



STATE OF ALASKA

Department of Natural Resources

Request for Proposal

RFP 10 200000049 - 1

TITLE:

Fabrication of Interpretive Panels for State Park Facilities

PURPOSE:

The State of Alaska, Department of Natural Resources, Division of Parks and Outdoor Recreation is soliciting competitive proposals for a qualified contractor to provide interpretive display panels for Alaska State Parks as specified within this RFP.

There will be no pre-proposal conference for this RFP.

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.

Date of Issue: January 27, 2020

Deadline for Receipt of Proposals: March 25, 2020 14:00:00

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: Marlys Hagen
TELEPHONE NUMBER: (907)269-8666
EMAIL: marlys.hagen@alaska.gov

BID RECEIVING LOCATION:
Support Services ANC Admin
Attn: Procurement
550 West 7th Avenue
Anchorage, AK 99501-3564

PREFERENCES

Does your business qualify for the Alaska bidder preference?

☐ Yes ☐ No

Does your business qualify for the Alaska veteran preference?

☐ Yes ☐ No

PROPOSAL SCHEDULE

Event Date	Event Description
03/01/20	Questions Due
03/25/20	Solicitation Closing Date/Time

LINE ITEMS

Line No.	Description	Quantity	Unit	Unit Cost
1	Interpretive panels for Alaska State Park facilities			
Start Date	End Date	Delivery Date	F.O.B. Point	Extended Line Total
05/01/20	04/30/21			

Extended Description:

Contractor to provide interpretive panels for Alaska State Parks as specified within this RFP. Amount shown is the estimated not to exceed for the entire contract period.

DO NOT ENTER COST IN THIS AREA! ENTER COST ONLY ON THE COST PROPOSAL ATTACHED TO THIS RFP.

EVALUATION CRITERIA

<i>The following criteria will be used when determining the award of this solicitation</i>			
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.)
2	Experience	5	
	C'tor Tasks	10	
	Product/Samples	35	
1	Value Added	10	
	Cost	40	

Terms and Conditions		
No.	Name	Section
004	Request for Proposals	

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1. INTRODUCTION AND INSTRUCTIONS

1.01 Purpose of the RFP

The Department of Natural Resources (DNR), Division of Parks and Outdoor Recreation, is soliciting competitive proposals for a qualified contractor to provide interpretive panels and park signs to be used in displays within Alaska State Parks and other public lands. A more detailed description including the Scope of Work can be found in Section 3 of this RFP.

1.02 Budget

Department of Natural Resources, Division of Parks and Outdoor Recreation, estimates a budget of between \$50,000 and \$75,000 dollars per contract year, or \$250,000 for the term of a contract resulting from this RFP. Panels will be purchased on an as-needed basis during the contract period. The State does not guarantee a minimum purchase.

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

1.03 Deadline for Receipt of Proposals

Proposals must be received by the DNR Procurement Section no later than the prevailing Alaska Time on the date shown on page one of this RFP as the Deadline for Receipt of Proposals. Faxed or emailed proposals are acceptable but not encouraged. Oral proposals are not acceptable.

1.04 Prior Experience

For offers to be considered responsive offerors must meet and must clearly demonstrate in their proposal the following minimum prior experience:

A minimum of three years providing products similar to those required by this RFP to local, state, federal, or privately-owned parks or outdoor recreation facilities, preferably in Alaska or other northern climates similar to Alaska.

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

1.05 Required Review

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

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1.06 Questions Prior to Deadline for Receipt of Proposals

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

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

Procurement Officer: Shawn Olsen – PHONE 907-269-8687 - FAX 907-269-8909 - TDD 907-269-8411 – Email dnr.ssd.procurement@alaska.gov

1.07 Return Instructions

If using the U.S. mail, a delivery service, or delivering in person offerors must submit four hard copies of their technical proposal and one hardcopy of their cost proposal, in writing, to the procurement officer in a sealed package. The cost proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified. Only one sample panel is required. The sealed proposal package(s) must be addressed as follows:

Department of Natural Resources
Support Services Division
Procurement Section
Attention: Shawn Olsen
Request for Proposal (RFP) Number: RFP 200000049
RFP Title: Interpretive Panels for Alaska State Parks
550 W. 7th Avenue, Suite 1330
Anchorage, Alaska 99501

The sealed proposal package(s) must be received within the DNR Procurement Office not later than the Deadline for Receipt of Responses. Late proposals will be considered non-responsive and will not be accepted or opened by the DNR Procurement Office.

If submitting a faxed proposal it is the offeror's responsibility to contact the DNR Procurement Section at 907-269-8909 to make arrangements prior to faxing the proposal and to confirm that the proposal has been received. The DNR Procurement Section's fax number is 907-269-8909. If submitting a proposal by fax please send only one copy of the technical and cost proposal. Faxed proposals must be received in their entirety by the DNR Procurement Section not later than the Deadline for Receipt of Responses. Late proposals will be considered non-responsive and will be rejected.

If submitting a proposal via email the technical proposal and cost proposal must be saved as separate PDF documents and emailed to dnr.ssd.procurement@alaska.gov as separate, clearly

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labeled attachments, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf" (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line. 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 proposal exceeds this size the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. Please send only one copy of the technical and cost proposal if submitting a proposal via email. It is the offeror's responsibility to contact the issuing agency at 907-269-8687 to confirm that the proposal has been received. The state is not responsible for unreadable, corrupt, or missing attachments. Also, DNR Procurement will not accept emailed proposals in a modifiable file format, i.e., MS Word, etc. Emailed proposals must be received in their entirety by the DNR Procurement Section not later than the Deadline for Responses. Late proposals will be considered non-responsive and will be rejected.

