

**STATE OF ALASKA RFP NUMBER 2521H002  
AMENDMENT NUMBER TWO (2)**

***AMENDMENT ISSUING OFFICE:***



Department of Transportation & Public Facilities  
Statewide Contracting & Procurement  
P.O. Box 112500  
(3132 Channel Drive, Room 350)  
Juneau, Alaska 99811-2500

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: May 29, 2020**

**RFP TITLE: Nuclear Gauge and Radiation Detection Services**

**DUE DATE:** June 4, 2020 3:00 P.M. ALASKA TIME

**This is a mandatory return Amendment. Your bid may be considered non-responsive if this signed amendment is not received (In addition to your bid) by the date and time bids are due.**

**The purpose of this Amendment #2 is to:**

- **Answer questions received**
- **Modification to language in Section 4.01 Proposal Transmittal <<< SECTION A >>>**
- **Modification to Attachment #8: RFP Submittal Checklist**

**Offerors Name:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Vendor Signature:** \_\_\_\_\_

**Questions and Answers:**

**Question #1:** Attachment #2 – Standard Agreement Form for Professional Services - The instructions say to just sign this form, but we are not comfortable signing a blank agreement. Please advise if we can draw a line through the agreement?

**Answer # 1:** No, Please don't draw a line through the attachments. Please see the modifications to Section 4.01 Proposal Transmittal <<< SECTION A >>> & Attachment #8: RFP Submittal Checklist included with this amendment.

**Question #2:** The Suite # on Delivery Service address is missing.

**Answer #2:** Please use Suite # 350

**Modifications to the RFP:**

1. A modified Section 4.01 Proposal Transmittal <<< SECTION A >>> is attached to this Amendment #2.

The purpose of this modification is to remove language regarding the Standard Agreement Form (SAF)  
Changes are in Red font.

2. A modified Attachment #8: RFP Submittal Checklist is attached to this Amendment #2.  
The purpose of this modification is to remove language regarding the Standard Agreement Form (SAF)  
Changes are in Red font.

Proposals must include this Amendment #2 Attachment #8: RFP Submittal Checklist. An offeror's failure to include this Amendment #2 Attachment #8: RFP Submittal Checklist may cause their proposal to be considered non-responsive and rejected.

Signature: Cherish Petrenchak

Date: 5-29-20

Name: Cherish Petrenchak

## Proposal Transmittal <<< SECTION A>>>

The following summary provides the required content and sequential order in which proposals are to be presented. For easier identification of RFP requirements and documentation, ADOT&PF recommends that all proposals are assembled as indicated in this section. An offeror's failure to include these items in their proposal may cause their proposal to be determined non-responsive and the proposal may be rejected. At the discretion of the offeror, other items not identified may be supplied with the proposal if the offeror feels that the additional information is pertinent to their proposal response. This list is not all inclusive.

**1. Required proposal copies:** Offerors must submit **Four (4)** hard copies (one original & three copies) of their proposal, in writing and **TWO (2)** CDs or thumb drives containing an electronic copy of the entire proposal. **One (1)** CD or thumb drive will contain the transmittal information and the technical proposal. **One (1)** CD or thumb drive will contain the cost proposal. The proposal response should be addressed 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. Emailed, faxed or oral proposals **will not be accepted**.

**2. Proposal Submittal Letter:** Include a transmittal letter containing the complete name (as it appears on the business license) and mailing address of the firm, telephone number, and email address of the contact person for the proposal.

The following information **MUST** be addressed in the letter or as an attachment within the transmittal section.

- ☐ Authorized signature (Section 1.08 (a))
- ☐ Offeror's Certification A-H (Section 1. 08 (b))
- ☐ Vendor Tax ID proof OR Vendor Tax ID number (Section 1. 08 (c))
- ☐ Conflict of Interest Disclosure (Section 1. 08 (d))
- ☐ Federal Requirements (Section 1. 08 (e))
- ☐ Review Insurance Requirements (Section 3.19) (Attachment #5)
- ☐ Valid Alaska Business License Proof (Section 6.02)
- ☐ Alaskan Bidders Preference (Section 6.12)
- ☐ Alaskan Veterans Preference (Section 6.13)
- ☐ Review & Agree to Standard Contract Provisions (Section 7.01) (Attachment #2).
- ☐ Disclosure of Proposal Contents <if applicable> Section 7.08
  - **NOTE:** Offeror's shall **not** include a disclaimer on all of the proposal pages. If the offeror's proposal includes trade secrets, confidential and other proprietary information, this information must be **individually** identified and shall include the reason(s) for confidentiality.
  - The Procurement officer will make the determination in writing if the information is to be maintained confidential. Following the Notice of Intent to Award, proposals become public information. Procurement records must include information to support the selection of contractor(s), typically this includes cost, qualifications, and other key components of a proposal.
- ☐ ~~Standard Agreement Form: The Standard Agreement Form must be signed and be included in the Proposal Transmittal Section. (Section 7.01) (Attachment #2).~~
- ☐ RFP Submittal Checklist: The checklist is an integral part of the RFP, it must be signed and be included in the Proposal Transmittal Section (Attachment #8).
- ☐ RFP Amendments: All amendments issued for this RFP that require acknowledgement must be signed and included with the proposal [enclose only required signed amendments].

