

Delivery of Bids/Quotes/Proposals

Note: Regarding **in-person delivery** of bids, quotes, or proposals: the DMVA/FMO Office is located on the Fort Richardson side of Joint Base Elmendorf-Richardson, a Federal military installation with restricted base access. DMVA/FMO staff **will no longer** meet the bidder or offeror at the Fort Richardson gate to pick up bids, quotes, or proposals. DMVA/FMO staff **will** arrange a base access pass for the bidder or offeror to deliver the bid, quote, or proposal.

If they wish to deliver a bid, quote, or proposal in person, the bidder or offeror must contact DMVA/FMO via telephone at 907-428-7175, or email at mvafmocontracts@alaska.gov with the name(s) of those who will be making the delivery. The request must be received by DMVA/FMO no later than one business day prior to the deadline set for receipt of bids, quotes, or proposals. A maximum of three names may be provided. DMVA/FMO will arrange a base access pass for the bidder or offeror's staff, notify the bidder or offeror when the pass has been arranged, and provide the bidder or offeror directions to the DMVA/FMO Location. Passenger(s) receiving a pass will need a current photo ID to get the pass. The vehicle driver will need a current driver's license, current proof of vehicle insurance, and current vehicle registration to get the pass.

It is the bidder or offeror's responsibility to ensure:

- 1) adequate time is provided for DMVA/FMO staff to arrange for the pass;
- 2) adequate time is allowed to get to the gate, sign for the pass, and deliver the bid, quote, or proposal to the DMVA/FMO Location;
- 3) the employee(s) have current credentials to sign for the pass; and
- 4) the bidder or offeror's employee(s) receiving a base pass are responsible for following all base regulations, rules, and procedures.

A reminder -- **late bids, quotes, or proposals will not be accepted** unless the delay is due to an error of the contracting agency. Failure of a bidder or offeror to allow adequate time and have proper credentials to access the base and deliver the bid, quote, or proposal to the DMVA/FMO Location will result in rejection of the offer by the State.