All three components of the proposal package – the technical proposal, cost proposal, and sample panel – must be received not later than the current Deadline for Receipt of Proposals. If any one of these components is not received at the address shown above not later than the current Deadline for Receipt of Proposals the offer will be considered to be incomplete and proposal will be rejected as non-responsive.

If the offeror's proposal is not received in its entirety by the DNR Procurement Section not later than the Deadline for Receipt of Proposals, the proposal will be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

1.08 Proposal Contents

The following information must be included in all proposals.

(a) Authorized Signature

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

(b) Offeror's Certification

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

- [a] the laws of the State of Alaska;
- [b] the applicable portion of the Federal Civil Rights Act of 1964;
- [c] the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- [d] the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- [e] all terms and conditions set out in this RFP;

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[f] a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;

[g] that the offers will remain open and valid for at least 90 days; and

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

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

(c) Vendor Tax ID

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

(d) Conflict of Interest

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

(e) Federal Requirements

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

1.09 Assistance to Offerors with a Disability

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

1.10 Amendments to Proposals

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

1.11 Amendments to the RFP

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

1.12 RFP Schedule

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

- a. Issue RFP January 27, 2020
- b. Deadline for Receipt of Proposals March 25, 2020,
- d. Proposal Evaluation Committee complete evaluation by April 8, 2020,
- e. State of Alaska issues Notice of Intent to Award a Contract April 9, 2020,
- f. State of Alaska issues contract April 21, 2020,
- g. Contract start May 1, 2020.

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

1.13 Pre-proposal Conference

DNR does not anticipate holding a pre-proposal conference at this time, however if DNR determines that it is necessary, we reserve the right to schedule one at a later date. All known holders of this RFP will be notified, and notice will be published in the same manner as the public notice for this RFP.

1.14 Alternate Proposals

Offerors may only submit one proposal for evaluation.

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

1.15 News Releases

News releases related to this RFP will not be made without prior approval of the DNR Project Manager.

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2. BACKGROUND INFORMATION

2.01 Background Information

The State of Alaska, Dept. of Natural Resources, Division of Parks and Outdoor Recreation (DPOR) develops outdoor interpretive panels and park signs for Alaska State Parks, public lands, and other outdoor recreational sites throughout Alaska. We have used a variety of fabrication types in the past with varying success. We currently use a fused high-pressure laminate type of product that has demonstrated the best performance thus far. However, we have used other products for one-time, specific projects with success as well. Thus, high-quality products having similar image quality and product durability will also be considered.

Because of the number of past and current projects, and the potential for future projects, DPOR is interested in contracting with a Contractor to provide the pans and associated services on a long-term basis. It is our intent to issue a contract for one year with four, one-year renewal options.

2.02 Project Goals and Objectives

The overall goals and objectives for this contract are:

1. Contract with a single Contractor who can provide quality and consistent service and the best value considering both product quality and price in accordance with the requirements defined herein.
2. Work with a Contractor who can provide an accurate reproduction from digital files with a clear and efficient communications process/protocol with minimal involvement by and minimal additional cost or review by DPOR staff. (Currently, digital files are primarily provided as a PDF created from Adobe Creative Suite).
3. Take advantage of technology that yields a more efficient delivery or produces a better product during the term of the contract. For example, improvements in the product that may make it more durable during the projected life of the panel with minimal or no increase in costs.
4. Work with a Contractor that will keep an archive of electronic files in order to provide a system for panel replacements as either a result of wear or vandalism or a fault in the product. The Contractor will have the ability to produce and deliver panels to the end user upon request for replacement through the duration of the contract and time period covering the guaranteed warranty on replacements, whichever is longer.

3. SCOPE OF WORK AND CONTRACT INFORMATION

3.01 Scope of Work

The Department of Natural Resources, Division of Parks and Outdoor Recreation (DPOR), is

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soliciting proposals to establish a contract for DPOR to purchase interpretive display panels and park signs that meet or exceed the specifications included in this RFP.

A. Summary of Services and Products Required

The Contractor will be expected to provide the following products and services:

1. Accept and archive digital files from DPOR staff and produce accurate renditions of each file. The Contractor must not manipulate or degrade the file without approval from DPOR staff.
2. Provide all labor, hardware, and materials necessary to produce the interpretive panels and be able to duplicate or reproduce panels upon request.
3. Provide appropriate quality controls to assure the final product is an accurate rendition of the digital file provided with the order. For example, the colors and image clarity will be monitored through production to ensure that the color and image are accurate when the panels are produced.
4. Provide all transportation, handling, packing, and crating needed to deliver the completed product to the designated location.
5. Provide and expedite replacement panels damaged in shipping or for unsatisfactory products that do not meet contract requirements or warranty guarantees.

B. Accepting Digital Files

DPOR will be requesting panels be reproduced on an as needed basis during the period of the contract. DPOR intends to place orders with the Contractor phone and/or e-mail and desires to set up a process that will provide for the electronic transfer of digital files using an FTP site or similar technology provided by the Contractor.

Quotes for panel orders should be submitted within 8 business hours of written request.

DPOR staff will provide the Contractor a digital file (a PDF file created from Adobe Creative Suite is the standard) for panel fabrication. Each file will be identified with the panel name.

Digital files typically exceed 50MB. Often an order may require more than one file will be loaded for processing at a time. During the course of the contract, the State reserves the right to change the type and/or version of design software that will be used to develop panel design. The Contractor will be given notice of this change in order to accommodate any modifications the Contractor may need to make to its systems in order to accommodate this change.

C. Panel Requirements

The State may determine as non-responsive any proposal that offers panels that do not meet the minimum requirements. Panels offered must meet the following minimum criteria to be considered responsive:

1. Contractor must be able to produce panels in the following size range: 11" x 17" to 72" x 48" and from 1/8" thick to 1/2" thick, either single or double sided.

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2. A panel that is ½" or thicker must have threaded inserts or another system suitable for frameless mounting installed according to DPOR's specifications. A template for installing the mounting system will be incorporated into the final contract. DPOR will accept multiple mounting systems as long as the Contractor replaces the panel if the mounting system fails within the specified warranty period.
3. Inserts or other mounting systems must be installed in a manner that will provide secure mounting, resist extraction, and facilitate frameless mounting. Mounting hardware must be included with all panels ordered.
4. All panels must be constructed of high-pressure laminate or another product that meets all the panel requirements and can be installed on existing State infrastructure (refer to the attachments in section 8.01 of this document).
5. Colors and design of fabricated panels must be accurate to the digital file supplied with the order. * The panels should provide good visibility of the images from all angles without blemishes. The Contractor must monitor the color and images throughout the production process to ensure accurate color matching, design quality, and image definition.
6. Unless otherwise specified, all materials, supplies or hardware offered shall be new, unused, of recent manufacture and suitable for the intended purpose.
7. The panels must resist degradation due to UV, moisture, and temperature extremes from -50F to +90F.
8. The panels must have a consistent, smooth or beveled edge.
9. The panels must exhibit a reasonable and hearty resistance to weathering, fading or decoloring, bubbling, scratching, denting, bending, fraying, chipping, delaminating, graffiti, or other product failures.

*For the first ten panels produced under the contract, DPOR requires the Contractor to provide a color sample at no extra cost. Subsequently, DPOR may request color samples depending on the panel. In such cases, DPOR will pay a fee if necessary. Color sample fees will be outlined in the proposal so they can be evaluated with the contract cost or value added in Section Seven of this document.

D. Transportation, Handling, Packing, and Crating

1. Packaging: The Contractor is responsible for providing all packaging of materials. Created panel weight should not exceed 150 pounds for express shipments. Adequate protection to avoid product damage is mandatory.
2. Delivery Options: The Contractor will utilize the most expeditious, cost-effective method of shipping the panels. When DPOR requests a quote, the quote must include a firm price for shipping. If DPOR deems the shipping cost excessive, the Contractor will be required to provide less expensive alternatives for the DPOR's consideration prior to placing the order. The Contractor will include the agreed upon shipping cost in the quote and on the invoice as a separate line item.
3. Delivery Schedule: After receipt of a quote, DPOR will place written orders for panels to be purchased against the contract using a State of Alaska Delivery Order (DO) form. The order

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form will include an order number, delivery date, location, and specific delivery instructions including a tag name for the order and panels individually listed by title. The Contractor will be obligated to deliver the panels within 25 business days from the receipt of the final, approved digital files. Any fees for expedited services will be outlined in the proposal so they can be evaluated with the contract cost or value added in Section 5 of this document.

4. Alternate Free-On-Board (F.O.B.) Points: Orders for panels may require delivery to an alternate F.O.B. point. Additional delivery costs, if any, for an alternate F.O.B. point will be mutually agreed upon between DPOR and Contractor prior to shipping the order.

E. Provide Duplicate Replacement Panels for Damaged Products

The Contractor will be required to provide a process to replace damaged panels expeditiously. At a minimum we are requesting that the Contractor's process will:

1. Provide a system for archiving digital files for reproduction and replacements as needed.
2. Be able to accept orders for replacements by phone and/or email to start fabrication.
3. Be able to provide an expedited turnaround and delivery for replacement panels.

There will be no costs or fees charged for replacements if the panel is being replaced due to degradation and/or damage that are covered by the warranty or guarantee.

3.02 Contract Term and Work Schedule

The length of the contract will be from the date of award, approximately April 21, 2020, for one year.

There will be four one-year renewal options for this contract, which are to be exercised at the sole discretion of the State.

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

3.03 Deliverables

Not applicable to this RFP.

3.04 Contract Type

The State intends to enter into a fixed unit price contract for the types of interpretive panels required herein. The prices offered by the Contractor will remain for the initial year of the contract. If the State elects to renew the contract, the Contractor will be eligible to request a

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price adjustment in accordance with Section 3.31 herein.

3.05 Proposed Payment Procedures

The State will pay the Contractor the agreed upon fixed price per square foot for panels purchased under the resultant contract at the prices offered by the Contractor in their cost proposal. Pricing will remain firm for the initial contract term.

3.06 Prompt Payment for State Purchases

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

3.07 Contract Payment

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

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

3.08 Location of Work

The location(s) the work is to be performed, completed and managed is at the Contractor's location.

The state will not provide workspace for the contractor. The contractor must provide its own workspace.

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

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

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

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

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3.09 Third-Party Service Providers

The contractor must provide, on an annual basis, a Type 2 Statement on Standards for Attestation Engagements (SSAE) SOC 1, SOC 2, or SOC 3 report(s). Failure to provide this reports may be treated as a material breach and may be a basis for a finding of default.