## ATTACHMENT #8: RFP SUBMITTAL CHECKLIST

This checklist is an integral part of this RFP and the related proposal, and is provided to assist both the offeror and the State in identifying the requirements within the proposal. There may be **additional requirements** beyond those provided on this checklist. **Offerors are solely responsible** for thoroughly reviewing the RFP to make sure that they have met all the requirements and have provided

all necessary information. The checklist **MUST** be included with the proposal. Signature on the checklist indicates that you have read the requirements stipulated by this RFP, and that the required information is submitted with your proposal. Signature of a binding officer of the proposing firm must sign the checklist. This signature will serve as the official signature of the proposal.

### Pre-Proposal Activities:

- ☐ Register with Procurement Officer
- ☐ Request Disability Assistance (if needed) at least 10 days prior to proposal deadline (Section 1.09)
- ☐ Submit Written Questions in writing to Procurement Officer (Section 1.06)

### Proposal Transmittal (Section A)

- ☐ **Required proposal copies:** Offerors must submit **Four (4)** hard copies (one original & three copies) of their proposal, in writing and **TWO (2)** CDs or thumb drives containing an electronic copy of the entire proposal. **One** (1) CD or thumb drive will contain the transmittal information and the technical proposal. **One** (1) CD or thumb drive will contain the cost proposal. The proposal response should be addressed 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. Emailed, faxed or oral proposals **will not be accepted**. (Section 1.07, and Section 4.01)
- ☐ Proposal Submittal Letter (Section 4.01) (see minimum information below for requirements)
  - ☐ Authorized signature (Section 1.08 (a))
  - ☐ Offeror's Certification A-H (Section 1.08 (b))
  - ☐ Vendor Tax ID proof OR Vendor Tax ID number (Section 1.08 (c))
  - ☐ Conflict of Interest Disclosure (Section 1.08 (d))
  - ☐ Federal Requirements (Section 1.08 (e))
  - ☐ Review Insurance Requirements (Section 3.19) (Attachment #5)
  - ☐ Valid Alaska Business License Proof (Section 6.02)
  - ☐ Alaskan Bidders Preference (Section 6.12)
  - ☐ Alaskan Veterans Preference (Section 6.13)
  - ☐ Review & Agree to Standard Contract Provisions (Section 7.01) (Attachment #2).
  - ☐ Disclosure of Proposal Contents <if applicable> (Section 7.08)
    - **NOTE:** Offeror's shall **not** include a disclaimer on all of the proposal pages. If the offeror's proposal includes trade secrets, confidential and other proprietary information, this information must be individually identified and shall include the reason(s) for confidentiality.
    - The Procurement officer will make the determination in writing if the information is to be maintained confidential. Following the Notice of Intent to Award, proposals become public information. Procurement records must include information to support the selection of contractor(s), typically this includes cost, qualifications, and other key components of a proposal.
- ☐ ~~Standard Agreement Form: The Standard Agreement Form must be signed and be included in the Proposal Transmittal Section. (Section 7.01) (Attachment #2).~~
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- ☐ RFP Amendments: All amendments issued for this RFP that require acknowledgement must be signed and included with the proposal [enclose only required signed amendments].

### Proposal Technical Component (Section B)

Overall Technical Proposal –

The technical proposal must include the information outlined in Section 1.04 Prior Experience, Section 4.03 Understanding of the Project, Section 4.04 Methodology used for the Project, Section 4.05 Management Plan for the Project, and Section 4.06 Experience and Qualifications of this RFP. All proposals will be evaluated against Section 5 of this RFP. At a minimum, the following sections must be addressed within the Technical Proposal. No cost information may be included in the technical proposal.

- Section 1.04 – Prior Experience / Documentation
- Section 4.03 – Understanding of the Project
- Section 4.04 – Methodology used for the Project
- Section 4.05 – Management Plan for the Project
- Section 4.06 – Experience and Qualifications

- ☐ Title Page
- ☐ Table of Contents
- ☐ Prior Experience Evidence (Section 1.04)
- ☐ Understanding of the Project (Section 4.03)
- ☐ Methodology used for the Project (Section 4.04)
- ☐ Management Plan for the Project (Section 4.05)
- ☐ Experience and Qualifications (Section 4.06)

**Cost Proposal (Section C) Cost Proposal Contents:** The Cost Proposal included with the package must be sealed separately from the rest of the proposal and must be clearly identified, and submitted based on the instructions provided in Section 1.07, and Section 4.01 of this RFP.

☐ **Title Page:** Title page must include the name of the Company/Firm submitting the proposal, RFP Title, RFP number, Proposal Due Date, and must be labeled as Cost Proposal.

☐ Cost Proposal, (Attachment #4) (Separate envelope addressed to the Procurement Officer) (Section 1.07, Section 4.01 and Section 4.07)

**RFP# 2521H002**

**Title: Alaska International Airports Annual Audit**

**Proposal Due Date: June 4, 2020 at 3:00 PM**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name of Binding Official

\_\_\_\_\_  
Signature of Binding Official / Date