

STATE OF ALASKA ITB NUMBER 1900000029
AMENDMENT NUMBER 1



Department of Natural Resources
Support Services Division
Procurement Section
550 W. 7th Avenue, Suite 1330
Anchorage, Alaska 99501

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: April 5, 2019

ITB TITLE: As-Needed Portable Toilets & Hand Wash Stations for Forestry

ITB CLOSING DATE AND TIME: 2:00 p.m. on April 23, 2019 (No Change)

ITB PUBLIC BID OPENING DATE AND TIME: 2:15 p.m. on April 23, 2019 (No Change)

This amendment revises the Bid Schedule and makes other changes within the ITB. This amendment is for informational purposes only and need not be returned to the State.

1. Attached to this amendment is a **REVISED BID SCHEDULE**. This revision reflects changes requested by the Division of Forestry to maximize participation in the bid process. **Bidders must** complete and submit the REVISED BID SCHEDULE for their bid to be considered responsive.

2. **CHANGE** Section F, paragraph 1, Hand Wash Station Unit Requirements, on page 20 in the ITB to read as follows:

1. HAND WASH STATION UNIT REQUIREMENTS. Wash station units to be provided shall be made from high density polyethylene and shall have two basins in each unit with a fresh water tank and a grey water tank. The units shall have two 30 fluid ounce soap dispensers, two paper towel dispensers, hands free pump operation and must provide 500 uses.

All hand wash station units shall be clean, free of graffiti and in good working order. Good working order shall include working hands-free pump operation, working soap dispensers, and working paper towel dispensers, with both soap and towel dispensers firmly secured to unit.

Hand sanitizer may be provided at the contractor's sole discretion as a supplement to the liquid soap however it will not be an acceptable substitute for liquid soap. Forestry personnel must wash their hands using soap and water.

Units are to be fully charged, stocked, and ready for immediate use upon delivery. Replenishment of liquid soap, paper towels, water, hand sanitizer (if offered), and any other chemicals or supplies necessary for proper operation of the unit, and disposal of waste are to be included in the offered Rate for Servicing shown on the Bid Schedule.

3. **CHANGE** Section F, paragraph 2, Portable Toilet Unit Requirements, on page 20 in the ITB to read as follows:

2. PORTABLE TOILET UNIT REQUIREMENTS. Portable toilets units to be provided are for

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single occupancy only and shall have hand sanitizer dispensers.

Portable toilets units shall be clean, free of graffiti and in good working order. Good working order shall include working door hinges, locks and door latches. Venting tubes, louvers and/or screens shall be properly secured to the units with no signs of holes or breakage. Interior railings, toilet seats, side urinals and toilet paper holders are to be securely attached to their bases.

Portable toilet units shall be fiberglass and/or plastic with the interior of stainless steel, plastic, fiberglass or other non-porous material.

Handicapped portable toilet units may be requested and must comply with the standards as required by the ADA.

Units are to be fully charged, stocked, and ready for immediate use upon delivery. Replenishment of chemicals, toilet paper, water, hand sanitizer, and any other chemicals or supplies necessary for proper operation of the unit and disposal of waste are to be included in the offered Rate for Servicing shown on the Bid Schedule.

4. **ADD** the following paragraph to Section F, Scope of Work, in the ITB:

6. INVOICES AND BILLING.

a. Invoices. Invoices must be billed to the ordering agency's address shown on the individual Contract Award, Delivery Order, or Resource Order. 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.

b. Billing. The Division of Forestry will pay for rented units based on a daily or monthly basis, whichever is most advantageous for the Division. For units rented at the daily rate, payment shall be made on a basis of calendar days (0001 hours to 2400 hours; one minute after midnight to midnight). For fractional days at the beginning and ending time, payment will be based on 50% of the Daily Rate for periods less than 8 hours. To clarify, units initially rented after 1600 hours (4:00 p.m.) shall receive half the daily rate for the first day of rent, and units released back to the contractor before 0800 hours (8:00 a.m.) on the last day of rent shall receive half the daily rate for the final day of rent.

5. This amendment is for informational purposes only and need not be returned to the state.

SIGNED COPY ON FILE

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ATTACHMENT:

1. REVISED BID SCHEDULE (2 pages)

REVISED BID SCHEDULE
AMENDED BY AMENDMENT 1

to ITB 190000029

Bidders must complete and submit this REVISED Bid Schedule for their bid to be considered responsive. Bidders may bid either Hand Wash Stations, Portable Toilets, or both at their sole discretion.

The Daily and Monthly Rental Cost per unit must be inclusive of all costs associated with providing required services, to include but not limited to overhead, profit, labor, supplies, material, equipment, benefits, wages, supervision, etc.

The Rate for Servicing must include cost of charging the unit and for replenishing any required liquid hand soap, paper towels, hand sanitizer, toilet paper, chemicals, water, or other supplies, and disposal of waste, for each unit serviced. For example, the contractor offers a cost of \$50 per unit and is servicing two units at the required location. The contractor would invoice the State \$100 for servicing both units.

The Rate for Delivery and Pick-Up must include all costs or fees required to delivery and pick up the unit(s) from the location specified in the State's order. This is to be entered as a charge per service and not a charge for both services. For example, the contractor offers a cost of \$50 per unit, per service. They would charge the State \$50 when they delivered the unit, and \$50 when they picked up the unit, for a total cost of \$100.

The State does not guarantee a minimum or maximum number of units to be provided or dollar amount to be spent under any contract resulting from this ITB.

1. Equipment and Offered Cost.

Line	Type of Unit	Contractor's Home Location (i.e. Fairbanks, Anchorage, etc)	No. of Units Available for Rent	Cost
a.	Hand-Wash Stations			
1)	Hand-Wash Stations – Daily Rental			\$ _____ Daily per unit
2)	Hand-Wash Stations – Monthly Rental			\$ _____ Monthly per unit
b.	Single Occupancy Portable Toilets			
1)	Single Occupancy Portable Toilets – Daily Rental			\$ _____ Daily per unit

2)	Single Occupancy Portable Toilets – Monthly Rental			\$ _____ Monthly per unit
c.	Handicapped Accessible Portable Toilets			
1)	Handicapped Accessible Portable Toilets – Daily Rental			\$ _____ Daily per unit
2)	Handicapped Accessible Portable Toilets – Monthly Rental			\$ _____ Monthly per unit
d.	Rate for Servicing		N/A	\$ _____ per unit, per _____ (hour, etc.)
e.	Rate for Delivery		N/A	\$ _____ per unit, per _____ (hour, etc.)

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

3. 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%.

4. Bidder Certification.

a.	Bidder's 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:
