



**Department of Administration
Division of Motor Vehicles (DMV)**

**Informal Request for Proposals (IRFP)
Processing Backlog Mail**

IRFP # 22*28/02-11-22

Addendum One

**Provide Services for Processing Current and Backlogged Mail
City of Anchorage, Alaska**

Date of Issue: November 19, 2021

The IRFP Package is hereby clarified or changed as follows:

1. Submittal deadline has not been changed.
2. Remove and Replace.

The remove and replace, begin on page two. This Addendum is hereby made part of the IRFP and is a total of 3 pages.

All other terms and conditions for this IRFP remain unchanged.

Issued by: Brandy L. Halverson
Procurement Officer
Email: doa.oppm.procurement@alaska.gov

Remove and Replace:

1. On page 4 of the IRFP, Section 1.04,
2. **Remove** “The DMV estimates a budget of \$40,000.00 dollars for completion of this project. Proposals priced at more than \$40,000.00 will be considered non-responsive.” and
3. **Replace** with “The Division estimates a budget of no more than \$40,000.00 for a period of three-months, and not to exceed an amount of \$40,000.00 for performance and completion of the services provided for herein over the entire duration of the contract resulting from this IRFP, to include any and all renewals. Any proposals that exceeds the amount will be considered non-responsive.

Payment for the contract is subject to funds already appropriated and identified”.

4. On page 40 of 43 of the IRFP, Submittal Form F: Cost Proposal,
5. **Remove** the attachment and
6. **Replace** with Submittal Form F: Cost Proposal REVISED - Addendum One (attached hereafter).

Offerors must acknowledge receipt of this addendum prior to the submittal deadline.

The proposal documents require acknowledgment individually of all addenda to the drawings and/or specifications. This is a **mandatory requirement** and any proposal received without acknowledgment of receipt of addenda may be classified as not being a responsive proposal.

End of Addendum

IRFP 22*28 Processing Backlog Mail

REVISED-Submittal Form F: Cost Proposal ADDENDUM ONE

Modifications and any additions/deletions to the form below will not be allowed. Quotes shall be considered non-responsive if any adjustments are made. Reimbursement will be based on the actual quantities processed. The State does not guarantee a minimum or maximum quantity amount of mail.

Item No.	Description of Item	Estimated Quantity - Per Calendar Month	US Cost per Unit	Extension - Unit Cost multiply by 2,000 (unit price x 2,000 = extension)
1	One Processed Mail	2,000 per Month	\$	\$

The State of Alaska designated holidays will be observed on the calendar day on which they fall. However, holidays occurring on either Saturday or Sunday may be observed on the preceding Friday or the following Monday. An exception to this is New Year's Day. <https://doa.alaska.gov/dof/payroll/resource/calendar2021-B.pdf>
<http://doa.alaska.gov/dof/payroll/resource/calendar2022-B.pdf>

Section 1.02 Budget: Proposals priced more than \$40,000.00 will be considered non-responsive. The length of the project is approximately a three-month term with no renewal options.

Contractor Name: Print Name:

E-mail Address: Title of Authorized Person to Sign:

DUNS No. or CAGE Code No.: Signature: