

STATE OF ALASKA REQUEST FOR PROPOSALS



THERMOGRAPHIC INSPECTIONS

RFP 2518S008

JULY 6, 2017

PROVIDE THERMOGRAPHIC INSPECTIONS ON THE VESSELS OF THE ALASKA MARINE HIGHWAY SYSTEM.

ISSUED BY:

DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
STATEWIDE CONTRACTING & PROCUREMENT

PRIMARY CONTACT:

JANICE WILSON
PROCUREMENT OFFICER
JANICE.WILSON@ALASKA.GOV
(907) 465-8446

OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

IMPORTANT NOTICE: IF YOU RECEIVED THIS SOLICITATION FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

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INTRODUCTION AND INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The Department of Transportation and Public Facilities, Statewide Procurement, is soliciting proposals to establish non-mandatory, as-needed contract(s) for to provide thermographic inspections and recommendations for the engines on Alaska Marine Highway System vessels.

SEC. 1.02 BUDGET

Department of Transportation, Alaska Marine Highway System, will commit funds as needs are identified, with a not to exceed amount of **\$500,000** dollars for completion of this project. Proposals priced at more than **\$500,000** will be considered non-responsive.

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **4 pm** prevailing Alaska Time on **July 27, 2017**. Faxed, Emailed, or Oral proposals are not acceptable.

SEC. 1.04 PRIOR EXPERIENCE

In order for offers to be considered responsive offerors must meet these minimum prior experience requirements:

- The contractor must have a minimum of two (2) years of experience performing thermographic inspections.

An offeror's failure to meet these minimum prior experience requirements may cause their proposal to be considered non-responsive and their proposal may be rejected.

SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the deadline for receipt of proposals.

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

PROCUREMENT OFFICER: **JANICE WILSON** – PHONE **907-465-8446** - FAX **907-465-3124**

SEC. 1.07 RETURN INSTRUCTIONS

Offerors must submit one hard copy of their proposal, in writing, to the procurement officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. The sealed proposal package(s) must be addressed as follows:

Department of Transportation & Public Facilities
Statewide Contracting & Procurement
Attention: Janice Wilson
Request for Proposal (RFP) Number: **2518S008**

RFP Title: **THERMOGRAPHIC INSPECTIONS**

P.O. BOX 112500
(3132 CHANNEL DRIVE, SUITE 350)
JUNEAU, AK, 99811-2500

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

SEC. 1.08 PROPOSAL CONTENTS

The following information must be included in all proposals.

(a) AUTHORIZED SIGNATURE

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

(b) OFFEROR'S CERTIFICATION

By signature on the proposal, offerors certify that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- E. all terms and conditions set out in this RFP;
- F. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- G. that the offers will remain open and valid for at least 90 days; and

- H. that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

(c) VENDOR TAX ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

(d) CONFLICT OF INTEREST

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Department of Transportation & Public Facilities reserves the right to **consider a proposal non-responsive and reject it or** cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

(e) FEDERAL REQUIREMENTS

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

(f) BID BOND - PERFORMANCE BOND - SURETY DEPOSIT

Not applicable.

SEC. 1.09 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

SEC. 1.10 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

SEC. 1.11 AMENDMENTS TO THE RFP

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice web site.

SEC. 1.12 RFP SCHEDULE

The RFP schedule set out herein represents the State of Alaska’s best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted by the same number of days.

- Issue RFP July 6, 2017,
- Questions Due July 17, 2017,
- Deadline for Receipt of Proposals July 27, 2017,
- Proposal Evaluation Committee complete evaluation by August 3, 2017,
- State of Alaska issues Notice of Intent to Award a Contract August 7, 2017,
- State of Alaska issues contract August 17, 2017,
- Contract start September 1, 2017.

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Transportation & Public Facilities, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

SEC. 1.13 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will not be held for this solicitation. See Section 1.06 for instructions on submitting questions regarding this RFP.

SEC. 1.14 ALTERNATE PROPOSALS

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

SEC. 1.15 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.