3.10 Subcontractors

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

Subcontractor experience shall be considered in determining whether the offeror meets the requirements set forth in Section 1.04 Prior Experience of this RFP.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- a. Complete name of the subcontractor;
- b. Complete address of the subcontractor;
- c. Type of work the subcontractor will be performing;
- d. Percentage of work the subcontractor will be providing;
- e. Evidence that the subcontractor holds a valid Alaska business license; and
- f. A written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project manager.

3.11 Joint Ventures

Joint ventures are acceptable. If submitting a proposal as a joint venture the offeror must submit a copy of the joint venture agreement with the proposal which identifies the principals involved and their rights and responsibilities regarding performance and payment.

3.12 Right to Inspect Place of Business

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

3.13 F.O.B. Point

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

3.14 Contract Personnel

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

3.15 Inspection & Modification - Reimbursement for Unacceptable Deliverables

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

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

3.16 Liquidated Damages

Not applicable to this solicitation and contract.

3.17 Contract Changes - Unanticipated Amendments

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

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

3.18 Nondisclosure and Confidentiality

Contractor agrees that all confidential information shall be used only for purposes of providing

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

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

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

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

3.19 Insurance Requirements

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

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

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

3.20 Termination for Default

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

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached to this RFP.

3.21 Panel Sizes

For proposal evaluation and award purposes only, the State will use a panel size of 15 inches wide X 18 inches high x ½ inch thick, with a ¼ inch bleed for cropping, and must have six threaded inserts or other mounting system suitable for frameless mounting according to the provided template. Reference paragraph 6.05 of this RFP for more information on the sample panels.

Panels actually ordered will vary in shape, size, thickness, and number and placement of holes/inserts for mounting.

3.22 Product Upgrades

The State reserves the right to accept upgrades to products on the basic contract when the upgrades improve quality of the product offered. Such upgraded items must be at the same price as the items in the basic contract. The Contractor must notify the State before any changes are implemented.

3.23. Product Changes

If during the contract period, panel products offered under this solicitation are changed or discontinued the Contractor will provide substitute products of equal or greater quality. Replacement panel products will be offered at the same or lower contract price. Prices for new lower cost panel products may be added and negotiated at a lower contract rate.

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Upon mutual agreement the State and Contractor may negotiate a price increase for new panel products that can be demonstrated to exceed the requirements of current product offerings. Negotiated price increases will not exceed 15% of the original contract price for similarly priced products.

3.24. Alterations

The Contractor must obtain the written approval from the Procurement Officer prior to making any alterations to the specifications contained in the contract resulting from this RFP. The State will not pay for alterations that are not approved in advance and in writing by the Procurement Officer.

3.25. Discontinued Items

In the event an item is discontinued by the manufacturer during the life of the contract, another item may be substituted, provided that the Procurement Officer makes a written determination that it is equal to or better than the discontinued item and provided that it is sold at the same price or less than the discontinued item.

3.26. Price Decreases

During the period of the contract all price decreases experienced by the Contractor must be passed on to the State. A Contractor's failure to adhere strictly and faithfully to this clause, within the time required, will be considered in breach of contract.

3.27. Workmanship and Materials

All work must be performed in a thorough and professional manner and in accordance with current industry practices. The Contractor will be held responsible for the quality of the finished materials. If any job is rejected because of error attributable to the Contractor or authorized subcontractor, the State may, at its option, receive a no cost reprint, negotiate a lower price or hold the Contractor in default. The State will reject any item that does not meet the specifications of the contract. Rejected items will be returned to the Contractor at the Contractor's risk and expense.

3.28. Delivery of Unacceptable Materials

If unacceptable panels are delivered, the Contractor will replace materials at their expense within 21 days. The Contractor will be responsible for all transportation arrangements and cost.

3.29. Shipping Damage

The State will not accept or pay for damaged goods. The Contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination. The State will provide the Contractor with written notice when damaged goods are received. The State will deduct the cost of the damaged goods from the invoice prior to payment. The Contractor must file all claims against the carrier(s) for reimbursement of the loss.

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3.30. Warranty

The Contractor warrants every unit purchased against faulty materials and workmanship for a minimum period of at least five years. If, during this period, faults develop with the unit or components of the unit, they will be repaired or replaced in accordance with the terms and conditions negotiated in this contract.

3.31. Contract Price Adjustments

Contract prices are to remain firm through April 30, 2021.

Annually beginning in the February through April of 2021 timeframe, the contractor may request price adjustments. Requests must be in writing and must be received thirty (30) days prior to the adjustment date. If a contractor fails to request a PPI price adjustment 30 days prior to the adjustment date, the adjustment will be effective 30 days after the State receives their written request.

Price adjustments will apply only to the unit cost per panel and the unit cost for packing, crating, and handling, and will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers, All Items, Urban Alaska. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average July through December 2019 and the July through December 2020 six-month average. The percentage difference between those two CPI issues will be the price adjustment rate for the 2021 contract renewal. Subsequent price adjustments will be accomplished using the same formula but with comparison period changed to July through December 2019 versus July through December , 2020 etc. No retroactive contract price adjustments will be allowed.

The CPI for July through December 2019 six-month period is 228.495.

Shipping costs for subsequent contract years will be based upon actual shipping costs at the time an order is placed by the State. Shipping costs are not subject to adjustment under this clause.

3.32. Estimated Use

Any quantities of panels shown herein are for the evaluation and award of the contract only. The State does not guarantee any minimum purchase. Orders will be issued throughout the contract period on an as-needed basis using a State of Alaska Delivery Order (DO) form.

3.33. Contract Cancellation

The State reserves the right to cancel the contract at its convenience upon 30 calendar days written notice to the Contractor. The State is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of

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termination.

4. PROPOSAL FORMAT AND CONTENT

4.01. Proposal Format and Content

The state discourages overly lengthy and costly proposals, however, for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested. Offerors should address in their proposal the criteria described in Section 5 of this RFP. Failure to follow this format or to include complete information as requested may result in a lower score or disqualification of the proposal depending on the nature of the discrepancy.

All three components of the proposal package – the technical proposal, cost proposal, and sample panel – must be received not later than the current Deadline for Receipt of Proposals. If any one of these components is not received prior to the current Deadline for Receipt of Proposals the offer will be considered to be incomplete and the proposal will be rejected as being non-responsive.

4.02 Introduction

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

Proposals must confirm that the offeror will comply with all provisions in this RFP and, if applicable, provide notice that the firm qualifies as an Alaskan bidder.

Proposals must be signed by a company officer empowered to bind the company.

Proposals must include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest as required by paragraph 1.08(d) of this RFP.

An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

4.03 Offeror Qualifications and Experience

Proposals should include a brief description of your company's experience and qualifications in providing the products and services requested in this solicitation. At a minimum you should include:

1. A brief description of your business and company history;
2. Physical location of your business;

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3. Number of years in business;
4. Contact names, phone numbers, and email addresses for three customers who have received similar products and services; and
5. Information specifically related to the evaluation questions in Section 5 of this RFP.
6. The same information for subcontractors or primary manufacturers of the products offered in your proposal.

As stated in paragraph 1.04 of this RFP offeror must have and must clearly demonstrate in their proposal a minimum of three years providing products similar to those required by this RFP to local, state, federal, or privately-owned parks or outdoor recreation facilities, preferably in Alaska or other northern climates similar to Alaska's.

4.04 Contractor Tasks

At a minimum this section should include a brief discussion of the following:

1. The process for receiving and processing orders, identify the level of interaction anticipated between Offeror and the Division of Parks staff;
2. Quality control procedures;
3. Packing and crating methods and options;
4. Delivery times and options. Include information on any contracts the Offeror may have with shippers that could be used to make shipping more cost-effective for the State;
5. Process for managing archive files; and
6. Potential problems or requirements related to this contract that you perceive may be encountered in performance of this project and ways to mitigate those problems.
7. Any additional information required in order to address the evaluation questions in Section 5 of this RFP.

4.05 Panel Products and Sample Panels

At a minimum, this section of your proposal will include:

1. A brief narrative description of the product being offered, including a product specification sheet that is annotated to identify how the offered product meets the State's specifications;
2. An explanation of the benefits of your product and how it meets or exceeds the minimum requirements of section 3.01; and
3. A detailed description of your warranty that includes what is covered, what is not covered, and any options that may be offered.
4. Any additional information required in order to address the evaluation questions in Section 5 of this RFP.

Offerors must submit one (1) sample panel and one (1) color sample. In addition, if printing to paper is part of the production process (such as with high pressure laminate), then one (1), full-size, paper copy print for your product must also be submitted.

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The sample panel must be a finished size of 18" x 24" x ½" thick and must have six threaded inserts or other mounting system suitable for frameless mounting according to the provided template.

The paper color sample must be a finished size of 8" x 10" x 1/8" thick.

The four (4) digital files are:

1. A PDF created from Adobe Creative Suite to be used for panel production (with ¼" bleed for cropping);
2. A PDF threaded insert template as mounting systems must match the threaded insert template file;
3. A PDF created from Adobe Creative Suite to be used for the color sample; and
4. A PDF file created that includes a few drawings for our standard kiosks and signs: Park Entrance Sign; Type D Interpretive Sign (which has the same application as our Type C Interpretive Sign); and our Type E Interpretive sign.

Because of file size, graphics files for the sample panel may not be attached to the State of Alaska IRIS Vendor Self-Service (VSS) portal or State of Alaska Online Public Notice website.

Vendors who do not receive or cannot download a copy of the graphics files for the sample panel from the VSS or Online Public Notice website should contact the DNR Procurement Office via email to dnr.ssd.procurement@alaska.gov or via telephone to 907-269-8687 or 907-269-8666 and request a copy of the files.

Each responsive submission will be subjected to the evaluation criteria specified in Section 5 of this document and will be considered the property of the State of Alaska. Failure to submit a full-size sample panel using DPOR's graphic file will be cause to reject your proposal as non-responsive.

4.06 Value Added

Offerors desiring to do so may provide a list in their technical proposal of any additional options or services they may offer as it relates to services or products provided under a contract resulting from this RFP. Offerors should describe any contracts they have with shippers that could reduce the State's costs for shipping; additional services the Offeror can provide, such as custom cuts, donut cuts, hog-outs, channels, etc. and the cost for each based on the same size panel described in the cost proposal form, any warranty periods or guarantees longer than the required period, information about any discounts that may be available if the State were to order multiples of the same panel in a single order; and the cost for color samples if the State requests it (other than the samples required for the first ten panels produced under the contract).

Cost information on Value Added services or products is to be put on a separate sheet and included in the Cost Proposal package. This is to avoid the possibility of cost influencing

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scoring during evaluation of the proposal.

4.07 Cost Proposal

Offerors must complete all items and provide all information requested on the Cost Proposal attached to this RFP. Costs offered must include all direct and indirect costs associated with providing required product, including, but not limited to, direct expenses, payroll, supplies, equipment, overhead, and profit. The Total Cost shown on this form is the cost that will be used for evaluation and award purposes under this RFP.

In addition to completing the attached Cost Proposal, Offerors should provide costs on a separate sheet for those items described in Section 4.06, Value Added, if the Offeror is offering any of those additional services/discounts. Cost offered for Value Added items will not be used for the purpose of evaluation and award of cost under this RFP.

Cost Proposals must be put in a separate envelope within the proposal package as required by paragraph 1.07 of this RFP.

4.08 Evaluation Criteria

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

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

5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

5.01 Company Qualifications and Experience (5%)

Proposals will be evaluated against the questions set out below:

1. To what degree does the offeror's experience exceed the minimum of three years providing products similar to those required by this RFP to local, state, federal, or privately-owned parks or outdoor recreation facilities?
2. Does the offeror have experience with providing products similar to those required by this RFP in Alaska or other northern climates similar to Alaska's?
3. To what degree do the individuals assigned to the project have experience on similar projects?
4. Does the Offeror have sufficient, qualified staff and other resources to commit toward fulfilling the requirements of this contract?

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5. Does the Offeror have a history of good craftsmanship, timely deliveries, high customer service standards, and professionalism in fulfilling contract obligations that can be confirmed by references?
6. Do the references show satisfied customers?
7. Can examples of past work be seen after several years in use?

5.02 Contractor Tasks (10%)

Proposals will be evaluated against the questions set out below:

1. Does the Offeror appear to utilize appropriate software and compatible print drivers to ensure that the digital files and PDF files created from Adobe Creative Suite can successfully produce the desired product?
2. To what degree is the Offeror's technology optimized for receiving, handling, and archiving large graphic files electronically?
3. How comprehensive is the Offeror's internal quality controls on color and image quality?
4. How well does the Offeror's proposed packing materials appear to minimize potential damage during shipping?
5. Can the Offeror ensure delivery of panels within 25 business days of receipt of an approved order?

5.03 Panel Products and Sample Panels (35%)

Evaluators will consider the following when evaluating sample(s):

1. Accuracy of color and layout [visual comparison of the PDF and the original file to the panel].
2. Accuracy of insert location [verified using template].
3. Removal resistance of the panel [if proposed panel product uses inserts, extraction is attempted to quantify resistance].
4. Panel should have a smooth and consistent finished edge or bevel [inspection of the quality and durability of finished edge].
5. Panel finish should provide good visibility of the panel content from all angles without blemishes [visual inspection of panel finish].

Proposals and sample panel(s) will be evaluated against the questions set out below:

1. To what extent does the panel exceed the proposed contract specifications?
2. How well is accountability completely and clearly defined? If there are deviations from the specifications, are they adequately explained?
3. How does the overall quality of the Offeror's proposed panel compare with DPOR's specifications?
4. Does the documentation explain how well the panels offered can withstand environmental and human factors?
5. Do the panels have an appearance of quality craftsmanship?
6. Do they exhibit clarity of graphics, accurate color matching, acceptable edge finish and

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accurate insert placement?

7. Will the materials the Offeror proposes to use withstand severe climate and moderate vandalism attempts?

8. Are there additional layers, coatings or other treatments that increase the product's performance?

9. How long does the manufacturer warrant this product?

5.04 Value Added (10%)

Proposals will be evaluated against the questions set out below:

1. To what degree does the Offeror offer other service or additional guarantees that may be useful and provide value to the State?

2. To what degree does the Offeror control the full fabrication process from beginning to end?

5.05 Contract Cost (40%)

To avoid the appearance of price influencing scoring, Cost will be scored only by the Procurement Officer.

Overall, 30% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 6.12 through 6.14.

Converting Cost to Points

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

5.06 Alaska Offeror Preference

Not applicable to this RFP.

6. GENERAL PROCESS INFORMATION

6.01 Informal Debriefing

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

6.02 Alaska Business License and Other Required Licenses

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

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

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

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

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

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

6.03 Site Inspection

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

6.04 Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to

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clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

6.05 Discussions with Offerors

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

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

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

6.06 Evaluation of Proposals

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION. After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

6.07 Contract Negotiation

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

If contract negotiations are commenced, they may be held in the Robert B. Atwood Building, 550 W. 7th Ave, Anchorage, Alaska.

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If the contract negotiations take place in Anchorage, Alaska, the offeror will be responsible for their travel and per diem expenses.

6.08 Failure to Negotiate

If the selected offeror

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

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

6.09 Offeror Notification of Selection

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

6.10 Protest

AS 36.30.560 provides that an interested party may protest the content of the RFP. An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract." If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract. If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

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

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

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

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

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

6.11 Application of Preferences

Not applicable to this RFP.

6.12 Alaska Bidder Preference

Not applicable to this RFP

6.13 Alaska Veteran Preference

Not applicable to this RFP.

6.14 Alaska Offeror Preference

Not applicable to this RFP.

6.15 Formula Used to Convert Cost to Points

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

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

Examples: Converting Cost to Points & Applying Preferences

Formula Used to Convert Cost to Points

Step 1: List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

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Offeror #1 \$40,000

Offeror #2 \$42,750

Offeror #3 \$47,500

Step 2: In this example, the RFP allotted 40% of the available 100 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 40 points.

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

Offeror #2 receives 37.4 points.

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

Offeror #3 receives 33.7 points.

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

Alaska Offeror Preference

Step 1: Determine the number of points available to qualifying offerors under this preference.

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

Step 2: Determine which offerors qualify as Alaska bidders and thus are eligible for the Alaska offerors preference. For the purpose of this example presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1 83 points No Preference - 0 points

Offeror #2 74 points Alaska Offerors Preference - 10 points

Offeror #3 80 points Alaska Offerors Preference – 10 points

Step 3: Add the applicable Alaska offerors preference amounts to the offeror's scores:

Offeror #1 83 points

Offeror #2 84 points (74 points + 10 points)

Offeror #3 90 points (80 points + 10 points)

Step 4: Offeror #3 is the highest scoring offeror and would get the award, provided their proposal is responsible and responsive.

7. General Legal Information

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7.01 Standard Contract Provisions

The contractor will be required to sign and submit the State's Standard Agreement Form generated by the IRIS database or the State's Standard Agreement Form for Professional Services Contracts. Appendix A, General Conditions, is attached to this RFP for your review. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

7.02 Proposal as a Part of the Contract

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

7.03 Additional Terms and Conditions

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

7.04 Human Trafficking

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report. The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/j/tip/>. Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

7.05 Right of Rejection

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

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

Minor informalities that:

- a. do not affect responsiveness;
- b. are merely a matter of form or format;
- c. do not change the relative standing or otherwise prejudice other offers;
- d. do not change the meaning or scope of the RFP;

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e. are trivial, negligible, or immaterial in nature;
f. do not reflect a material change in the work; or
g. do not constitute a substantial reservation against a requirement or provision;
may be waived by the procurement officer.

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

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

7.06 State Not Responsible for Preparation Costs

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

7.07 Disclosure of Proposal Contents

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

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

7.08 Assignment

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

7.09 Disputes

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

7.10 Severability

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

7.11 Supplemental Terms and Conditions

Proposals must comply with SEC. 1.12 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a. if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b. if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

7.12 Contract Invalidation

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

7.13 Solicitation Advertising

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

8. ATTACHMENTS

8.01 Proposal Evaluation Form

8.02 Standard Agreement Form - Appendix A, General Conditions

8.03 Appendix B1

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

8.05 Cost Proposal

Additional Information Available on Email Request from the DNR Procurement Officer named in this RFP:

- 1. A PDF created from Adobe Creative Suite to be used for panel production (with 1/4" bleed for cropping);**
- 2. A PDF threaded insert template mounting systems must match the threaded insert template file);**
- 3. A PDF created from Adobe Creative Suite to be used for the color sample; and**
- 4. A PDF file that includes sample drawings for our standard kiosks and signs: Park**

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Entrance Sign; Type D Interpretive Sign (which has the same application as the Type C Interpretive Sign); and Type E Interpretive sign.

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8.01 PROPOSAL EVALUATION FORM

Offeror Name: _____
 Evaluator Name: _____
 Date of Review: _____
 RFP Number: _____

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

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

5.01 Offeror Qualifications and Experience—5 Percent

Maximum Point Value for this Section - 5 Points
 100 Points x 5 Percent = 5 Points

Proposals will be evaluated against the questions set out below.

a. To what degree does the offeror's experience exceed the minimum of three years providing products similar to those required by this RFP to local, state, federal, or privately-owned parks or outdoor recreation facilities?

NOTES:

b. Does the offeror have experience with providing products similar to those required by this RFP in Alaska or other northern climates similar to Alaska's?

NOTES:

c. To what degree do the individuals assigned to the project have experience on similar projects?

NOTES:

d. Does the Offeror have sufficient, qualified staff and other resources to commit toward fulfilling the requirements of this contract?

NOTES:

e. Does the Offeror have a history of good craftsmanship, timely deliveries, high customer service standards, and professionalism in fulfilling contract obligations that can be confirmed by

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references?

NOTES:

f. Do the references show satisfied customers?

NOTES:

g. Can examples of past work be seen after several years in use?

NOTES:

EVALUATOR'S POINT TOTAL FOR 5.01: _____

5.02 Contractor Tasks—10 Percent

Maximum Point Value for this Section - 10 Points

100 Points x 10 Percent = 10 Points

Proposals will be evaluated against the questions set out below.

a. Does the Offeror appear to utilize appropriate software and compatible print drivers to ensure that the digital files and PDF files created from Adobe Creative Suite can successfully produce the desired product?

NOTES:

b. To what degree is the Offeror's technology optimized for receiving, handling, and archiving large graphic files electronically?

NOTES:

c. How comprehensive is the Offeror's internal quality controls on color and image quality?

NOTES:

d. How well does the Offeror's proposed packing materials appear to minimize potential damage during shipping?

NOTES:

e. Can the Offeror ensure delivery of panels within 25 business days of receipt of an approved order?

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NOTES:

EVALUATOR'S POINT TOTAL FOR 5.02: _____

5.03 Panel Products and Sample Panels—35 Percent

Maximum Point Value for this Section - 35 Points

100 Points x 35 Percent = 35 Points

a. Accuracy of color and layout [visual comparison of the PDF and the original file to the panel].

NOTES:

b. Accuracy of insert location [verified using template].

NOTES:

c. Removal resistance of the panel [if proposed panel product uses inserts, extraction is attempted to quantify resistance].

NOTES:

d. Panel should have a smooth and consistent finished edge or bevel [inspection of the quality and durability of finished edge].

