 PPE: N-95 face masks, sanitary wipes, sterile pads, medical alcohol, medical booties and caps, towels, linens, medical gowns, Thermal Scanners, Digital IR Thermometers, Forehead Thermometers, Touchless Thermometers, gloves, face shields, disinfectants, and other PPE items to be determined.
- 3.2.2 Materials and supplies: Portable sprayers, Lysol, plexiglass, plywood, decal material, signage materials, stationary, office supplies, clip boards, pens, highlighters, Velcro, adhesives, nails, screws, and other materials and supplies to be determined.

- 4. **Period of Performance.** The effective date of this contract shall be January 21, 2021 and shall terminate April 30, 2021, unless amended in writing by mutual agreement of the parties, or sooner terminated by either party. No expenses will be reimbursed which are incurred prior to the effective date or subsequent to the termination date.
- 5. **Compensation.** The State will compensate NLH, on a lump sum basis, for costs incurred to complete the scope of work as prescribed in Paragraph 3. Invoices will be submitted at least monthly but not more often than bi-weekly and will itemize costs as described in Paragraph 1. NLS will not charge the State more than \$10,000.00 without prior approval of the State. The State agrees to pay all NLS invoices within thirty (30) business days of receipt of invoice.

Paragraphs 6-31 redacted for brevity of SAMPLE Lump Sum Contract.

IN WITNESS WHEREOF, the parties have executed this agreement on the day, month and year first written above.

By Will Lee By Beltz

**AGREEMENT TO PROVIDE TEMPORARY BARRIER AND SIGNAGE INSTALLATION**  
*Lump Sum Contract (\$2,200.00)*

This Agreement is entered into by and between The State of Alaska Department of Homeland Security & Emergency Management (DHS&EM) and Northern Lights Office Renovation (NLOR), Anchorage, Alaska regarding temporary barrier and signage installation performed by NLOR.

**1. Parties.**

- 1.1 The State of Alaska is a first class state with its capitol located in Juneau, AK.
- 1.2 The use of the term DHS&EM, NL Contractor, parties and party shall, where appropriate, include each party's respective officials, emergency managers, officers, agents, employees, attorneys, and assigns.

**2. Recitals.** The parties agree to the terms and conditions in this Agreement based upon the following facts and understandings. The parties acknowledge and agree that the Recitals listed below are terms and conditions incorporated into this Agreement.

- 2.1 The signers below represent that they are authorized, in their individual and representative capacities, to execute this Agreement.
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- 2.3 The State is exercising the maximum degree of local authority available to it in order to contain and mitigate the outbreak of COVID-19.
- 2.4 The State will continue to request Federal Public Assistance (PA) funding. The Governor of Alaska requested that the President provide such federal assistance as may be available to meet the ongoing emergency created by COVID-19 and requested additional assistance from other federal agencies where FEMA is not adequate. To prevent the spread of COVID-19, and consistent with all federal and state health laws, advisories, mandates, and guidance to protect the public health and welfare, State requires temporary barrier and signage installation IAW 2020 State of Alaska Public Assistance Administrative Plan for DR-4553-AK March COVID-19 Response.

**3. Scope of Work**

- 3.1 NLOR will provide COVID-19 temporary barrier and signage installation services during State safe opening and operations work IAW 2020 State of Alaska Public Assistance Administrative Plan for DR-4553-AK March COVID-19 Response, CDC guidance, sections 403 and 502 of the Stafford Act, emergency protective measures necessary to save lives and protect public health and safety, and Version 3.1 of the *Public Assistance Program and Policy Guide (PAPPG)*.
- 3.2 Items listed below represent COVID-19 temporary barrier and signage installation services PPE, materials and supplies required:

- 3.2.1 PPE: N-95 face masks, sanitary wipes, sterile pads, medical alcohol, medical booties and caps, towels, linens, medical gowns, Thermal Scanners, Digital IR Thermometers, Forehead Thermometers, Touchless Thermometers, gloves, face shields, disinfectants, and other PPE items to be determined.
- 3.2.2 Materials and supplies: Portable sprayers, Lysol, plexiglass, plywood, decal material, signage materials, stationary, office supplies, clip boards, pens, highlighters, Velcro, adhesives, nails, screws, and other materials and supplies to be determined.

- 4. **Period of Performance**. The effective date of this contract shall be January 21, 2021 and shall terminate April 30, 2021, unless amended in writing by mutual agreement of the parties, or sooner terminated by either party. No expenses will be reimbursed which are incurred prior to the effective date or subsequent to the termination date.
- 5. **Compensation**. The State will compensate NLOR, on a lump sum basis, for costs incurred to complete the scope of work as prescribed in Paragraph 3. Invoices will be submitted at least monthly but not more often than bi-weekly and will itemize costs as described in Paragraph 1. NLOR will not charge the State more than \$2,200.00 without prior approval of the State. The State agrees to pay all NLOR invoices within thirty (30) business days of receipt of invoice.

**Paragraphs 6-31 redacted for brevity of SAMI E Lump Sum Contract.**

IN WITNESS WHEREOF, the parties have executed this agreement on the day, month and year first written above.

By Walt Anderson                      By Bill J...

INVOICE # 5

05/16/2021

DHSEM

ANCHORAGE, AK

QTY.	RECORD #	ITEM	AMOUNT
1	NONE	Removal of Temporary Panels at Ben Boeke, Install panels at Sullivan Arena @ 1400.00 on 2/4/21 =	1400.00
		TOTAL AMOUNT DUE:	\$ 1400.00

EXAMPLE

ALL RETURNS ARE SUBJECT TO A 20% RESTOCKING FEE

# Display Document: Line Item 001

Menu [Back] [Exit] [Cancel] [System] [Change Display/Change Mode] [Display Another Document]

Vendor: 8001292  
Company Code: DHSEM Northern Lights Office Renovation Inc G/i. Acc: 201000  
DHSEM 6230 A St  
Line Item 1 / Invoice / 31 Anchorage Doc no. 1900022517

Amount: 1,200.00 USD  
Tax code: \*\*

## Additional Data

Bus. Area: 1000  
Disc. base: 1,200.00 USD Disc. Amount: 0.00 USD  
Payt Terms: ZN30 Days/percent: 30 0.00 % 0.00 %  
Bline Date: 05/16/2021 Fixed  
Pmnt Block Invoice Ref.:  
Payment cur. Pmnt/camnt: 0.00  
Pmt Method: Pmt meth suppl.  
Payment Ref.:  
Clearing: 5/23/2021 / 2500061723  
Collect Inv.: 0022004  
Assignment: temp panels removal Ben Boeke  
Text: Long text