



NOTICE OF INTENT TO RESPOND TO PUBLIC SOLICITATION BY A PUBLIC SERVANT

Public servant includes all municipal employees, board members, and elected officials. AMC 1.15.030D.

Prior to application, bid, and response submittal, this form must be filed with the Municipal Clerk for electronic publication no less than seven days in advance of the deadline for submitting a response. AMC 1.15.100B.1.

1. **Name:** Andrew Kreiter **Phone:** (480) 619-2639

Email: Ajkreiter03@gmail.com

2. **I hereby provide notice that I or a member of my immediate family or household intend to respond to the following public solicitation:**

Solicitation No. 2026-605 Issued by: Anchorage School District Submission Deadline: Sept. 12, 2025

Project Description: Design Services ASD Transportation Center Garage Renovation

Solicitation is to provide: professional Architectural design services

Respondent proposes to: serve as prime consultant provide architectural and related design services

3. **I am a(n) ...** ☒ **Employee** Municipal Department: _____
MOA Corporate Authority: _____
ASD Department/School: Service High School / Athletics
Job Title: Head Diving Coach

☐ **Board Member** Board/Commission/Authority/LRSA: _____

☐ **Elected Official** Elected Office: _____

4. **Please check one of the following:**

☒ Neither I, nor any member of my immediate family or household take any official actions that could directly affect the request for services, nor the award, execution, or administration of the solicitation.

☐ I, or a member of my immediate family or household, do take official actions that could directly affect the request for services, or the award, execution, or administration of the solicitation, and the following steps have been taken to prevent a potential conflict of interest: ***Please provide the information requested on the back of this form. (Attach separate sheets as necessary.)***

5. **All filers must affirm the following statement:** I am filing this notice timely for publication and I shall submit a copy to the Purchasing Department with my response to the solicitation. **I affirm that the statements made by me on this form are true, correct, and complete to the best of my knowledge.**


Signature

September 4, 2025
Date

FOR MUNICIPAL CLERK'S OFFICE USE ONLY

Note: The Municipal Clerk's Office will publish this notice on the Municipality of Anchorage Website (www.muni.org).

Date Received: 9/4/2025 Date Electronically Published: 9/8/2025

TO THE PURCHASING OFFICER:

Return completed form to the Municipal Clerk's Office upon award of this public solicitation.

The integrity of the public solicitation process is not adversely affected by this award.

Purchasing Officer

Date

I am disclosing the following economic interest in a Municipal contract or in an entity engaging in business with the Municipality held by myself or a member of my immediate family or household:

Identify the Municipal Contract: *(Attach separate sheets as necessary.)*

Contract Name: _____ Date Acquired: _____

Name of the person with the economic interest: _____

Amount of interest held: _____ ☐ self or ☐ family-household member

Could the performance of your official duties in any way affect the contract? _____

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

and/or ...

Identify the Entity engaging in business with the Municipality: *(Attach separate sheets as necessary.)*

Entity Name: _____ Date Acquired: _____

Name of the person with the economic interest: _____

Title of position held: _____ ☐ self or ☐ family-household member

Describe the responsibilities of the position held:

Could the performance of your official duties in any way affect the entity's business with the Municipality? _____

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

This form must be signed by a municipal ethics officer or reviewed by the board of ethics (AMC 1.15.100.B.1.a).

I have reviewed this disclosure and either no potential for conflict exists or it has been managed by taking the preventive steps described.

Ethics Officer's Signature Date

For Municipal Clerk's Office Use

Date Received: _____

Date Reviewed by Board of Ethics: _____

ANCHORAGE SCHOOL DISTRICT
Conflict Of Interest
Application Procedures

Disclosure statements must be filed when an immediate family member wishes to do business with the Anchorage School District or the Municipality of Anchorage.

1. The employee filing the disclosure will read and understand the provisions of [Board Policy](#) 3311 and Administrative Requirement 3311.1(e) Ethics and Conflicts of Interest and [Municipal Code](#) Chapter 1.15 Code of Ethics in their entirety.
2. The employee filing the disclosure will complete the disclosure statement.
3. The employee filing the disclosure needs to sign the disclosure form.
4. The employee will send the signed disclosure statement along with a copy of their job description to the Purchasing Department using interoffice mail or email. (purchasing@asdk12.org)
5. The Director of Purchasing will review disclosure statement and, if deemed appropriate, forward the disclosure statement to the Municipal Ethics Board.
6. The Director of Purchasing will notify the employee that the disclosure statement was sent to the Municipal Ethics Board.

ANCHORAGE SCHOOL DISTRICT
PURCHASING/WAREHOUSE DEPARTMENT
4919 Van Buren Street, Anchorage, Alaska 99517-3137
Phone: (907) 742-8621

DISCLOSURE STATEMENT

By ASD Board Member or ASD Employee to Avoid Conflict of Interest

Applicant: (Board Member/ASD Employee)	Mailing Address:
Position:	(City, State, Zip)
School/Dept:	Work Phone #:
Date Submitted:	Email:

This Form is meant to disclose to the Superintendent or his/her designee and the Anchorage Municipal Ethics Board that my immediate family* member(s) listed below intend to do business with the District or the Municipality of Anchorage, and that I will disqualify myself from participating in any decision by the District to recommend award of or to award a contract to the business entity.

Name of business in which bid, proposal
or quotation will be submitted:

Address of business:

Business phone number:

Alaska Business License number:

Name of Immediate Family Member ¹	Relationship to Board Member / ASD Employee	Title or Position in Business	Percent of Financial Interest in Business

Description of goods or services sought to be provided:

I certify that I have read and understand the provisions of Board Policy 3311 and Administrative Requirement 3311.1(e) Ethics and Conflicts of Interest and Municipal Code Chapter 1.15 Code of Ethics in their entirety. This includes AR 3311.1(e).1 "No Board member, employee, or a member of their household, shall acquire, directly or indirectly, an economic interest in a District or municipal contract, or engage in business with the District or the municipality, unless the contract is competitively solicited and other requirements of Board Policy and section 1.15 of the AMC are met."



Signature of ASD Employee/Board Member

Date.

Date Disclosure Expires: 06/30/20__**

* Immediate family means: 1. The spouse, child (including a stepchild and an adoptive child), parent, sibling, grandparent, aunt, or uncle of the person; and 2. A parent or sibling of the person's spouse; and 3. Any member of the person's household.

**Disclosures expire on the last day of the fiscal year in which they are granted and must be renewed annually