NOTES:

e. Panel finish should provide good visibility of the panel content from all angles without blemishes [visual inspection of panel finish].

NOTES:

Proposals and sample panel(s) will be evaluated against the questions set out below:

a. To what extent does the panel exceed the proposed contract specifications?

NOTES:

b. How well is accountability completely and clearly defined? If there are deviations from the specifications, are they adequately explained?

NOTES:

c. How does the overall quality of the Offeror's proposed panel compare with DPOR's

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specifications?

NOTES:

d. Does the documentation explain how well the panels offered can withstand environmental and human factors?

NOTES:

e. Do the panels have an appearance of quality craftsmanship?

NOTES:

f. Do they exhibit clarity of graphics, accurate color matching, acceptable edge finish and accurate insert placement?

NOTES:

g. Will the materials the Offeror proposes to use withstand severe climate and moderate vandalism attempts?

NOTES:

h. Are there additional layers, coatings or other treatments that increase the product's performance?

NOTES:

i. How long does the manufacturer warrant this product?

NOTES:

EVALUATOR'S POINT TOTAL FOR 5.03: _____

5.04 Value Added—10 Percent

Maximum Point Value for this Section - 10 Points

100 Points x 10 Percent = 10 Points

Proposals will be evaluated against the questions set out below.

1. To what degree does the Offeror offer other service or additional guarantees that may be useful and provide value to the State?

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NOTES:

2. To what degree does the Offeror control the full fabrication process from beginning to end?

NOTES:

EVALUATOR'S POINT TOTAL FOR 5.04: _____

EVALUATOR'S COMBINED POINT TOTAL FOR SECTIONS 5.01 THROUGH 5.04: _____

5.05 Contract Cost — 40 Percent

To avoid the appearance of cost influencing scoring Sections 5.05 will be evaluated only by the Procurement Officer.

Maximum Point Value for this Section — 40 Points

100 Points x 40 Percent = 40 Points

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

Converting Cost to Points

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

PROCUREMENT OFFICER'S POINT TOTAL FOR COST: _____

5.05 COMBINED TOTAL

This section will be completed by the Procurement Officer.

a. Evaluator's Combined Total for Sections 5.01 – 5.04: _____

b. Procurement Officer's Evaluation for Section 5.05: _____

d. **TOTAL EVALUATED SCORE:** _____

e. Procurement Officer's Initials: _____ and Date Completed: _____.

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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:

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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.

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

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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**

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.

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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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ATTACHMENT 5 TO RFP 200000049 COST PROPOSAL

Offerors must complete all items and provide all information requested herein. Costs offered must include all direct and indirect costs associated with providing required product, including, but not limited to, direct expenses, payroll, supplies, equipment, overhead, and profit. The Total Cost shown on this form is the cost that will be used for evaluation and award purposes under this RFP.

In addition to completing this Cost Proposal, Offerors should provide costs on a separate sheet for those items described in Section 4.06, Value Added, if the Offeror is offering any of those additional services/discounts. Cost offered for Value Added items will not be used for the purpose of evaluation and award of cost points under this RFP.

Cost Proposals must be put in a separate envelope within the proposal package as required by paragraph 1.07 of this RFP.

For evaluation and award purposes only, this Cost Proposal assumes a total of 51 panels; of which, 36 panels are 1/2-inches thick and the remaining 15 panels are 1/8-inches thick. Of the 50 panels, this Cost Proposal assumes that that five panels will be crated and shipped together except one of the 1/2-inch thick panels which will be shipped alone.

A. Panels as specified within this RFP.

Item	Description	Unit Price per sq. ft.	Price per panel (unit price x 7.73)	Qty.	Total Price (price per panel x Qty.)
1.	All work required to produce a 1/2 inch thick* panel 36.5 inches by 30.5 inches totaling 7.73 square feet as specified in Section 3 of this RFP	\$	\$	36	\$
2.	All work required to produce a 1/8 inch thick panel 36.5 inches by 30.5 inches totaling 7.73 square feet as specified in Section 3 of this RFP	\$	\$	15	\$
3.	Total Cost for Panels				\$
Continued on next page.					

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B. Packing, Crating, Handling, and Shipping per specifications.

Item	Description	Number of Shipments	Unit Price per shipment	Total Price (unit price per shipment x Qty)
1.	Packing, crating, handling of 1/2-inch thick panels – 36.5" x 30.5" finished panels packed in crates of 5 panels each (35 total = 7 shipments)	7	\$	\$
2.	Packing, crating, handling of a single 1/2-inch thick panel – 36.5" x 30.5" finished panel packed as a single shipment (1 total = 1 shipment)	1	\$	\$
3.	Packing, crating, handling of 1/8-inch thick panels – 36.5" x 30.5" finished panels packed in crates of 5 panels each (15 total = 3 shipments)	3	\$	\$
4.	Shipping of 1/2-inch panels to Anchorage Alaska packed as described above (Item 1)	7	\$	\$
5.	Shipping of a single 1/2-inch panel to Anchorage Alaska packed as described above (Item 2)	1	\$	\$
6.	Shipping of 1/8-inch panels to Anchorage Alaska packed as described above (Item 3)	3	\$	\$
7.	Total Cost for Shipping and Handling			\$

C. TOTAL COST (sum A.3 and B.7): \$_____.

D. Offeror's Information

1. Company Name:
2. Authorized Agent's Printed Name:
3. Authorized Agent's Signature:
4. Date Signed: