

Invitation to Bid

Department of Natural Resources

NUMBER

ITB 10 190000021 - 1

DATE OF ISSUE

January 28, 2019

TITLE OF SOLICITATION:

Emergency Aircraft Services for Wildland Fire Support

DEADLINE FOR RESPONSES:

February 20, 2019

15:00:00 Alaska Time

BID RECEIVING LOCATION

Support Services ANC Admin
Attn: Procurement
550 West 7th Avenue
Suite 1330
Anchorage, AK 99501-3564

VENDOR:

Name:

Address:

City, State, Zip Code:

Phone #:

Email Address:

Contact Name:

Contact Email:

Vendor #:

PURPOSE OF SOLICITATION:

The Department of Natural Resources, Division of Forestry, is soliciting competitive bids for qualified contractors to provide as-needed fixed wing and helicopter services for use in emergency wildland firefighting as specified within this ITB.

Important Notice: If you receive this solicitation from the State's Online Public Notice website or IRIS Vendor Self Service portal, you must register with the DNR Procurement Section to receive subsequent amendments. Registration must be in writing and may be made via email to dnr.ssd.procurement@alaska.gov or fax to 907-269-8909. Failure to register with the DNR Procurement Section may result in rejection of your offer.

ADA: The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a bid should contact the DNR Procurement Section via email to dnr.ssd.procurement@alaska.gov, fax to 907-269-8909, telephone at 907-269-8666 or 269-8687, or TDD at 907-269-8411 not later than 10 calendar days prior to the bid closing date to make necessary arrangements.

THIS IS NOT AN ORDER.

SIGNATURE OF AUTHORIZED AGENT IS REQUIRED UNLESS RESPONSE IS SUBMITTED ELECTRONICALLY.

Signature X _____ Date _____

BID SCHEDULE

Event Date	Event Description
02/20/19	Bids Due; 3:00 p.m.
02/21/19	Public Bid Opening; 10:00 a.m.

LINE ITEMS

Line No.	Description	Quantity	Unit	Unit Cost
1	Emergency Fixed Wing Services for Wildland Fire Support			
Start Date	End Date	Delivery Date	F.O.B. Point	Extended Line Total
04/01/19	03/31/20			
Extended Description: On-Call Fixed Wing Aircraft for Division of Forestry Wildland Firefighting Services.				
DO NOT ENTER COST ON THIS LINE. ENTER COST ONLY ON THE BID SCHEDULE ATTACHED TO THIS ITB.				
Line No.	Description	Quantity	Unit	Unit Cost
2	Emergency Helicopter Services for Wildland Fire Support			
Start Date	End Date	Delivery Date	F.O.B. Point	Extended Line Total
04/01/19	03/31/20			
Extended Description: On-Call Helicopters for Division of Forestry Wildland Firefighting Services.				
DO NOT ENTER COST ON THIS LINE. ENTER COST ONLY ON THE BID SCHEDULE ATTACHED TO THIS ITB.				

EVALUATION CRITERIA

Code	Criteria Description	Points	Vendor Response (DO NOT LIST PRICES IN THIS SECTION. UNIT PRICES AND TOTAL PRICES MUST BE FILLED IN ADJACENT TO THEIR LINE ITEMS.)
12	Minimum Req	0	
18	Cost 100%	100	

PREFERENCES

Does your business qualify for the Alaska bidder preference?

☐ Yes ☐ No

Does your business qualify for the Alaska veteran preference?

☐ Yes ☐ No

Important Notice: If you received this solicitation from the State of Alaska's "Vendor Self-Service" web site, you must register with the procurement officer to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

PROCUREMENT OFFICER: James Sonnier

TELEPHONE NUMBER: (907)269-8687

EMAIL: jim.sonnier@alaska.gov

Terms and Conditions		
No.	Name	Section
001	Invitation to Bid	1

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ITB 190000021

I. STANDARD TERMS AND CONDITIONS

A. INSTRUCTIONS TO BIDDERS

1. INVITATION TO BID (ITB) REVIEW: Bidders shall carefully review this ITB for defects and questionable or objectionable material. Bidders' comments concerning defects and questionable or objectionable material in the ITB must be made in writing and received by the purchasing authority at least ten (10) days before the bid opening date. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of bidders' prices. Bidders' original comments should be sent to the purchasing authority listed on the front of this ITB.

2. BID FORMS: Bidders shall use this and attached forms in submitting bids. A photocopied bid may be submitted.

3. SUBMITTING BIDS:

a. SEALED BIDS: Envelopes containing bids must be sealed, marked, and addressed to: **Department of Natural Resources, Division of Support Services, 550 W. 7th Avenue, Suite 1330, Anchorage, AK 99501.** Clearly annotate the ITB No. and the DEADLINE FOR RESPONSES DATE on the front of the envelope. **DO NOT** put the ITB number and Deadline for Responses date on the envelope of a **request for bid information.** Envelopes with ITB numbers annotated on the outside will not be opened until the scheduled date and time.

b. ELECTRONIC BID SUBMISSION: Bids may be emailed to dnr.ssd.procurement@alaska.gov, must be received in their entirety no later than the date and time listed on page one of this ITB as the deadline for responses, and must contain the ITB number in the subject line of the email. Emailed bids must be submitted as an attachment in PDF format. Please note that the maximum size of a single email (including all text and attachments) that can be received by the state is 20mb (megabytes). If the email containing the bid exceeds this size, the bid must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. The state is not responsible for unreadable, corrupt, or missing attachments or for delays in transmission between the sender and DNR Procurement. It is the bidder's responsibility to contact the issuing office at (907) 269-8687 to confirm that the bid has been received. Failure to follow the above instructions may result in the bid being found non-responsive and rejected.

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c. FAX BID SUBMISSION: Bids may be faxed to (907) 269-8909 and must be received in their entirety no later than the date and time listed on page one of this ITB as the Deadline for Responses. The state is not responsible for unreadable, corrupt, or missing attachments or pages, or for delays in transmission between the sender and DNR Procurement. It is the bidder's responsibility to contact the issuing office at (907) 269-8687 to make arrangements prior to faxing the bid and to confirm that the bid has been received. Failure to follow the above instructions may result in the bid being found non-responsive and rejected.

4. PRICES: The bidder shall state prices in the units of issue on this ITB. Prices quoted for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices quoted for services must be quoted in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost. Prices quoted in bids must be exclusive of federal, state, and local taxes. If the bidder believes that certain taxes are payable by the State, the bidder may list such taxes separately, directly below the bid price for the affected item. The State is exempt from Federal Excise Tax except the following:

- Coal - Internal Revenue Code of 1986 (IRC), Section 4121 - on the purchase of coal;
- "Gas Guzzler" - IRC, Section 4064 - on the purchase of low m.p.g. automobiles, except that police and other emergency type vehicles are not subject to the tax;
- Air Cargo - IRC, Section 4271 - on the purchase of property transportation services by air;
- Air Passenger - IRC, Section 4261 - on the purchase of passenger transportation services by air carriers.
- Leaking Underground Storage Tank Trust Fund Tax (LUST) - IRC, Section 4081 - on the purchase of Aviation gasoline, Diesel Fuel, Gasoline, and Kerosene.

The State of Alaska is also exempt from State Motor Fuel Taxes. The appropriate exemption forms will accompany a contract(s) resulting from this ITB. The state is not exempt from the Federal Superfund Tax.

5. VENDOR TAX ID NUMBER: If goods or services procured through this ITB are of a type that is required to be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the State of Alaska before payment will be made.

6. FILING A PROTEST: A bidder may protest the award of a contract or the proposed award of a contract for supplies, services, or professional services. The protest must be

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filed in writing and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) the form of relief requested. Protests will be treated in accordance with Alaska Statutes (AS) 36.30.560-36.30.610.

B. CONDITIONS

1. AUTHORITY: This ITB is written in accordance with AS 36.30 and 2 AAC 12.

2. COMPLIANCE: In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.

3. SUITABLE MATERIALS, ETC.: Not applicable to this ITB.

4. SPECIFICATIONS: Unless otherwise specified in the ITB, product brand names or model numbers specified in this ITB are examples of the type and quality of product required and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

5. FIRM OFFER: For the purpose of award, offers made in accordance with this ITB must be good and firm for a period of ninety (90) days from the date of bid opening.

6. EXTENSION OF PRICES: In case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.

7. BID PREPARATION COSTS: The State is not liable for any costs incurred by the bidder in bid preparation.

8. CONSOLIDATION OF AWARDS: Due to high administrative costs associated with processing of purchase orders, a single low bid of \$50 or less may, at the discretion of the State, be awarded to the next low bidder receiving other awards for consolidation purposes. This paragraph is not subject to the protest terms enumerated in "INSTRUCTION TO BIDDERS", "FILING A PROTEST" above.

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9. CONTRACT FUNDING: Bidders are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

10. CONFLICT OF INTEREST: An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.

11. ASSIGNMENT(S): Assignment of rights, duties, or payments under a contract resulting from this ITB is not permitted unless authorized in writing by the DNR Procurement Officer. Bids that are conditioned upon the State's approval of an assignment will be rejected as non-responsive.

12. SUBCONTRACTOR(S): Subcontractors will not be allowed under a contract resulting from this ITB.

13. FORCE MAJEURE (Impossibility to perform): The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this ITB, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

14. LATE BIDS: Late bids are bids received after the time and date set for receipt of the bids. Late bids will not be accepted.

15. CONTRACT EXTENSION: Unless otherwise provided in this ITB, the State and the successful bidder/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

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least thirty (30) days before the desired date of cancellation.

16. DEFAULT: In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

17. DISPUTES: If a contractor has a claim arising in connection with a contract resulting from this ITB that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

18. CONSUMER ELECTRICAL PRODUCT: AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this bid the bidder certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor and Workforce Development, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907) 269-4925.

19. SEVERABILITY: If any provision of the contract 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.

20. GOVERNING LAW; FORUM SELECTION: A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 17 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

C. SPECIAL CONDITIONS

1. ORDER DOCUMENTS: Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The State is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the State under this ITB. The State of Alaska Delivery Order, Contract Award, Master Agreement, and Division of Forestry Resource Order are the only order documents that may be used to place

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orders against the contract resulting from this ITB.

2. BILLING INSTRUCTIONS: Invoices must be billed to the ordering agency's address shown on the individual Delivery Order, Contract Award, Master Agreement, or Division of Forestry Resource Order, not to the DNR Procurement Office. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.

3. CONTINUING OBLIGATION OF CONTRACTOR: Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

D. PREFERENCES

1. ALASKA BIDDER PREFERENCE: Award will be made to the lowest responsive and responsible bidder after an Alaska bidder preference of five percent (5%) has been applied. The preference will be given to a person who: (1) holds a current Alaska business license at the time designated in the invitation to bid for bid opening; (2) submits a bid for goods or services under the name on the Alaska business license; (3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid; (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 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. AS 36.30.170, AS 36.30.321(a) and AS 36.30.990(2).

2. ALASKA VETERAN PREFERENCE: If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska veteran preference of five percent (5%). The preference will be given to a (1) sole proprietorship owned by an Alaska veteran; (2) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans; (3) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or (4) corporation that is wholly owned by individuals and a majority of the individuals are Alaska veterans, and may not exceed \$5,000. The bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other governments, or the general public - AS 36.30.321(i).

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3. USE OF LOCAL FOREST PRODUCTS: Not applicable for this ITB.

4. LOCAL AGRICULTURAL AND FISHERIES PRODUCTS PREFERENCE: Not applicable for this ITB.

5. ALASKA PRODUCT PREFERENCE: Not applicable for this ITB.

6. EMPLOYMENT PROGRAM PREFERENCE: If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2), and is offering goods or services through an employment program as defined under 36.30.990(12), they will be awarded an Employment Program Preference of fifteen percent (15%) in accordance with AS 36.30.321(b).

7. ALASKANS WITH DISABILITIES PREFERENCE: If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2), and is a qualifying entity as defined in AS 36.30.321(d), they will be awarded an Alaskans with Disabilities Preference of ten percent (10%) in accordance with AS 36.30.321(d). A bidder may not receive both an Employment Program Preference and an Alaskans with Disabilities Preference.

8. PREFERENCE QUALIFICATION LETTER: Regarding preferences 6 and 7 above, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists of Alaskan: [1] employment programs that qualify for preference; and [2] individuals who qualify for preference as Alaskan's with disabilities. In accordance with AS 36.30.321(i), in order to qualify for one of these preferences, a bidder must add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, a bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public. As evidence of an individual's or a business' right to a certain preference, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences 6 or 7 above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list at the time the bid is opened, and must attach a copy of their certification letter to their bid. The bidder's failure to provide this certification letter with their bid will cause the State to disallow the preference.

E. SUPPLEMENTAL TERMS AND CONDITIONS

1. BID CLOSING, PUBLIC BID OPENING, AND CONTACT INFORMATION:

a. Bid Closing Date and Time. The current Bid Closing Date and Time for this ITB is

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specified on page 1 of the ITB as the Deadline for Responses. This date and time are subject to change. Changes will be identified in an amendment to the ITB and an update to the IRIS VSS and State of Alaska Online Public Notice website postings.

b. Public Bid Opening Date and Time. The current Public Bid Opening Date and Time for this ITB is currently 10:00 a.m. on February 21, 2019. The Public Bid Opening will be held in the Denali Conference Room, Suite 1330, of the Robert B. Atwood Building located at 550 W. 7th Avenue, Anchorage, Alaska, unless otherwise specified in this ITB. The Public Bid Opening date and time are subject to change. Changes will be identified in an amendment to the ITB and an update to the IRIS VSS and State of Alaska Online Public Notice website postings.

c. Contact Information. Contact information for the DNR Procurement Section:

Name: Jim Sonnier

Telephone: 907-269-8687

Fax: 907-269-8909

Email: dnr.ssd.procurement@alaska.gov

Physical and Mailing Address: 550 W. 7th Avenue, Suite 1330, Anchorage, Alaska, 99501.

2. ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES: Prior to the award of a contract, a bidder 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 Alaskans with Disabilities preference, a bidder must hold a valid Alaska business license at the time designated for bid opening. Bidders should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P.O. Box 110806, Juneau, Alaska, 99811-0806, for information on these licenses.

Acceptable evidence that the bidder possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the bid that the bidder has a valid Alaska business license and has included the license number in the bid (see front page);
- 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 bidder has applied and paid for the

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Alaska business license.

You are not required to hold a valid Alaska business license at the time bids 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.

At the time designated for bid opening, all bidders must hold any other necessary applicable professional licenses required by Alaska Statute.

3. ALASKA BIDDER PREFERENCE: An Alaska Bidder Preference of five percent will be applied prior to evaluation. The preference will be given to a bidder who:

- (1) holds a current Alaska business license at the time designated for bid opening;
- (2) submits a proposal for goods or services under the name appearing on the bidder's current Alaska business license;
- (3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid;
- (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 bid must also include a statement certifying that the bidder is eligible to receive the Alaska Bidder Preference.

If the bidder 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.

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If the bidder 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.

4. BIDDERS WITH DISABILITIES: The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this procurement should contact the DNR Procurement Section at one of the following numbers no later than 10 calendar days before the Deadline for Responses to make any necessary arrangements.

Telephone: (907) 269-8666 or 269-8687

Fax: (907) 269-8909

TDD: (907) 269-8411

Email: dnr.ssd.procurement@alaska.gov

5. COMPLIANCE WITH ADA: By signature of their bid the bidder certifies that they comply with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.

Services or activities furnished to the general public on behalf of the state must be fully accessible. This is intended to ensure that agencies are in accordance with 28 CFR Part 35 Section 35.130 and that services, programs or activities furnished to the public through a contract do not subject qualified individuals with a disability to discrimination based on the disability.

6. Preference Qualification: In order to qualify for an Alaska Veterans Preference, Employment Program Preference, or Alaskans with Disabilities Preference, a bidder must add value by actually performing, controlling, managing, and supervising the services provided, or a bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public.

7. CONTRACT PERFORMANCE LOCATION: By signature on their bid, the bidder certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

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

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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 bid as non-responsive, or cancel the contract.

8. HUMAN TRAFFICKING: By signature on their bid, the bidder certifies that the bidder 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/g/tip/>

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

9. CONTRACT INTENT: This Invitation to Bid (ITB) is intended to result in multiple contractor, multiple year, contracts for emergency fixed wing and helicopter services for use by the Division of Forestry in wildland firefighting. Aircraft provided under a contract resulting from this ITB will only be used to support firefighting efforts for active fires being managed or supported by the Division of Forestry.

Contracts resulting from this ITB will replace the existing Aircraft Rental Offer agreements maintained by the Division of Forestry effective April 1, 2019. Bidders who are currently on the existing Aircraft Rental Offer agreements maintained by the Division of Forestry must submit a bid in response to this ITB to be entered into the new contract.

10. PRE-BID CONFERENCE: No pre-bid conference will be held for this ITB.

11. NOTICE OF INTENT TO AWARD: After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. This tabulation, called a Notice of Intent to Award, serves two purposes. It lists the name of each company or person that offered a bid and the price they bid. It also provides notice of the state's intent to award a contract(s) to the bidder(s) indicated. A copy of the Notice of Intent will be sent to each company or person who responded to the ITB. Bidders identified as the apparent low responsive bidders are instructed not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the

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Procurement Officer. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the Procurement Officer does so without a contract and at their own risk.

12. PAYMENT FOR STATE PURCHASES: Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

13. Prompt Payment For State Purchases: The state is eligible to receive a 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. Unless the bidder specifies otherwise within their bid, the discount shall be 5%. 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

14. CONTRACT ADMINISTRATION: Contract administration responsibilities will be spelled out in the contract(s) resulting from this ITB.

15. INDEMNIFICATION: The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

16. INSURANCE: Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be

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entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Procurement Officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

Proof of insurance requirements for Fixed Wing and Helicopters are shown in Appendix B1 Fixed Wing and Appendix B1 Helicopters attached to this ITB. If a contractor does not provide maintenance, and maintenance is subcontracted, it is the responsibility of the contractor to be certain subcontractor is FAA approved facility and the subcontractor has products/completed operations coverage under their Comprehensive General Liability policy as required by Appendix B1 of this ITB.

Failure to supply satisfactory proof of insurance within the time required will cause the state to declare the bidder non-responsible and to reject the bid.

17. BRAND AND MODEL OFFERED: Unless otherwise specified, when brand names and model numbers are used to specify the type and quality of the goods desired, bidders must clearly indicate the brand names and model numbers they intend to provide. The bidder's failure to identify the brand and model offered will cause the state to consider the offer non-responsive and reject the bid.