SECTION 2. BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

The State of Alaska (SOA), Department of Transportation & Public Facilities (DOT&PF) operates the Alaska Marine Highway System (AMHS). AMHS is part of the State highway infrastructure, transporting people and vehicles via Marine Vessels from Bellingham, WA to ports in SE Alaska, the Gulf of Alaska, and the Aleutian Chain. The AMHS strives to provide safe and reliable transportation service. To meet this goal emergency service may be required from any port on the routes served.

The contractor will provide routine preventative maintenance on an as-needed service typically one month before a scheduled overhaul to the AMHS vessels. All service duties must be performed by the contractor while the vessels are operational.

SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 3.01 SCOPE OF WORK & DELIVERABLES

THERMOGRAPHIC INSPECTIONS

The Contractor shall conduct annual thermographic inspections of all AMHS vessel electrical equipment, machinery, and wiring connections. The AMHS currently has nine (9) vessels that require annual thermographic inspections. AMHS reserves the right to request additional service during the term of the contract and to add or remove vessels from service under this contract.

The thermographic inspections shall include inspections of: motors, generators, wiring connections, motor controllers, transformers, switchboards, and circuit breaker panels throughout the AMHS vessel scheduled for inspection. An ampmeter shall be used where needed and data recorded. During the inspection the Contractor shall detail the conditions found and outline the repair recommended. The Contractor shall verify the location and number of motor controllers, circuit breaker panels, and electrical equipment that are on each vessel.

The DOT&PF/AMHS shall provide the Contractor with a vessel operating schedule from which the Contractor shall make scheduled inspection dates. The vessel operating schedule shall be given to the Contractor at least forty-five (45) days' notice prior to any vessel inspections.

The inspection shall be performed while the vessel is in operation, approximately four (4) weeks prior to its annual shipyard overhaul period. It is the intent of the AMHS that multiple vessels shall be served on each scheduled trip by the contractor. The AMHS will endeavor to minimize the "stand by" time.

The vessels currently operating have been categorized into five different groups, based on displacement. The five groups are:

Group A – M/V Columbia, M/V Kennicott

Group B – M/V Malaspina, M/V Matanuska

Group C – M/V Tustumena, M/V Aurora, M/V LeConte

Group D – M/V Lituya

Group E – M/V Fairweather

Vessel profiles may be found at: http://www.dot.state.ak.us/amhs/vessel_profiles.shtml

Additional thermographic inspections may be requested by the Port Engineer as required. The same rates shall apply for all additional inspections.

REPORTING

The Contractor shall provide the Port Engineer with field reports within two (2) weeks of completion of the thermographic inspection and analysis of the vessel. The report shall document all problems, with color thermographs and color photographs. The contractor shall submit two hard copies and one electronic copy of the inspection report.

The resulting report shall be maintained by the Contractor in a database capable of storing data over at least three (3) years of trend analysis.

The report shall describe the equipment used and reference standard or guidelines followed in the inspection/analysis.

SEC. 3.02 CONTRACT TERM AND WORK SCHEDULE

The length of the contract will be from the date of award through June 30, 2018 with four (4) optional one-year renewals to be exercised at the sole discretion of the State of Alaska.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least 30-days before the desired date of cancellation.

SEC. 3.03 CONTRACT TYPE

This contract is a **fixed price** contract.

Two responsive and responsible offerors will be awarded a contract provided they meet requirements, qualifications and terms and conditions of this RFP.

Each resulting contract shall establish the Thermographic inspection fee for each vessel, the standby fees, and markup fees. When a need is determined a procurement officer will request an estimate for service and identify the vessels and the suggested schedule. The Contractor(s) will respond with a proposal with a schedule, inspection, travel charges, and standby charges identified. The lowest priced responsive proposal will be awarded that purchase orders.

The contractor that submits the lowest priced proposal will be awarded that purchase order. The state shall not be responsible for charges incurred before a purchase order is issued. The Contractor shall not exceed the value of the purchase order without the direction of the Procurement Officer.

SEC. 3.04 PRICE ADJUSTMENTS

Consumer Price Index (CPI): Contract prices for equipment and service will remain firm through June 30, 2018.

Contractors must request price adjustments, in writing, 30 days prior to the renewal date. If a Contractor fails to request a CPI price adjustment 30 days prior to the adjustment date, the adjustment will be effective 30 days after the state receives their written request.

Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-W) for Urban Wage Earners and Clerical Workers, All Items, Anchorage Area, or the Contractor's area.

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six month average July through December 2017; and each July through December six month average thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed.

SEC. 3.05 PROPOSED PAYMENT PROCEDURES

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

SEC. 3.06 PROMPT PAYMENT FOR STATE PURCHASES

The state is eligible to receive a **5%** discount for all invoices paid within **15** business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

SEC. 3.07 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Commissioner of the Department of Transportation & Public Facilities or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

SEC. 3.08 LOCATION OF WORK

Thermographic Inspections of the machines on the vessels must occur when the vessels are operational, this could occur on any of the routes usually traveled by the specific vessel.

The state **WILL NOT** provide workspace for the contractor. The contractor must provide its own workspace.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive, or cancel the contract.

SEC. 3.09 TRAVEL REIMBURSEMENT

AMHS will supply passenger ticket, stateroom, and meals for the contractor while the vessel is underway. Per Diem and lodging shall not be reimbursed if these benefits are received while aboard AMHS vessels. Travel reimbursement and travel scheduled on an AMHS vessel must be preapproved in writing by the Project Manager.

Travel Expenses, other than those charges while traveling on an AMHS vessel, shall be reimbursed in accordance with the *Alaska Administrative Manual 60* (AAM 60). Air travel, lodging, and car rental will be reimbursed at cost. Per Diem (meals and incidentals) shall be paid as directed by the current AAM 60.

The State will reimburse the successful offeror for travel per the following criteria:

- Airfare is limited to coach fare.
- Lodging will be reimbursed at actual cost.
- Reimbursement for meals will not exceed \$60.00 per day.
- Rental vehicles are limited to standard size, make and model as opposed to premium options.
- Receipts must be provided with invoice for all travel expenses.
- Vehicle mileage reimbursement as of January 1, 2017 = \$0.535/mile. *Rates based upon State of Alaska, DOA, Finance website:* http://doa.alaska.gov/dof/travel/resource/POV_Rate_Table.pdf
- All travel costs must be shown as separate line items on the invoice.

Any travel must comply to the greatest extent possible with the following State of Alaska Travel policies:
<http://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf>

SEC. 3.10 SUBCONTRACTORS

Approval or continuation of a contract resulting from this solicitation is contingent upon legislative appropriation.

SEC. 3.11 SUBCONTRACTORS

Subcontractors will not be allowed.

SEC. 3.12 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 3.13 RIGHT TO INSPECT PLACE OF BUSINESS

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

SEC. 3.14 F.O.B. POINT

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

SEC. 3.15 CONTRACT PERSONNEL

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

SEC. 3.16 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

SEC. 3.17 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Transportation & Public Facilities or the Commissioner's designee.

SEC. 3.18 NONDISCLOSURE AND CONFIDENTIALITY

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets,

equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

SEC. 3.19 INSURANCE REQUIREMENTS

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form **APPENDIX B1**, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in **APPENDIX B1** must be set out in the offeror's proposal.

SEC. 3.20 TERMINATION FOR DEFAULT

If the project director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached in **SECTION 8. EXHIBITS**.

SECTION 4. PROPOSAL FORMAT AND CONTENT

SEC. 4.01 PROPOSAL FORMAT AND CONTENT

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

SEC. 4.02 INTRODUCTION

Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

SEC. 4.03 UNDERSTANDING OF THE PROJECT

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule. A large portion of the cost of the thermographic inspection program comes from the travel and standby charges. Using the vessel schedule attached, provide a travel plan for getting to the vessels, address when the inspections would occur, and if possible changes that could save the state money, and describe your labor charging policies that would be applied and incur charges with this schedule. **DO NOT INCLUDE PROPOSED COSTS IN THIS PORTION OF THE PROPOSAL.**

SEC. 4.04 METHODOLOGY USED FOR THE PROJECT

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

SEC. 4.05 MANAGEMENT PLAN FOR THE PROJECT

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule.

SEC. 4.06 EXPERIENCE AND QUALIFICATIONS

Offerors must provide comprehensive narrative statements that illustrate their experience of thermographic imaging electrical equipment, machinery, wiring connections and knowledge and experience in providing support services. Address the required two (2) years of experience of thermographic inspections.

Offerors must provide reference names and phone numbers for similar projects the offeror's firm has completed.

SEC. 4.07 COST PROPOSAL

Cost proposals must include an itemized list of all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses,

payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

The State will reimburse the Contractor's preapproved actual travel expenses per the following criteria in compliance to the State of Alaska Travel Policies:

- Airfare is limited to coach fare.
- Lodging
- Reimbursement for meals will not exceed \$60.00 per day.
- Rental vehicles are limited to midsize, make and model as opposed to premium options.
- Receipts must be provided with the invoice for all travel expenses.
- Vehicle mileage reimbursement as of January 1, 2017 = \$0.535/mile. *Rates based upon State of Alaska, DOA, Finance website: http://doa.alaska.gov/dof/travel/resource/pov_rate_table.pdf*
- All travel costs must be shown as separate line items on the invoice.

State of Alaska Travel Policies: <http://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf>

SEC. 4.08 EVALUATION CRITERIA

All proposals will be reviewed to determine if they are responsive. Proposals determined to be responsive will be evaluated using the criterion that is set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION**.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1000

SEC. 5.01 UNDERSTANDING OF THE PROJECT (10%)

Proposals will be evaluated against the questions set out below:

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the offeror demonstrated a thorough understanding of the challenges of the AMHS Schedule?
- 3) Does the offerors' plan and labor policies provide a reasonable approach for getting the required work completed?

SEC. 5.02 EXPERIENCE AND QUALIFICATIONS (40%)

Proposals will be evaluated against the questions set out below:

- 1) How broad is the firm's experience regarding Thermographic imaging and analysis?
- 2) Does the company and do the staff have broad experience working with thermographic imaging?
- 3) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?
- 4) How well does the contractors experience apply to the equipment on the AMHS vessels?
- 5) How well does the contractors experience apply to the AMHS marine operations?

SEC. 5.03 CONTRACT COST (40 %)

Overall, a minimum of 40% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 6.12.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 3.15.

SEC. 5.04 ALASKA OFFEROR PREFERENCE (10 %)

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

SECTION 6. GENERAL PROCESS INFORMATION

SEC. 6.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

SEC. 6.03 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable

access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

SEC. 6.04 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

SEC. 6.05 DISCUSSIONS WITH OFFERORS

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

SEC. 6.06 EVALUATION OF PROPOSALS

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in **SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION.**

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

SEC. 6.07 CONTRACT NEGOTIATION

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are

commenced, they may be held in **JUNEAU**, Alaska at DOT&PF Headquarters. The offeror will be responsible for their travel and per diem expenses.

SEC. 6.08 FAILURE TO NEGOTIATE

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

SEC. 6.09 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

SEC. 6.10 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

SEC. 6.11 APPLICATION OF PREFERENCES

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the **Department of Administration, Division of General Service's** web site:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)
- Alaska Veteran's Preference - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. **An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

Sec. 6.12 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;

- 2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Statement

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

If the offeror is a LLC or partnership as identified in (4) of this subsection, the statement must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the statement must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

SEC. 6.13 ALASKA VETERAN PREFERENCE

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- C. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

Alaska Veteran Preference Statement

In order to receive the Alaska Veteran Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

SEC. 6.14 ALASKA OFFEROR PREFERENCE

2 AAC 12.260(e) provides Alaska offerors a 10% overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(2), are eligible for the preference. An Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

SEC. 6.15 FORMULA USED TO CONVERT COST TO POINTS

The distribution of points based on cost will be determined as set out in 2 AAC 12.260(c). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined using the formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

SEC. 6.16 EXAMPLES: CONVERTING COST TO POINTS & APPLYING PREFERENCES**(a) FORMULA USED TO CONVERT COST TO POINTS****STEP 1**

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

| | |
|------------|----------|
| Offeror #1 | \$40,000 |
| Offeror #2 | \$42,750 |
| Offeror #3 | \$47,500 |

STEP 2

In this example, the RFP allotted 40% of the available 100 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 40 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 40 points.

Offeror #2 receives 37.4 points.

$$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = \mathbf{37.4}$$

Offeror #3 receives 33.7 points.

$$\$40,000 \text{ lowest cost} \times 40 \text{ maximum points for cost} = 1,600,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = \mathbf{33.7}$$

(b) ALASKA OFFEROR PREFERENCE**STEP 1**

Determine the number of points available to qualifying offerors under this preference.

$$100 \text{ Total Points Available in RFP} \times 10\% \text{ Alaska offerors preference} = 10 \text{ Points for the Preference}$$

STEP 2

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska offerors preference. For the purpose of this example, presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

| | | | |
|------------|-----------|----------------------------|-----------|
| Offeror #1 | 83 points | No Preference | 0 points |
| Offeror #2 | 74 points | Alaska Offerors Preference | 10 points |
| Offeror #3 | 80 points | Alaska Offerors Preference | 10 points |

STEP 3

Add the applicable Alaska offerors preference amounts to the offeror's scores:

| | | |
|-------------------|------------------|--------------------------------|
| Offeror #1 | 83 points | |
| Offeror #2 | 84 points | (74 points + 10 points) |
| Offeror #3 | 90 points | (80 points + 10 points) |

STEP 4

Offeror #3 is the highest scoring offeror and would get the award, provided their proposal is responsible and responsive.

SECTION 7. GENERAL LEGAL INFORMATION

SEC. 7.01 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign and submit the State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). This form is attached in **SECTION 8. EXHIBITS** for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

SEC. 7.02 PROPOSAL AS A PART OF THE CONTRACT

Part or all of this RFP and the successful proposal may be incorporated into the contract.

SEC. 7.03 ADDITIONAL TERMS AND CONDITIONS

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

SEC. 7.04 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/j/tip/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

SEC. 7.05 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;

- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

A proposal from a debarred or suspended offeror shall be rejected.

SEC. 7.06 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

SEC. 7.07 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

SEC. 7.08 ASSIGNMENT

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

SEC. 7.09 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SEC. 7.10 SEVERABILITY

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

SEC. 7.11 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with **SEC. 7.05 RIGHT OF REJECTION**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

SEC. 7.12 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

SEC. 7.13 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

SECTION 8. ATTACHMENTS**SEC. 8.01 ATTACHMENTS****Included in this RFP:**

- 1) Proposal Evaluation Form
- 2) Cost Proposal
- 3) Checklist

Attached Separately:

- 4) Standard Agreement Form - Appendices A and B1
- 5) Notice of Intent to Award

PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name:

Name of Proposal Evaluation (PEC) Member:

Date of Review:

RFP Number: **2518S008**

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS **1000**

7.01 Understanding of the Project—10 Percent

Maximum Point Value for this Section - 100 Points

1000 Points x 10 Percent = 100 Points

Proposals will be evaluated against the questions set out below.

- 1) How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

NOTES

- 2) How well has the offeror demonstrated a thorough understanding of the challenges of the AMHS Schedule?

NOTES:

- 3) Does the offerors' plan and labor policies provide a reasonable approach for getting the required work completed?

NOTES:

EVALUATOR'S POINT TOTAL FOR 7.01: _____

7.04 Experience and Qualifications—40 Percent**Maximum Point Value for this Section - 400 Points****1000 Points x 40 Percent = 400 Points****Proposals will be evaluated against the questions set out below.**

- 1) How broad is the firm's experience regarding Thermographic imaging and analysis?

NOTES:

- 2) Does the company and do the staff have broad experience working with thermographic imaging?

NOTES:

- 3) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

NOTES:

- 6) How well does the contractors experience apply to the equipment on the AMHS vessels?

NOTES:

- 7) How well does the contractors experience apply to the AMHS marine operations?

NOTES:

EVALUATOR'S POINT TOTAL FOR 7.04: _____

EVALUATOR'S COMBINED POINT TOTAL FOR ALL EVALUATED SECTIONS: _____

7.05 Contract Cost — 40 PERCENT

Maximum Point Value for this Section — 400 Points

1000 Points x 40 PERCENT = 400 Points

Overall, a minimum of **40** percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under **SECTION 6.11**.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in **SECTION 6.15**.

7.06 Alaska Offeror Preference — 10 Percent

Point Value for this Section — 100 Points

1000 Points x 10 Percent = 100 Points

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

COST PROPOSAL

The offerors price proposal must include fixed prices for performing thermographic inspections on each of the AMHS vessels and a price proposal for two trips to perform thermographic inspections, refer to page 34 for the Inspection Trips.

The offerors price proposal must include,

- AMHS has found that Thermographic Inspections take about 2 days (16 hours). For this proposal the offeror's proposal must address 16 hours labor to perform thermographic inspections on the vessels identified, using the schedules provided.
- Thermographic inspections can only be performed while the vessel is in operation.
- Many of the longer periods of sustained operation occur over night or during non-standard working hours.
- The offerors proposal must show when the work will be performed.
- The contractor's technician must be accompanied by an AMHS engineer while performing his tasks.
- The contractor's technician must take his meals when the AMHS engineer does, at the scheduled meal times, approximately 0700, 1130, and 1700.
- The contractor's proposal must identify all standby time which would be charged to the state, using the schedule provided.
- The contractor's proposal must include all travel expenses, travel time, standby time in Alaska, and standby charges to and from Alaska.
- The schedule provided includes flights from Ketchikan to Petersburg, and Homer to Valdez, and implies lodging and per diem for four (4) days. For this proposal those charges should not be included in the total price. Standby /layover time for which the state would be charged must be shown.
- Only charges identified in the cost proposal will be reimbursable in the contract.

Contractors must provide a "theoretical" trip report which shows labor, overtime, standby charges and all travel and standby charges from their home base that would be incurred if working to the schedule provided.

The contractor's proposal must include the price for Thermographic Inspections of all vessels with their proposal.

The offeror shall identify the time and travel charges for a hypothetical job that will be used in the price evaluation. The cost for flights maybe found on the Alaska Airlines web site (it is not necessary to include the applicable taxes).

Identify the home base _____

- A. Total Cost of Thermographic Inspections for all vessels. \$ _____
- B. Total Cost of Inspection Trips from trip report, Excluding Thermographic Inspection. \$ _____
- C. Travel Budget \$ _____

TOTAL COST PROPOSAL (A+B+C) = \$ _____

THERMOGRAPHIC INSPECTION FEES BY VESSEL

The offeror shall provide a fully loaded fixed price to perform the thermographic inspection of each vessel, excluding travel. The size and descriptions of the vessels may be found at the following link:

http://www.dot.state.ak.us/amhs/vessel_profiles.shtml

| Item | Vessel | Thermographic Inspection Fee |
|----------------|-----------------|---------------------------------|
| Group A | | |
| 1 | M/V Columbia | \$ |
| 2 | M/V Kennicott | \$ |
| Group B | | |
| 3 | M/V Malaspina | \$ |
| 4 | M/V Matanuska | \$ |
| Group C | | |
| 6 | M/V Tustumena | \$ |
| 7 | M/V Aurora | \$ |
| 8 | M/V LeConte | \$ |
| Group D | | |
| 9 | M/V Lituya | \$ |
| Group E | | |
| 10 | M/V Fairweather | \$ |

Total Price for Thermographic Inspections \$ _____

INSPECTION TRIPS

The contractor shall prepare a trip report – with and without prices to demonstrate traveling to meet the vessel and the work schedule to perform thermographic inspections on the four vessels identified. The trip report with prices will serve as the cost proposal, the trip report without prices will be reviewed by the technical staff to demonstrate an understanding of the work and the time to complete the necessary tasks.

Trip 1 South East Schedule

| Vessel/ Day | Time Departure / Port | Time Arrival / Port |
|----------------------------|---|--|
| Malaspina Monday | 0515 Depart Juneau 1115 Depart Haines 1445 Depart Skagway 1745 Depart Haines | 0945 Arrive Haines 1214 Arrive Skagway 1545 Arrive Haines 2214 Arrive Juneau |
| Tuesday | 0045 Depart Juneau 1245 Depart Sitka | 1015 Arrive Sitka 2345 Arrive Petersburg |
| Wednesday | 0030 Depart Petersburg 0430 Depart Wrangell | 0345 Arrive Wrangell 1100 Arrive Ketchikan Leave Vessel |
| Thursday | 0900 Flight from Ketchikan to Petersburg Alaska Airline | 1112 Arrival Petersburg |
| LeConte Friday | 0730 Depart Petersburg 1115 Depart Wrangell | 1030 Arrive Wrangell 1730 Arrive Ketchikan |
| Saturday | 0130 Depart Ketchikan 0845 Depart Wrangell 1230 Depart Petersburg 1730 Depart Kake | 0800 Arrive Wrangell 1145 Arrive Petersburg 1645 Arrive Kake 0130 (Sunday) Arrive Sitka |
| Sunday | 0400 Depart Sitka 1315 Depart Hoonah | 1230 Arrive Hoonah 1615 Arrive Juneau Leave the Vessel |

Trip 2 South Central Schedule

| Vessel/ Day | Time Departure / Port | Time Arrival / Port |
|----------------------------|--|---|
| Tustumena Sunday | 1145 Depart Homer 1714 Depart Seldovia 2200 Depart Homer | 1315 Arrive Seldovia 1830 Arrive Homer 0845 Arrive Port Lions |
| Monday | 0930 Depart Port Lions 1745 Depart Kodiak 2100 Depart Port Lions | 1200 Arrive Kodiak 2015 Arrive Port Lions 0715 Arrive Homer |
| Tuesday | 1145 Depart Homer 1745 Depart Seldovia | 2115 Arrive Seldovia 1900 Arrive Homer Leave the Vessel |
| Wednesday | 1120 Flight from Homer to Valdez Alaska Airline | 1750 Arrive Valdez |

| | | |
|---------------------------|---|---|
| Aurora Thursday | 1100 Depart Valdez 1730 Depart Whittier | 1645 Arrive Whittier 0015 (Friday) Arrive Cordova |
| Friday | 0500 Depart Cordova 1315 Depart Whittier | 1145 Arrive Whittier 2000 Arrive Cordova |
| Saturday | 0500 Depart Cordova 1315 Depart Whittier | 1145 Arrive Whittier 2000 Arrive Cordova Leave the Vessel |
| | 1337 Flight Alaska Airline from Cordova to Anchorage | |

CHECKLIST

This checklist is provided to assist both the offeror and the State in identifying the RFP requirements within the proposal. There may be additional requirements beyond those listed on this checklist. Offerors are responsible for thoroughly reviewing the RFP to make sure that they have met all the requirements and have provided all necessary information.

Offerors must complete and return this form. Failure to do so may result in the proposal being deemed non-responsive and the proposal rejected. Completion of this form does not guarantee a declaration of responsiveness.

Offeror: _____

| REQUIREMENTS: | Indicate proposal page number(s) where evidence of the requirements has been provided: |
|--|---|
| Minimum Prior Experience evidence of 2 years' experience performing Thermographic Inspections per Section 1.04 | |
| Authorized Signature per Section 1.08 (a) | |
| Offeror's Certification per Section 1.08 (b) | |
| Vendor Tax ID per Section 1.08 (c) | |
| Conflict of Interest Statement per Section 1.08 (d) | |
| The complete name and address of offeror's firm and the name, mailing & email address, and telephone number of the person the state should contact regarding the proposal per Section 4.02 | |
| Project Understanding per Section 4.03 | |
| Project Methodology per Section 4.04 | |
| Management Plan per Section 4.05 | |
| Comprehensive narrative statement that illustrates experience per Section 4.06 | |
| Alaska Business License per Section 6.02 | |
| Proposal not qualified or restricts the rights of the State per Section 7.05 | |
| | ✓ below |
| One (1) original copy plus one (1) CD-ROM or flash drive of proposal per Section 1.01 | <input type="checkbox"/> YES |
| One (1) copy of Cost Proposal Worksheet in sealed separate envelope per Section 6.07 | <input type="checkbox"/> YES |