18. SUPPORTING INFORMATION: The state strongly desires that bidders submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made by the Procurement Officer that the product offered meets the ITB specifications and that other requirements of the ITB have been met. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the state reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products offered completely meet the ITB requirements. The requirement for such supplemental information will be at the reasonable discretion of the state and may include the requirement that a bidder make the offered aircraft available within the State of Alaska so that the state can make a first-hand examination and determination.

A bidder's failure to provide this supplemental information or the product sample(s), within the time set by the state, will cause the state to consider the offer non-responsive and reject the bid.

19. FIRM, UNQUALIFIED AND UNCONDITIONAL OFFER: Bidders must provide

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enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all of the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non-responsiveness.

20. 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 (i) 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 (ii) 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

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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.

21. CONTRACT PERIOD, CONTRACT PRICES AND PRICE ADJUSTMENTS, AND OPEN ENROLLMENT PERIODS:

a. Contract Period. The length of the contract will be five consecutive years from April 1, 2019 through March 31, 2024. There are no renewal options for this contract and it will automatically expire on March 31, 2024. Contract extensions may be authorized subject to the provisions listed in this section.

The contract period for contractors added to the contract under the Open Enrollment procedures outlined in this ITB will expire on March 31, 2024. For example, if a contractor is added during the May 1, 2023 through August 1, 2023 Open Enrollment period, that contract will expire on March 31, 2024. Review the Open Enrollment Periods paragraph below for more information.

b. Contract Prices and Price Adjustments. Contract prices offered in the initial bid submitted in response to this ITB are to remain firm until the May 1st through August 1st, 2019 Open Enrollment period. During the May 1st through August 1st and January 1st through March 15th Open Enrollment periods contractors may at their discretion submit a written request to adjust their contract prices. The State may, at its sole discretion, deny a price increase to a bidder who submits multiple increases for a single asset during an open enrollment period. For example, the contractor has helicopter tail number XY4123 listed as an asset in the contract. If the contractor were to submit multiple price increases for that asset during an Open Enrollment period the state may deny the increase.

c. Open Enrollment Periods.

1) The Department of Natural Resources, Support Services Division, Procurement Section (DNR Procurement) may issue periodic Open Enrollment solicitations during the contract year. The intent of the Open Enrollment period is to:

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- a) allow existing contractors to add new aircraft to, or remove existing aircraft from, their contract;
- b) allow existing contractors to increase or decrease their prices for aircraft currently on the existing contract; and;
- c) allow new contractors to be added to the contract.

Contractors listed on the contract issued from this ITB will only be allowed to add new, or remove existing, aircraft during an Open Enrollment period.

Solicitations issued by DNR Procurement will be posted to the State of Alaska Online Public Notice and IRIS Vendor Self Service websites and will be sent to contractors issued contracts resulting from this ITB or who have expressed a desire to be added to the contract. Contractors who are on the existing contract **will not** be required to submit a new bid in response to an Open Enrollment period solicitation unless they are adding or removing aircraft, or increasing or decreasing their pricing.

Depending on the needs of the State, the Open Enrollment solicitation period may be shortened to no less than 10 calendar days at the discretion of the DNR Procurement Officer.

Protest rights outlined in Section 1, paragraph 6, of this ITB will apply to Open Enrollment periods.

2) The current schedule for planned Open Enrollment periods during each contract year are:

- a. Between May 1st and August 1st; and
- b. Between January 1st and March 15th.

The Open Enrollment schedule is subject to change depending on the requirements of the Division of Forestry. DNR does not guarantee an Open Enrollment solicitation will be issued during any of the above specified periods.

Also, because a solicitation will be issued in late 2023 or early 2024 for a new contract that will begin on April 1, 2024, an Open Enrollment period will not be held between January 1, 2024 and March 15, 2024. Contractors wishing to be added to the contract between January 1, 2024 and March 15, 2024 must respond to the solicitation issued for the new contract.

23. PRICE DECREASES: During the period of the contract all price decreases

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experienced by the contractor must be passed on to the state. A contractor's failure to strictly and faithfully adhere to this clause, within the time required, will be considered in breach of contract.

24. ACCESSORIES: When accessories are supplied, they must be certified to be compatible with the rest of the equipment. Certification will be written evidence satisfactory to the state that the accessories are compatible. The bidder's failure to supply this evidence within the time required by the state will cause the state to consider the bid non-responsive and reject the bid.

25. INSPECTION: Equipment offered for use under this ITB may be subject to inspection and approval by the state prior to the award of the ITB. The equipment and attachments must be in good repair and capable of performing the work for which they were designed.

26. ALTERATIONS: The contractor must obtain the written approval from the Procurement Officer prior to making any alterations to the specifications contained in this ITB. The state will not pay for alterations that are not approved in advance and in writing by the Procurement Officer.

27. INVOICES: Information on submitting invoices can be found in the Scope of Services section of this ITB.

28. THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED: Because of the additional administrative and accounting time required of state agencies when third party financing agreements are permitted, they will not be allowed under this contract.

29. CONTINUING OBLIGATION OF CONTRACTOR: Regardless of the terms and conditions of any third-party financing agreement, the contractor agrees that none of its responsibilities under this contract are transferable and that the contractor alone will continue to be solely responsible until the expiration date of the contract. Such responsibilities include, but are not limited to, the provision of equipment, training, warranty service, maintenance, parts and the provision of consumable supplies. By signature on the face page of this ITB the bidder acknowledges this requirement and indicates unconditional acceptance of this continuing obligation clause.

30. CONTRACT CANCELLATION: The state reserves the right to cancel the contract at its convenience upon thirty (30) calendar days written notice to the contractor.

31. METHOD OF AWARD: All respondents to this ITB will be awarded a contract

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provided they meet the specifications, terms, and conditions of this ITB and provided they are determined responsive and responsible bidders.

32. CONTRACTOR SELECTION PROCESS: Once the contracts are established this selection process will be used. Contractors will be listed alphabetically by home base location, contractor name, and type of aircraft. When the Division of Forestry requires emergency aircraft services they will contact contractors on the list that are nearest to the incident first and have the necessary asset(s). If a contractor is unable to provide the needed support, Forestry will go down the list until they find a contractor who can provide the service.

It is understood the Division of Forestry is under no obligation to place, nor a contractor to accept, an order placed under any contract resulting from this ITB.

It is also understood the State does not guarantee a minimum or maximum number of services to be provided or dollar amount to be spent under any contract resulting from this ITB.

33. QUESTIONS: Questions concerning this ITB or the contents therein must be in writing and submitted to the DNR Procurement Office via fax to 907-269-8909 or via email to dnr.ssd.procurement@alaska.gov. 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 ITB. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the ITB. The Procurement Officer will make that decision.

34. ENROLLMENT IN IRIS: Bidders will be required to be enrolled in the State of Alaska's Integrated Resource Information System (IRIS) database prior to award of a contract resulting from this ITB. Enrollment can be done online at the following link: <http://doa.alaska.gov/dof/iris/vendor.html>. Bidders who are not enrolled prior to award of a contract will be notified by DNR Procurement. Failure of a bidder to enroll in the IRIS database will delay award of the contract and may delay issuance of Resource Orders or Delivery Orders for contract work.

35. FEDERAL DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION: Expenditures from this contract may involve federal funds. The U.S. Department of Labor requires all state agencies that are expending federal funds to have a certification filed in the bid, by the bidder, that they have not been debarred or suspended from doing business with the federal government. The **Certification**

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regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form attached to this solicitation must be completed and submitted with your bid.

36. APPENDICES: Appendices referred to in or attached to this ITB may become part of the contract. This includes this ITB; any amendments issued for this ITB; Appendix A and Appendix B1 attached to this ITB; and the accepted bid submitted in response to this ITB.

F. SCOPE OF SERVICES

1. GENERAL REQUIREMENTS:

a. Scope of Contract. The intent of the contract resulting from this ITB is to obtain flight services utilizing fully functional aircraft, operated and maintained by qualified personnel, and equipped to meet specifications, for the support of Division of Forestry (DOF) programs. The type of services to be performed include but are not limited to: air transportation of personnel, equipment and supplies, aerial reconnaissance and observation, transportation of cargo, search and rescue missions and fire support, as directed by DOF.

The contract resulting from this ITB will replace the existing Aircraft Rental Offer agreements maintained by the Division of Forestry effective April 1, 2019. **Bidders who are currently on the existing Aircraft Rental Offer agreements maintained by the Division of Forestry must submit a bid in response to this ITB to be entered into the new contract.**

b. Certification. The contractor shall be a certified air carrier/commercial operator under one or more of the Federal Aviation Regulations 14 CFR parts 121, 125, 133, 135, or 137 as appropriate. The contractor shall obtain all necessary licenses and permits, plus comply with all applicable federal, state and local laws. All aircraft hired under this agreement, must be listed on the contractors operation specifications for their 135 or 133 certificate and comply with all FAA Part 135 or 133 requirements for weight and balance records, passenger briefing cards, etc.

A copy of the bidder's 133, 135, and 137 certifications are to be provided with their bid.

DOF may request that pilots and/or aircraft possess a current Qualification Card issued by the United States Forest Service-Dept. of Agriculture (USFS) or the Office of Aviation Services-Dept. of Interior (OAS) and shall present the card for identification upon

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request.

If requested by DOF, the contractor may only provide "special use" services to the extent that aircraft and pilots have been qualified for such use as identified by a written notice, issued by OAS-DOI, USDA-Forest Service or State of Alaska, State Maintenance Inspector and carried aboard the aircraft. These services are identified on the aircraft approval card and the pilot approval card. The required carding may include an inspection of the aircraft, log records, required equipment and other items at the discretion of the inspector. This carding does not apply to simple point to point aircraft rentals.

c. Independent Contractor. The contractor and any agents and employees of the contractor act in an independent capacity and are not officers, employees, or agents of the State in the performance of this contract.

d. Contract Costs. Contractors must be self-sufficient and will be required to cover all costs for their pilot(s), mechanics, and crew(s). No per diem will be paid. No rental cars, hotels, transportation, or subsistence of any kind will be reimbursed. The state will be exempt from all local, state, and Federal taxes except as identified within the provisions of this ITB. The helicopter basic rate listed on the rental offer must be inclusive of all personnel. No additional billings will be accepted for mechanics required under the contract.

The bidder should consider the information within this paragraph when listing their bid price.

e. Adding or Deleting Aircraft from the Contract. Contractors may add or delete aircraft from the contract as specified within Section E, paragraph 21, Contract Period, Contract Prices and Price Adjustments, and Open Enrollment Periods, of this ITB.

2. DEFINITIONS:

As used throughout this ITB and the resulting contract, the following terms shall have the meaning set forth below:

a. Accident: An unplanned event that does substantial damage to an aircraft, aircraft component, or service truck or any serious injury, or death, to personnel. (Refer to 49 CFR 830 for more detailed information.)

b. Aviation Hazard: An aviation hazard is any condition, act, or set of circumstances that compromise the safety of personnel or resources engaged in aviation activities.

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c. General Use Activities: involve point-to-point transportation of personnel and/or cargo, occasional use of unprepared landing sites, and all other flights not categorized as "Special Use Activities".

d. Incident: An unplanned event that does damage less than substantial or injury less than serious; an air or ground mishap, malfunction, or situation involving aircraft or personnel which has the potential of resulting in an accident.

e. Special Use Activities:

- 1) All direct fire suppression flying.
- 2) Operations requiring extensive flying at less than 500 feet above the surface.
- 3) All helicopter sling operations and all parachute and rappelling operations.
- 4) Operations in terrain requiring extensive use of unprepared landing sites.

3. OPERATIONS:

a. Flight Operations.

The contractor shall operate in accordance with their approved FAA Operations Specifications, and all portions of 14 CFR Part 91 (including those portions applicable to civil aircraft), and Part 135 (135.1 notwithstanding), unless otherwise authorized by DOF.

Exemption for Transportation of Hazardous Materials. DOF may require transportation of hazardous materials. Such transportation shall be in accordance with Exemption DOT-E 9198 PTE (16th revision or subsequent), the DOF Aviation Transportation of Hazardous Materials Handbook and the operators Op Specs on the transportation of hazardous materials. The decision of whether we use the GOE or the operators Op Specs will be made at the time of hire. The contractor must ensure that a copy of the exemption and handbook is aboard each aircraft operating under the provisions of this exemption. (This handbook is available from DOF upon request.)

b. Pilot Authority and Responsibilities.

The pilot is responsible for the safety of the aircraft, its occupants, and cargo, and shall comply with the directions of DOF, except when in his or her judgment such compliance will be a violation of applicable federal or state regulations or the contract provisions. The pilot shall refuse any flight or landing which the pilot considers hazardous or unsafe.

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The pilot shall not permit any passenger to ride in the aircraft or any cargo to be loaded therein unless authorized by DOF.

Pilots are responsible for computing the weight and balance for all flights and for assuring that the gross weight and center of gravity do not exceed the aircraft's limitations. The pilot shall be responsible for the proper loading and securing of all cargo, either internal or external prior to all flights. Pilots are responsible to assure prior to flight that each occupant is familiar with and utilizes the installed safety equipment.

Pilots are responsible for filing a flight plan (VFR or IFR) for all flights performed under this agreement. If filing a flight plan with a Flight Service facility is not feasible, an alternate method may be used provided the agency has a written flight-following procedure. All flight plans will be closed in an appropriate manner. **Automated Flight Following (AFF) is required under this contract for aircraft tracking. Contractor will cooperate with DOF to allow the aircraft's tracking feed to be forwarded to DNR Forestry's dispatch center in addition to the basic AFF.gov reporting.**

4. PERSONNEL REQUIREMENTS:

a. Pilot requirements - Point-to-Point.

Pilots shall have an FAA commercial pilot certificate with appropriate category, class rating and type, if required. Pilots shall hold an ATP rating for those 14 CFR Part 135 operations requiring ATP-rated pilots.

For helicopters, IFR or VFR over-the-top, pilots shall have helicopter instrument ratings or a rotorcraft ATP Certificate with a category and class rating for that aircraft not limited to VFR.

Pilots shall hold at least a current second class medical certificate issued under provisions of 14 CFR Part 67.

The contracting officer may request evidence of satisfactory passing of FAA check in accordance with provisions of 14 CFR Part 135, for the make and model offered for this agreement within the previous 12 months. All pilots shall meet the currency requirements of 14 CFR Part 61.57.

b. Pilot Requirements - Special Use.

Each pilot shall, at the discretion of DOF, pass an agency flight evaluation in make and model of aircraft to be flown on this agreement. The flight evaluation will be in an aircraft

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supplied by the contractor and at no expense to DOF. The satisfactory completion of the evaluation will not substitute for any of the total flight hour requirements listed in the contract.

Pilots shall have logged at least the following amounts of flying time as pilot-in-command (PIC):

Total pilot time: 1,500 hours

Category	Fixed Wing	Helicopter
PIC	1,200 hours	1,500 hours
Cross Country	500 hours	500 hours
PIC Night	25 hours for night operations ; 100 hours for IFR o perations	100 hours for night operations
PIC Total Time in the preceding 12 months	100 hours in category	100 hours in category and class
PIC in category last 60 days		10 hours
PIC in Make and Model	25 hours	50 hours (see Note 1 below)
PIC in Make, Model, and series last 12 months		10 hours
Category	Fixed Wing	Helicopter
PIC instrument, of which 50 hours must have been in flight, actual or simulated instrument conditions for multi-engine operations	75 hours IFR operations	75 hours IFR operations
Weight Class of Helicopter		100 hours (see Note 2 below)
Reciprocating Engine - Helicopter		200 hours
Turbine Engine - Helicopter		100 hours
Note 1: 25 hours PIC if pilot has satisfactorily completed a factory school and checkout in make and model. Makes and models are grouped as shown in this ITB (Attachment 4). Time in one make and model is considered adequate for all aircraft in that group.		
Note 2: Small certified gross weights up to 6,000 pounds; Medium certified gross weights 6,000-12,500 pounds; Large over 12,500 pounds gross weights.		
Additional experience required when operating the following in classification of aircraft:		
PIC Multi-Engine Airplane	200 hours	
PIC Seaplane	25 hours	

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PIC Large Multi-Engine Airplane (over 12,500#)	250 hours		
PIC Turboprop or Jet	100 hours		
Pilot second-in-command (SEC) in accord with contractor's certificate is required if the aircraft has a passenger seating configuration, excluding SEC and pilot seat of 10 seats or more.			
Special Copilot Experience Requirements for Helicopters (all flight times are in category)			
PIC		500 hours	
PIC in Weight Class		50 hours	
PIC in last 12 months		50 hours	

c. Flight Crew Member, Duty and Flight Limitations. Pilots will be limited to the following flight and duty-time limitations:

Duty Limitations. Duty time includes 'pre-flight', 'post-flight', flight time, ground duty of any kind, and standby or alert status at the job site or other designated location. Local travel up to a maximum of 20 minutes each way between the work site and place of lodging will not be considered duty time. Any flight crew member may be relieved from duty at the discretion of DOF for fatigue or other causes before reaching flight hour and duty hour limitations.

Flight crew members will be subject to the following duty hour limitations: for either a single-pilot or a two-pilot (PIC and SIC) crew, a maximum of 14 consecutive duty hours during any assigned duty period.

Rest Periods. Pilots shall be given a minimum of 10 consecutive hours of rest (off duty), not to include any pre-flight or post-flight activity, prior to any assigned duty period.

Pilots may be given two 24-hour periods of rest within any 14 consecutive calendar days, at the discretion of DOF.

Flight Limitations. All flight time, regardless of how or where performed, (except for personal pleasure flying), will be reported by each flight crew member and used to administer flight time and duty time limitations. Flight time to and from a duty station as a flight crew member (commuting) will be reported and counted toward limitations if it is flown on a duty day. Flight time includes but is not limited to; military flight time, charter, flight instruction, biennial flight review, flight examinations by FAA designees, any flight time of a commercial nature whether compensated or not. Pilot flight time computations shall begin at takeoff and end at block-in and will be computed in hours and hundredths for airplanes or begin at liftoff and end at touchdown and will be computed for the flight

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hours meter for helicopter. Flight crew members will be limited to the following flight hour limitations which shall fall within their assigned duty period.

Single-Pilot Crew. A maximum of eight hours flight time during any assigned duty period.

A maximum of 42 hours flight time during any consecutive six-day period. When a pilot acquires 36 or more flight hours in a consecutive six-day period the pilot will be given the following 24-hour period off for rest, after which a new six day cycle will begin.

Two-Pilot Crew. (Pilot/Copilot) A maximum of 10 hours flight time per pilot during any assigned duty period.

A maximum of 50 hours flight time per pilot during any consecutive six day period. When a pilot acquires 40 or more flight hours in a consecutive six day period, the pilot will be given the following 24 hour period off for rest, after which a new six day cycle will begin.

d. Personnel Protective Equipment (PPE)

General Use Activities. None required.

Special Use Activities. Aviator protective flight helmet, equivalent to or exceeding SPH-4 type standards, with chinstrap fastened which includes protection for the ears and temples.

Fire resistant clothing made from fire-resistant polyamide or aramid material, cotton or equivalent is required. (No synthetics)

Gloves made of leather or fire resistant material and leather boots of 8 inch minimum heights are required. If the required leather boots are not conducive to the working environment (water, snow) and DOF determines that rubber boots or synthetic "snow boots" are essential to perform projects, the local DOF supervisor is required to inform the contractor's employees of the increased personal hazard associated with these type boots in the event that an aircraft mishap should occur with a resultant fire.

e. Mechanics required for Helicopters.

One (1) mechanic must accompany the helicopter, to its assigned base, for all rental periods in excess of 48 hours. After 48 hours, mechanic must be available within 20 minutes of assigned base to respond to maintenance needs. Pilot may act as a

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mechanic, if appropriately rated; however, such time must be recorded as “duty time” to be counted toward duty limitations.

The helicopter basic rate listed on the rental offer must be inclusive of all personnel. No additional billings will be accepted for mechanics required under this section.

f. Mechanic Qualifications. A mechanic performing work on aircraft under this contract must be the holder of a valid FAA mechanic certificate with airframe and power plant ratings. If requested by DOF, mechanic must provide evidence of experience relating to the aircraft being offered.

5. AIRCRAFT REQUIREMENTS:

a. Aircraft Equipment Requirements.

The aircraft must possess a Standard Airworthiness Certificate (except for helicopter external load operations) and be maintained in accordance with the terms of such certificate. The installation of any equipment specified must be according to FAR's and approved for make and model furnished, including, but not limited to:

All aircraft certified in the standard category shall be equipped in accordance with 14 CFR Parts 91 and 135.

A complete set of current aeronautical charts covering the area of operation. IFR enroute and terminal publications are also required for IFR operations.

A first aid kit and survival kit containing at least the items specified in this ITB (Attachment 3) shall be furnished by the contractor and carried aboard the aircraft on all flights.

Fire extinguisher(s) as required by 14 CFR 135.155 shall be a hand-held bottle of approximately two pound capacity containing a halogenated extinguishing agent that is accessible to the flight crew.

Approved aircraft lighting for night operation in accordance with 14 CFR 91.33(c) including instrument lights.

b. Airplanes.

Shoulder harness and lap belt for front seat occupants and both occupants in tandem seat airplanes will be required. Shoulder strap and lap belt will fasten with metal to

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metal, single point, quick release mechanism. The installed shoulder harness shall not interfere with the pilot's operation of the aircraft controls. (Airplanes with a factory installed military type shoulder harness meet this requirement.) Factory installed restraint equipment in Cessna 208, Caravan, serial number 1 through 110, are acceptable for point to point use only.

c. Helicopters.

One flight meter (Hobbs Model N-1-69 or equal). The meter shall be wired in a series with a switch on the collective control, and a switch activated by engine or transmission oil pressure or equivalent system to record flight time.

Double strap shoulder harness with automatic or manual locking inertia reel for each front seat occupant. Shoulder straps and lap belts shall fasten with one single point metal-to-metal, quick release mechanism. (Medium helicopters with factory installed nylon shoulder harness loops meet this requirement.) Rear seats must be equipped with metal to metal seatbelts and shoulder harnesses.

1) Personnel Access Step. Helicopters with extended gear shall have personnel access step to assure safe entrance and exit from each door of the helicopter. A section of external cargo rack may be utilized as a step by providing a clear space covered with a nonskid material.

2) Tundra Pads. Helicopter shall be equipped with FAA approved tundra boards or as noted in the aircraft order.

d. Light Helicopters. Dual controls shall be removed prior to use under this contract.

e. Medium Helicopters. Dual controls may be installed during routine DOF use. The pilot shall occupy the manufacturer's designated pilot station during all flight operations unless otherwise authorized by the FAA. When dual controls are installed the pilot shall restrict access to the copilot seat. Only helicopter managers or experienced crew members should be allowed to occupy the copilot seat.

6. AVIONICS REQUIREMENTS:

a. General. The following systems shall be furnished, installed and maintained by the Vendor in accordance with the installation and maintenance standards of this section.

b. Communications.

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1) ELT.

a) Helicopter: An automatic portable emergency locator transmitter (ELT/AP) or an automatic fixed/portable emergency locator transmitter (ELT AF/AP) meeting TSO-C91 or TSO C91a shall be installed in the helicopter cabin in a conspicuously marked location that is easily accessible and readily removable in the event of an accident.

A uni-directional ELT shall be installed with the "arrow" aimed at 45 degrees downward from the normal forward direction-of-flight of the helicopter. If the primary antenna is a fixed type, a portable antenna shall be attached to the ELT unit.

b) Airplane: An automatic fixed emergency locator transmitter (ELT/AF) or an automatic fixed/portable emergency locator transmitter (ELT AF/AP) meeting TSO-91 or TSO C-91a shall be installed in accordance with 14 CFR 91.207. Notwithstanding 14 CFR 91.207(d), the Vendor shall not utilize an aircraft unless it is equipped with fully operational ELT equipment. Access to the ELT location will be conspicuously marked. The external antenna shall be on top of the aircraft.

2) EPIRB. For extended over water operations, aircraft hired under this agreement must have a Category I or II, Emergency Position Indicating Radiobeacon (EPIRB) on board.

3) VHF-AM Aeronautical Transceiver. One 360-channel VHF-AM (VH-1) Aeronautical Transceiver shall be installed, operating in the 118.00 MHz to 135.950 band on 50 kHz channel increments, and a minimum five watts carrier power output.

4) Navigation Systems. No requirement unless specified by a supplement.

5) Audio Control System (Helicopter). An interphone system which will serve the pilot and observer. The interphone system shall be 150/500 ohm with U-61 jacks. The interphone amplifier shall have sufficient gain and power output capability to deliver 50 milliwatts (with less than 10% noise and distortion combined) to each headset simultaneously.

A control convenient to the pilot shall be provided for the interphone amplifier to adjust the headset audio to a comfortable level.

Separate transmitter selection controls shall be provided for the microphone/PTT inputs of both pilot and observer. The observers transceiver PTT switch shall be located on the cord to the headset/microphone jack or at a position on the panel convenient to the observer.

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a) Special mission aircraft with VHF-FM receiver installed. The system shall be configured so that the pilot and observer may select and utilize a different transmitter via their respective microphone/PTT. Whenever a transmitter is selected, the companion receiver audio shall automatically be selected for the corresponding earphone. Transmitter side-tone audio shall be provided for the user as well as for cross monitoring via the corresponding receiver selection switch on the other audio control system.

b) All aircraft. The operator will provide the pilot and observer with a headset that has a microphone and is compatible with the aircraft avionics. All headsets used in the aircraft shall be equipped with the same type plugs, which shall match all aircraft headset/microphone jacks.

c. Other Avionics.

1) AFF. One Automated Flight Following (AFF) system compatible with the government's AFF network (Web tracker) is required. Not all available systems are compatible with Web tracker. See below information.

Web tracker, nor do they meet Web tracker's requirements. It is critical that the Contractor ensure that the AFF system offered is compatible with Web tracker. Refer to the website at <https://www.aff.gov>, for a list of previously successful AFF equipment manufacturers. **Additionally, regardless of provider used by the contractor, both the contractor and provider shall give permissions and allow an additional AFF feed to the Alaska DNR for use on the Integrated Fire Management Dispatch System as designed and maintained by Selkirk Systems, Inc.**

The AFF system shall be powered by the aircraft's electrical system, installed per the manufacturer's installation manual, and operational in all phases of flight. AFF equipment shall utilize as a minimum: satellite communications, an externally-mounted antenna, provide data to the government's web tracker software, use aircraft power via a dedicated circuit breaker for power protection, be permanently mounted to the aircraft's airframe, so as to not endanger any occupant from AFF equipment during periods of turbulence. Wiring installation must be of a permanent nature and not used "temporary pigtails" or similar routed through the aircraft cockpit or cabin. Any AFF manufacturer-required pilot display(s) shall be visible/selectable by the pilot(s). Remote equipment having visual indicators should be mounted in such a manner as to allow them to be easily observed.

The contractor shall maintain a subscription service through the AFF equipment provider furnishing AFF position reporting for satellite tracking via Web tracker. The

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position-reporting interval shall be every two minutes while the aircraft is in flight.

The contractor shall register their AFF equipment with the Boise Help Desk providing: complete tail number; manufacturer and serial number of the AFF transceiver; aircraft make and model; and contractor's contact information.

In all cases, the contractor shall ensure that the correct aircraft information is indicated within Web tracker. The contractor shall notify the Boise Help Desk of any system changes, scheduled maintenance, and planned or unplanned service outages. The contractor provided subscription services shall be capable of meeting or exceeding the data management requirements set forth in the contract.

When the AFF system passes its operational check, the contractor shall make an entry denoting such in the aircraft log book.

a) Inoperative AFF

If contractor is not equipped with AFF tracking or the unit fails to report to the system as described, a written authorization from the State Aviation Manager will be required to start or continue operation under this contract. Such approval shall only be granted on an emergency basis with a fixed end date.

d. Installation and Maintenance Standards.

All avionics systems used in or on the aircraft for this agreement and their installation and maintenance shall comply with all applicable FAA Regulations contained in 14 CFR regardless of any exclusions for public aircraft allowed in 14 CFR.

All avionics systems shall be installed and maintained in accordance with the manufacturer's specifications and instructions; per 14 CFR Part 43.

All avionics systems requiring an antenna shall be installed with a properly matched aircraft certified, broadband antenna, unless otherwise specified.

Antennas shall be polarized as required by the avionics system and have a VSWR less than 2.5:1.

Avionics equipment mounting location and installation shall not interfere with passenger safety, space and comfort. Avionics equipment shall not be mounted under seats designed for deformation during energy attenuation. In all instances, the designated areas for collapse shall be protected.

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7. MAINTENANCE REQUIREMENTS:

a. General. The Aircraft shall be maintained in accordance with the manufacturer's specifications and applicable FAA regulations.

b. Inspection. Aircraft maintained in accordance with 14 CFR 91.409(a) shall not be operated unless the 100-hour requirements of 14 CFR 91.409(b) are complied with at each 100-hour interval.

All maintenance, including inspection, rebuilding, alterations and installation shall be performed by person authorized to perform such maintenance in accordance with 14 CFR Part 43.

c. Condition of Aircraft. The aircraft must be airworthy and in good mechanical condition. The airframe and accessories must present a neat and clean appearance. Upholstery, paint, and plexiglass will be in good condition.

d. Manuals/Records. The vendor shall assure that all maintenance performed on rental aircraft is recorded in the affected aircraft's maintenance record in accordance with 14 CFR 91 (ref. 14 CFR 43.9, 43.11 and 91.417.)

e. Airworthiness Directives (ADs) & Bulletins. All applicable manufacturer's mandatory bulletins and FAA ADs shall be complied with prior to performance of this agreement. A separate list of FAA ADs and Manufacturer's Mandatory Service Bulletins on the make and model of aircraft offered will be made available upon request, recording whether applicable or not and, if applicable, the date and airframe total time at compliance, method of compliance, next compliance due date if recurring, and authorized signature and number.

8. FUEL AND SERVICING REQUIREMENTS:

All fuel must be approved commercial or military grade aviation fuel. Only fuels meeting the specifications of the American Society for Testing and Material (ASTM) D-1655 (Type Jet A, A-1, or B), MIL T-5624 (Grade JP-4 or JP-5), for turbine powered aircraft, and ASTM-D-910 or MIL T-910 (Avgas Grade 80, 100, or 100LL), for reciprocating powered aircraft, are authorized for use.

a. Servicing Requirement. Aircraft shall not be refueled while engines are running, or propellers are turning, unless the aircraft refueling facility is equipped with an approved closed-circuit refueling system.

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Bonding cables shall be utilized. (Removed grounding per NFPA)

Only approved Flight Crew members (Pilot, Co-pilot, helicopter foreman, or flight manager) will be involved in any refueling operations.

Passengers shall not be involved with any refueling of contract aircraft unless the pilot has determined that it is an absolute necessity due to an emergency situation.

9. CONTRACTOR'S BASE/REPORTING AND RELEASE BASE:

The Division of Forestry (DOF) and the vendor will agree to a report/release base(s) at the time an order is placed under this agreement.

10. ORDERING SERVICE:

a. Orders will be placed by DOF for service, as needed, under this agreement subject to the following:

It is understood that DOF has no obligation to place, nor the vendor an obligation to accept an order placed hereunder.

Upon acceptance of an order, the terms of this agreement shall become binding.

The period of service shall extend from the time service begins until released by DOF. The period of service will include required ferry to and from the assigned base.

b. Orders may be placed using either a DOF Resource Order (RO) or State of Alaska Delivery Order (DO).

11. SCHEDULE OF OPERATIONS:

DOF will coordinate and schedule daily operations with the vendor's representative, subject to the flight crew member, duty and flight limitations.

12. PAYMENT PROVISIONS:

a. Measurement of Flight Time.

1) Helicopters. Flight time shall be measured from lift-off to touchdown and recorded in hours and tenths. Flight time shall be measured by means of an approved electrical time

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recorder as required in Section 5. AIRCRAFT REQUIREMENTS c. Helicopters.

2) Airplanes. Flight time shall be measured from the time the aircraft commences its takeoff roll until it returns to the blocks and will be computed in hours and tenths. A table is attached with this document.

b. Payment for Flight Time. Payment will be made for all flights ordered by the contracting officer or authorized representative and flown by the Contractor at the rates set forth in the accepted bid for this ITB. Offered costs may be adjusted as provided within this ITB and the contract resulting from this ITB.

1) Flights for the Vendor's Benefit. Payment will not be made for flights for the benefit of the contractor such as maintenance test flights, ferrying to and from maintenance facilities, training and familiarization flights, flights required following an engine change, or transportation of contractor's support personnel.

c. Standby (for periods of service of less than 24 hours). DOF will pay for standby time when documented on the Flight Record Form 10-3133 at the rates stipulated in the contract subject to the following:

- 1) Standby will be computed up to an 8-hour combination of flight and standby time for single-crewed aircraft and up to a 10-hour combination for a pilot/co-pilot crewed aircraft.
- 2) The contractor may offer more favorable standby terms (e.g. free standby equal to hours flown) either as part of the offered bid or on a case-by-case basis documented on Flight Record Form 10-3133.
- 3) Standby will not be earned for stops involving passenger exchange, fuel stops, lunch breaks, or acts of God, such as weather, which prevent continuation of the flight.
- 4) Standby time shall be recorded in 24-hour clock time under start/stop time and converted to hours and tenths under elapsed time of Flight Record Form 10-3133.
- 5) No standby will be paid unless listed on the contract under the "rate" column.
Example: List aircraft hourly rate, then directly under the rate, list a separate "standby" rate marked with the word, "Standby".

d. Guarantee. For periods of service in excess of 24 hours the contractor will be compensated for standby time through a flight hour guarantee as follows:

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When documented on Flight Record Form 10-3133, payment will be made for the greater of (1) actual flight time for the period of service, or (2) the product of the number of days of service times the guarantee hours stipulated on the contract ending with release of the aircraft.

Example: At 1500 on June 3rd, a Cessna 206 is requested by DOF to fly to McGrath and perform fire detection missions for the next several days. It is procured at a \$200. per hour rate (dry). Its guarantee is 3 hours per day. The aircraft was released at 1100 on June 7th.

Date	Actual Flight Time (Hours)	Guarantee (Days)
June 3	2.00	0.5
June 4	5.00	1.0
June 5	2.10	1.0
June 6	1.00	1.0
June 7	2.00	0.5
Totals	12.10	4.0

In this case DOF will pay the greater of (1) 12.10 hours or (2) 12.00 hours (4.0 days X 3.00 hours per day). Calculated payment will be 12.10 hours X \$200. per hour = \$2,420.00

When the pilot exceeds flight time and duty limitations, the aircraft becomes unavailable and no guarantees will be paid. However, if the contractor provides at their own expense a relief crew, guarantees will continue.

Payment for un-flown guarantee will be computed at the dry rate.

Services terminating before or beginning after 1200 hours will be measured as one-half the guarantee set forth in the contract.

Whenever ordered service is unavailable, the minimum guarantee will be reduced by the length of time service is unavailable. One-tenth of the Guarantee will be deducted for each hour, or portion thereof, service is listed as unavailable. However, the deduction unavailability will not exceed ten-tenths per day.

Guarantee will not accrue after the aircraft is released, regardless of the location and the circumstances at the time of release (i.e., adverse weather conditions, etc.)

e. Submitting Invoices.

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It is the contractor's responsibility to compute and submit a properly completed "invoice for payment" to DOF.

Invoices are to be submitted for billing periods, beginning with the aircraft's order date/time and ending on their release date (the assignment period) for a normal rental period of less than two weeks. Interim billings, before the aircraft is released, will not be processed unless the rental period exceeds two weeks. For longer rental periods, in excess of 14 days, billing must be submitted at a minimum of every two weeks (14 days) but no greater than monthly (every 30-31 days). Invoices will not split days (i.e. All flight times will be billed on a 24 hour basis, 0:00 to 24:00, never ending an invoice in mid shift). Availability and flight times will be calculated and modified according to the agreement rules and invoices will be adjusted to the appropriate payable amounts as determined by the State of Alaska. Sometimes the administrative section may request an amendment to correct a large error on an invoice.

When an invoice requires an amendment, the original invoice number must be used with a suffix as follows: The invoice should maintain the original invoice number followed by an A and adding the numerical sequence for any additional amendments to the same invoice.

Example: Invoice #2309 requires an amendment of availability, when resubmitting this invoice it should read #2309A or if it is a second amendment it should read #2309A-2. Invoices with different base numbers for the same rental period will not be processed.

Proper invoicing is the responsibility of the vendor and should follow these guidelines:

- 1) Completely fill in all portions of SOA Flight Record Form 10-3133.
- 2) Enter charge codes for every day you are on the agreement, whether you fly or not. On non-flight days, there are preposition codes you can get from a SOA-Division of Forestry official.
- 3) Have a state official sign the Flight Record, validating the dates and times of use as correct.

NOTE: Invoices will not be processed without the previous items attached.

f. Subsistence Allowance. When State-subsisted incident camps are available, meals and bedding for Contractor's operator(s) will be furnished without charge. Otherwise, contractors are responsible for their own subsistence (meals, lodging, crew transportation etc.).

g. Airport Use Costs. DOF will reimburse the contractor for any necessary airport use

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costs, such as landing fees, tie-down charges or similar costs, the contractor is required to pay when ordered to operate from an airport other than the contractor's base of operation. Such costs shall be supported by paid itemized invoices.

h. Fuel Cost Adjustment.

1) Aircraft hired on a wet rate and the DOF furnishes fuel: The contractor shall record the quantity of fuel obtained from DOF on the Flight Record form 10-3133. Deduction will be based on the contractor's fuel cost and DOF's fuel cost at the site delivered.

2) Aircraft hired on a dry rate and the vendor furnishes fuel: The contractor will be reimbursed for the fuel provided, at the fuel consumption rate indicated, times the applicable flight time, times the actual cost per gallon, as supported by the fuel invoices. DOF furnished fuel used for the contractor's convenience (such as maintenance flights, etc.) will be deducted at the commercial rate per gallon. Such use shall be recorded on the DOF Flight Record form 10-3133 as a non-revenue flight.

i. Miscellaneous Charges. Miscellaneous charges for goods or services furnished by DOF, on behalf of the contractor, will be deducted from amounts due under the contract.

j. Claims. Claims for payment of supplies or services that involve disagreements between DOF and the contractor about quantity, quality, or contractor compliance with the contract requirements, must be submitted separately.

k. Designated Billing Office. The office listed below is the designated billing office for submission of the contractor's invoice and a copy of the DOF Flight Record Form 10-3133.

State of Alaska
Dept. of Natural Resources
Division of Forestry
Coastal Region
Attn: Administrative Assistant II
101 Airport Road
Palmer, Alaska, 99645

13. AUTHORITY OF DOF REPRESENTATIVES:

a. The contracting officer (CO) is the appointed DOF official with authority to enter into, administer and terminate this agreement. The contracting officer may designate

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representatives(s) to perform certain functions in the administration of the agreement. Typical designations are:

- 1) Contracting Officer's Administrative Representative (COAR) who is authorized to perform administrative functions.
- 2) Contracting Officer's Technical Representative (COTR) who is authorized to perform technical functions.
- 3) Project Inspector (PI) who is appointed by the COAR or COTR to assist them in carrying out their respective functions.

b. A designated representative is not authorized under any circumstances to:

- 1) Award, agree to, or execute any contract, agreement, contract or agreement modification, or notice of intent.
- 2) Obligate, in any way, the payment of money by DOF.
- 3) Make a final decision on any contract matter which is subject to the Disputes clause of this contract.
- 4) Terminate, for any cause, the contractor's right to proceed.

c. Oral and Written Statements. No oral statements of any person shall be allowed in any manner or degree to modify or otherwise affect the terms, conditions or specifications of these contracts. Changes to the contract conditions will be in written form, issued by an appointed Procurement Officer of the Department of Natural Resources, Support Services Division, Procurement Section.

14. CONTRACTOR'S REPRESENTATIVE:

Unless otherwise specified by the contractor, in writing, the pilot will be the contractor's designated representative for purposes of planning operations with DOF.

15. CHANGES (ORAL OR WRITTEN):

a. Contract Changes. All contract changes shall be issued, verified in writing and signed by the DNR Procurement Officer. The contractor shall take no action to comply with the statement or order until authorized by the DNR Procurement Officer.

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The contractor shall immediately notify the DNR Procurement Officer (orally, followed in writing) of any statement or order believed to modify or change any requirement, term or condition of the agreement, including:

- 1) Each requirement, term and condition affected by the statement or order.
- 2) The author of the statement or order.
- 3) The probable effect upon price and time of performance.

b. Resource or Delivery Order Changes. Changes to the requirements of a Resource or Delivery Order issued by DOF to request services under the contract resulting from this ITB will be done at DOF's discretion subject to the requirements of the situation dictating the need for the services. Changes to Resource or Delivery Orders issued by DOF may not under any circumstance change the master contract.

16. RESPONSIBILITY OF CONTRACTOR:

a. Costs. The contractor shall be responsible for, and pay, all costs of operation, support maintenance, repair of aircraft and ground support equipment and tools, and shall include these costs in the prices shown in the accepted bid and the contract.

At the contractor's sole expense the contractor shall:

Obtain all required licenses and permits.

Comply with any applicable Federal, State, and Municipal laws, codes and regulations.

b. Security of Aircraft and Equipment. The security of any non-DOF aircraft, associated vehicles and equipment used under this agreement will be the sole responsibility of the contractor.

The contractor will take precautions necessary to protect property and persons including third parties against injury or damage and be responsible for any such injury or damage that occurs as a result of his fault or negligence; (the term "third parties" is construed to include employees of DOF).

During the term of the agreement, certain DOF-owned equipment may be assigned to the contractor. If the equipment is lost, damaged, or totally destroyed as a result of the contractor's negligence; or as a result of any accident, the fair market value of the equipment will be charged to the contractor and withheld from payment due under this contract.

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c. Other Responsibilities.

1) If a contractor does not provide maintenance, and maintenance is subcontracted, it is the responsibility of the contractor to be certain subcontractor is FAA approved facility and the subcontractor has products/completed operations coverage under their Comprehensive General Liability policy as required by Appendix B1 of this ITB.

2) The contractor shall provide competent representation, at the site. The contractor's representative shall have the authority to act for the contractor at all times and shall so notify the contracting officer.

3) The contractor shall ensure that all employees engaged in the performance of this agreement are thoroughly familiar with its requirements.

17. ACCIDENTS/INCIDENTS/AVIATION HAZARDS:

The contractor shall report all aircraft accidents immediately by the most expeditious means to the Area Duty Officer/Regional Duty Officer. Refer to Section F, #2, Definitions, of this ITB for the definition of accident, incident, and aviation hazard.

All pilots involved in an aircraft accident or incident causing injury to personnel or damage to the aircraft are immediately suspended from further use on DOF flight operations. The suspension will continue until released by DOF's Aviation Supervisor.

The contractor shall not permit removal or alteration of the aircraft, aircraft equipment or records following an accident, or incident resulting in any damage to the aircraft or injury to personnel until authorized to do so by the Aviation Supervisor. Exceptions are when threat to life or property exists, the aircraft is blocking an airport runway, etc. The Aviation Supervisor shall be immediately notified when such actions take place.

The contractor shall maintain an accurate record of all aircraft accidents, incidents, aviation hazards and injuries to contractor or DOF personnel arising in the course of performance under this contract. Further, the contractor fully agrees to make available personnel, personnel records, aircraft records, and any equipment, damaged or undamaged, deemed necessary by the DOF investigation team in the investigation of accidents, incidents, or aviation hazards.

18. SUSPENSION OF PERSONNEL:

Contractor personnel, who in the opinion of the contracting officer are doing ineffective work, are unable to adapt to field living conditions, or whose general performance is

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unsatisfactory shall be replaced by the contractor.

The contractor shall be notified in writing, stating the conditions of unsatisfactory or unsafe performance by his personnel and a time limit shall be set by which a replacement must be obtained.

19. FEDERAL AIRPORT AND AIRWAY EXCISE TAXES:

(Chapters 31 and 33 of the Internal Revenue Code, 26 U.S.C. 4041, 4261 et seq.) (Contractor Furnished Pilot) Chapters 31 and 33 of the Internal Revenue Code impose an excise tax on aviation in one of two ways (1) as a fuel tax and (2) as a transportation tax on transportation of passengers and cargo for aircraft having maximum certificated weights in excess of 6,000 pounds.

a. Fuel Tax. If the fuel tax is applicable and this contract requires contractor-furnished fuel the contractor shall be responsible for payment of fuel tax and shall include such taxes in the bid price submitted in response to this ITB.

b. Transportation Tax. Determination and payment of transportation tax (if applicable) is the responsibility of the contractor.

c. Exemptions. The Internal Revenue Service and the U.S. Treasury Department have issued several rulings regarding imposition of transportation taxes. (Rev. Rul. 72-156)

Exempts aircraft from passenger and cargo tax under Section 4261 and 4271 of the code when hauling and dropping fire retardant. (Rev. Rul. 76-477)

Exempts aircraft from passenger and cargo taxes under Sections 4261 and 4271 of the code when contractor's employees are spotting fires or hauling and dropping retardant chemicals.

These rulings do not exempt imposition of fuel taxes for which the contractor is responsible under the paragraph above.

G. BID SCHEDULE

Bidders must complete and submit the Bid Schedule attached to this ITB for their bid to be considered responsive. Costs offered on the Bid Schedule must be inclusive of all costs to provide required services including but not limited to overhead, profit, equipment, supplies, labor, supervision, etc.

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The State will not pay a Daily Availability Rate nor will the State guarantee a minimum or maximum number of services to be provided, hours to be flown, or dollar amount to be spent under any contract resulting from this ITB.

H. BIDDER'S CHECKLIST:

This checklist is provided as a courtesy to prospective bidders. While every effort has been made to ensure this checklist is complete, it is still the bidder's responsibility to make sure they comply with all requirements of this ITB. Items shown below must be included with your bid. Failure to submit these items may cause the State to reject your bid as being non-responsive.

1. A completed Page 1 of this ITB, specifically the VENDOR section and Signature line. If you do not know the Vendor # in the VENDOR block, leave it blank. A bidder will not be penalized for not including a Vendor # on their bid.
2. A completed Bid Schedule.
3. Acknowledgement of any Mandatory Return amendment(s) issued for this ITB.
4. A completed Federal Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form.
5. A copy of the bidder's 133, 135, and 137 certifications.
6. A copy of the bidder's DD214 with Social Security or serial number, date of birth, and other Privacy Act information redacted ("blacked") out if claiming the Alaska Veteran's preference.
7. A copy of the certification letter issued by the Division of Vocational Rehabilitation with your bid if claiming the Employment Program or Alaskans with Disabilities preference. Failure to provide a copy of the certification letter with your bid will result in disallowance of the preference.

I. ATTACHMENTS:

The following documents are attached to this ITB:

1. Standard Agreement Appendix A, Standard Terms and Conditions;
2. Appendix B1, Indemnification and Insurance;

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3. First Aid and Survival Kits;

4. Grouping of Like Make/Model Aircraft;

5. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form; and

6. Bid Schedule. (May be attached as a separate document in the IRIS Vendor Self Service portal.)

[FOR STATE USE ONLY. THIS INVITATION TO BID COVERS ITB 190000021]

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APPENDIX A GENERAL CONDITIONS

1. Inspections and Reports:

The department may inspect, in the manner and at reasonable times it considers appropriate, all of the contractor's facilities and activities under this contract. The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

2. Suitable Materials, Etc.:

Unless otherwise specified, all materials, supplies or equipment offered by the contractor shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.

3. Disputes:

If the contractor has a claim arising in connection with the contract 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

4. Default:

In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

5. No Assignment or Delegation:

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Procurement Officer.

6. No Additional Work or Material:

No claim for additional supplies or services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Procurement Officer.

7. Independent Contractor:

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

8. Payment of Taxes:

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

9. Compliance:

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

10. Conflicting Provisions:

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it sees to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) seek to limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

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11. Officials Not to Benefit:

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

12. Contract Prices:

Contract prices for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices for services must be in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost.

13. Contract Funding:

Contractors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

14. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

15. Contract Extension:

Unless otherwise provided, the State and the 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 thirty (30) days before the desired date of cancellation.

16. Severability:

If any provision of the contract 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.

17. Continuing Obligation of Contractor:

Notwithstanding the expiration date of this contract, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

18. Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

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APPENDIX B₁

INDEMNITY AND INSURANCE WITH FIXED WING PROVISION

Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

Article 2. Insurance

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

- 2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.
- 2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.
- 2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per claim.
- 2.4 Aircraft Liability Insurance:** covering all aircraft used under this contract, with coverage limits not less than \$10,000,000 combined single limit for bodily injury, passenger liability, and property damage liability, and with limits not less than \$150,000 per passenger seat.

The State shall be added as Additional Insured. This insurance shall be considered to be primary and non-contributory to any other insurance carried by the State through self-insurance or otherwise. In addition to providing the above insurance coverage contractor shall, in any contract or agreement with subcontractors performing work, require that all indemnities and waivers of subrogation it obtains, and that any stipulation to be named as an additional insured it obtains, also be extended to waive rights of subrogation against the State of Alaska and to add the State of Alaska as additional named indemnity and as additional insured.

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APPENDIX B₁
INDEMNITY AND INSURANCE
WITH HELICOPTER PROVISION

Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis.

“Contractor” and “Contracting agency”, as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term “independent negligence” is negligence other than in the Contracting agency’s selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor’s work.

Article 2. Insurance

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

- 2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.
- 2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.
- 2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per claim.
- 2.4 Aircraft Liability Insurance:** covering all aircraft used under this contract, with coverage limits not less than \$5,000,000 combined single limit for bodily injury, passenger liability, and property damage liability, and with limits not less than \$500,000 per passenger seat.

The State shall be added as Additional Insured for all flight operations under this agreement.

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ATTACHMENT 3 TO ITB 190000021

FIRST AID & SURVIVAL KITS: These are minimum required items for Special Use Activities in the United States and U.S. Possessions. These survival kit items are required for flight activities conducted in Alaska.

Minimum First Aid Kit Items

Each kit must be in a dust-proof and moisture-proof container. The kit must be readily accessible to the pilot and passengers.

Item	Passenger Seats	
	0 - 9	10 - 50
Adhesive bandage strips (3" long)	8	16
Antiseptic or alcohol wipes (packets)	10	20
Bandage compresses (4")	4	8
Triangular bandage – 40" (sling)	2	5
Roller bandage – 4"x 5yds (gauze)	2	5
Adhesive tape – 1"x 5yds (std. roll)	2	4
Bandage scissors	2	2
Body Fluids Barrier Kit	1	1
2 – pair latex gloves		
1 – face shield		
1 – mouth-to-mouth barrier		
1 – protective gown		
2 – antiseptic towelettes		
1 – biohazard disposable bag		
NOTE: Splints are recommended if space permits.		

Minimum Aircraft Survival Kit Items for Alaska

All helicopters flying on state charters will carry survival equipment in a readily accessible location known to all passengers. Survival kits will contain at least the following items and additional items, as appropriate, for local climate and terrain conditions.

Knife (1 each)
Signal mirror
Signal flares (6 each)
Matches (2 small boxes in waterproof containers)
Space blanket (1 per occupant)
Water (1 quart per occupant; not required when operating over areas with adequate drinking water)
Food (per occupant sufficient to sustain life for 2 weeks) (protein pills, sucrose, etc. may be desirable to minimize storage space)
Candles

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Water purification tablets
Collapsible water bag
Whistle
Magnesium fire starter (can be 2 boxes of matches in waterproof containers, "metal match," etc.)
Nylon rope or parachute cord (50 feet)
Axe or hatchet (1 each)
Mosquito head net (1 per occupant)
Small gill net and an assortment of fishing tackle (1 net) (hooks, flies, lines, sinkers, spinners, etc.)
Insect repellent containing minimum 40% DEET, 1 for each occupant recommended
Laser rescue light

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**ATTACHMENT 4, GROUPING OF LIKE MAKE/MODEL AIRCRAFT
ITB 190000021**

1. "25 hours PIC in any combination of aircraft in a grouping below will meet the requirements (for airplanes) for pilot requirements of this agreement.

2. Reciprocating Engine Aircraft.

Make	Model
Cessna	172, 177, 182
Cessna	172RG, 177RG, 182RG, 210
Cessna	170, 180, 185, L-19
Cessna	205, 206, 207
Cessna	336, 337
Cessna	303, 310, 320, 340, 400 series
Piper	PA-11, 12, 14, 16, 18, 20, 22
Piper	PA-24, 28, 32
Piper	PA-23, 30, 39, 40, 31, 34
Beech	33, 35, 36
Beech	50, 55, 56, 58, 60, 65, 70, 95
Beech	18
Helio	250, 295, 400, 700, 800
Maule	M-4, 5, 6, 7
Rockwell-Commander	500, 560, 680F

3. Turboprop Airplanes.

Make	Model
Cessna	206, 207 "Soloy Turbine"
Cessna	208 "Caravans"
Cessna	425, 441 "Conquest I & II"
Piper	PA-31T "Cheyenne I & II"
Piper	PA-42 "Cheyenne III & IV"
Beech	"King Air" series 90, 100, 200, 300
Beech	18 turbine series ("Volpar", etc.)
Mitsubishi	MU-2 series
DeHavilland	DHC-6 Twin Otter series
Swearingen	Merlin/Metro series
Rockwell-Commander	680 T.V.W.; 681, 690, 840, 900, 980, 1000

4. Jet Airplanes.

Make	Model
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Cessna	"Citation" series
Beech	HS 125, 800
Lear Jet	20 through 36 series
Lear Jet	54, 55, 56
Grumman	G-II, III, IV
Falcon	10, 20, series
Falcon	50
Rockwell	"Saberliner"
Israel	"Westwind" 1121-1124
Israel	"Astra" 1125
Canadair	"Challenger" series
Mitsubishi	"Diamond" I

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**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE
FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name and Title of Authorized Representative:_____.

Signature:_____

Date:_____.

1. Is this company enrolled in the Federal System for Awards Management (SAM)? YES NO
2. If Yes, please provide either the DUNS Number _____ or the Cage Code _____.
3. If No, the company must be enrolled in SAM before a contract can be signed or payment made on a contract involving Federal funds. Failure to do so will result in cancellation of the contract.

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Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

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The State will not pay a Daily Availability Rate nor will the State guarantee a minimum or maximum number of services to be provided, hours to be flown, or dollar amount to be spent under any contract resulting from this ITB.

[illegible]

2. Preference Certification (check as applicable).

ITEM	PREFERENCE	YES	NO
a.	Does your company qualify for the Alaska Bidder preference? Refer to Section D, paragraph 1, of the ITB for more information.		
b.	Does your company qualify for the Alaska Veterans preference? Refer to Section D, paragraph 2, of the ITB for more information. If yes, attach a copy of the bidder's DD214 with Social Security or serial number, date of birth, and other Privacy Act information redacted ("blacked") out		
c.	Does your company qualify for the Alaskans with Disabilities preference? If yes, attach a copy of the certification letter issued by the Division of Vocational Rehabilitation with your bid Failure to provide a copy of the certification letter with your bid will result in disallowance of the preference.		
d.	Does your company qualify for the Employment Program preference? If yes, attach a copy of the certification letter issued by the Division of Vocational Rehabilitation with your bid Failure to provide a copy of the certification letter with your bid will result in disallowance of the preference.		

3. Amendment(s). I acknowledge receipt of the following amendment(s) issued for this ITB: _____.

4. Prompt Payment. Per Section E, paragraph 13, of the ITB, I will offer a discount of _____% for invoices paid within 15 business days. Unless a different discount is specified here, the discount shall be 5%.

5. Bidder Certification.

a.	Bidder Name:
b.	Authorized Person (printed name):
c.	Authorized Person (signature):
d.	Date Signed:
e.	Authorized Person's Telephone Number:
f.	Authorized Person's Email Address:
