

**STATE OF ALASKA ITB NUMBER 2522S037
AMENDMENT NUMBER FOUR**

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: December 13, 2021

**ITB TITLE:
AMHS Supplemental Passenger and Vehicle Transportation Services**

REVISED Bid Submission Date: Bid must be received by 2:00pm prevailing Alaska Time on December 20, 2021.

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 packet] by the date and time proposals are due*

Signature: Tom Mayer

Date: 12/13/2021

Name: Tom Mayer

Title: Procurement Specialist V

Vendor Signature

Business Name: _____

Date: _____

Printed Name: _____

Signature: _____

Title: _____

This amendment is issued to provide answers to questions submitted by the vendor community.

Question 1: How many passengers will be traveling on each trip?

Answer 1: *Regardless of lot, or travel date, the number of passengers or vehicles is unknown at this time.*

Question 2: Do we need to have the insurance at the time of bid or before award?

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Answer 2: *A copy of the required insurance certificates must be provided to the state prior to the award of a contract.*

Question 3: Can we certify multiple Captains from the start?

Answer 3: *Yes, please see **Change 1 below** for additional information.*

Question 4: Can a route schedule include overnighing at a port that is not Juneau.

Answer 4: *Yes, overnighing in a port other than Juneau is acceptable. Please see **Change 3 below** for additional information.*

Question 5: What do we do if a Captain leaves and we need to use an alternate Captain?

Answer 5: *In the event an approved and qualified Captain is no longer available for a lot, the contractor may submit the qualifications of an alternate Captain to the State Project Manager for consideration. Please see **Change 9 below** for additional information.*

Question 6: What about freight?

Answer 6: *This procurement is for the provision of supplemental passenger and vehicle transportation services and is not for the shipment of freight.*

Question 7: Can the size of the vessel and passenger capacity be modified?

Answer 7: *Yes, please see **Change 6 below** for additional information.*

Question 8: What happens when there is scheduled route that has no passengers at the time of departure from Juneau?

Answer 8: *Please see **Change 15 below** for additional information.*

Question 9: For Attachment E - Vessel Specification Verification Form, should we submit one form for each vessel offered?

Answer 9: *Yes, please see **Change 6 below** and submit one **REVISED Attachment E - Vessel Specification Verification Form V2** for each vessel bid.*

Question 10: What happens if our vessel breaks down and we are unable to perform the route?

Answer 10: *Please see **Changes 14, and 15 below** for additional information.*

Question 11: Why wouldn't the contractor have a back-up for engine failures or sick crews?

Answer 11: *Please see **Questions 3, 5, 9, and 10 above**.*

Question 12: Please further define the process for rescheduling a route.

Answer 12: *Please see **Changes 14 and 15 below** for additional information.*

Question 13: What needs to be submitted? Just page 1 and the conflict-of-interest statement from the bid packet?

Answer 13: *Please see **Change 2 below** for additional information.*

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Question 14: With advance notice (a week perhaps) can I switch schedule up to run to Wrangell?

Answer 14: *The actual schedule shall be developed after award in cooperation with the State Project Manager. If the contractor has a conflict with the schedule, the contractor will need to work with the State Project Manager to develop a solution.*

Question 15: My boat can take vehicles up to 7 and 28 passengers. Would I be handling both, if I went with Lot 2 and 4?

Answer 15: *No, Lots one through three will transport Passengers only and lots four through eight will transport vehicles only. Please see **Changes 11 and 13 below** for additional information.*

Question 16: Is it possible to do more runs than your sample sailing shows if the need exists?

Answer 16: *Please see **Questions 12 and 14 above; and Change 14 below** for additional information. Once the schedule is established, alterations to the schedule shall be approved by the State Project Manager.*

Question 17: Is there any thought to a Ketchikan-Coffman Cove -Wrangell -Petersburg (via Banana Point) run and if that happened can I possibly move to that route?

Answer 17: *At this time, the state is not considering any additional runs. If additional route itineraries are needed, the state will issue a competitive solicitation for the required services in accordance with AS 36.30.*

Question 18: If I bid on only the vehicle transport can we also sell passenger seats??

Answer 18: *No.*

Question 19: Can the ITB be modified to allow multiple awards for Lots 1 and 2 so they have backups like Lots 3 and 4?

Answer 19: *Yes, please see **Changes 20 and 21 below** for additional information.*

Question 20: We are unaware of any USCG certification requirements for the company. Should Question 2 on Attachment D be removed?

Answer 20: *Yes. Please see **Change 5 below** for additional information.*

In addition to the above questions, the following changes to the ITB and associated documents have been made:

Change 1: *With the issuance of Amendment 4, **NEW - Attachment G - Vessel Captain Qualification Form** is incorporated. This form must be completed with the name, USCG license number, and the number of years each offered Captain has operated similar vessels in the waters of Northern Southeast Alaska. **In addition to Attachment G**, bidders must submit a short narrative description defining the qualifications of each offered Vessel Captain.*

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Change 2: *With the issuance of Amendment 4, **NEW - Attachment H - Bid Submission Checklist** is incorporated. While not all inclusive, this checklist should be used to ensure the required material is submitted with the bid. This completed checklist should also be submitted with the bid.*

Change 3: *Delete Attachment A - Bid Schedule in its entirety and replace with the following:*

REVISED Attachment A - Bid Schedule V2. *This revised attachment provides space to indicate if the route itinerary for the lot will include an overnight stay at a location other than Juneau. Failure to submit this bid schedule shall result in your bid being deemed non-responsive.*

Change 4: **Delete Attachments B and B1 - Insurance Requirements in their entirety** and replace with the following:

Lots One through Three: **REVISED Attachment B - Insurance Requirements-Lots One through Three V2.** This revised form clarifies the insurance required for Lots One through Three.

Lots Four through Eight: **REVISED Attachment B-1 - Insurance Requirements-Lots Four through Eight V2.** This revised form clarifies the insurance required for Lots Four through Eight.

Change 5: **Delete Attachment D - Prior Experience Verification form in its entirety** and replace with the following:

REVISED Attachment D - Prior Experience Verification Form V2. This revised form removes the requirement for the bidding company to be USCG certified.

Change 6: **Delete Attachment E - Vessel Specification Verification Form in its entirety and replace with the following:**

REVISED Attachment E - Vessel Specification Verification Form V2. This form modifies the vessel specifications.

Change 7: **Delete Section 1.01 in its entirety and replace with the following:**

SEC. 1.01 PURPOSE OF THE ITB

The Department of Transportation and Public Facilities, Alaska Marine Highway System is soliciting bids for the provision of supplemental passenger and vehicle transportation services for several small communities located in Northern Southeast, Alaska. Specifically, the communities to be serviced are:

1. Angoon
2. Gustavus
3. Hoonah
4. Pelican
5. Tenakee

There are eight lots in this bid. Please see Section 2.12 for additional information.

Change 8: **Delete Section 1.03 in its entirety and replace with the following:**

SEC. 1.03 PRIOR EXPERIENCE

In order for a bid to be considered responsive the bidder must meet or exceed the following minimum prior experience requirements:

Lots One through Three: Scheduled and As Needed Passenger Transportation Services

Bidder:

1. The Bidder must have at least three years of experience managing, operating, and providing marine passenger transportation services on vessels with a capacity of at least 75 people.
2. The Vessels offered by the Bidder must be USCG Certified and Licensed to operate in the waters of Northern Southeast Alaska.

Vessel Captains:

1. Each Vessel Captain offered by the Bidder must have at least two years of experience as Captain on vessels of a similar size operating in the waters of Northern Southeast Alaska.
2. Each vessel Captain offered by the Bidder must be USCG certified and licensed to operate marine passenger vessels with a capacity of at least 75 people.

Lots Four through Eight: Scheduled and As Needed Vehicle Transportation Services

Bidder:

1. The Bidder must have at least three years of experience operating Landing Craft or similar style vessels that are capable of carrying vehicles in the waters of Northern Southeast Alaska.
2. The Vessels offered by the Bidder must be USCG Certified and Licensed to operate in the waters of Northern Southeast Alaska.

Vessel Captains:

1. Each Vessel Captain offered by the Bidder must have at least two years of experience as Captain on Landing Craft or similar style vessels operating in the waters of Northern Southeast Alaska.
2. Each vessel Captain offered by the Bidder must be USCG certified and licensed to operate Landing Craft or similar style vessels.

BIDDERS RESPONSE: Bidders must submit **REVISED Attachment D - Prior Experience Verification Form V2**. The completed form will be used to determine if the bidder meets or exceeds the above prior experience requirements for each lot.

*In addition to Attachment D, bidders **must also** submit **Attachment G - Vessel Captain Qualification Form** and a short narrative that describes and defines the qualifications of each offered Vessel Captain.*

*Bidders **must also** submit copies of each offered **Vessel Captains' USCG License** indicating they are properly licensed and authorized to operate the offered vessels with passengers.*

A bidder's failure to meet these minimum prior experience requirements will cause their bid to be considered non-responsive and rejected.

Change 9: *Insert the following as Section 1.03.1: Contract Personnel.*

SEC. 1.03.1: CONTRACT PERSONNEL: *Any change of Vessel Captains must be approved, in advance and in writing, by the project director or procurement officer. Alternate Vessel Captains must meet or exceed the minimum prior experience requirements as defined in Section 1.03 as amended. Changes that are not approved by the state may be grounds for the state to terminate the contract.*

Change 10: *Delete section 2.01 in its entirety and replace with the following:*

SEC. 2.01 CONTRACT TERM

For all Lots, the length of the contract(s) will be from the date of award through December 31, 2022, with the option to renew for two, additional one-year terms under the same terms and conditions of the original contract. Renewals will be exercised at the sole discretion of the state.

During the initial period of the contract from award through March 31, 2022, a sailing schedule shall be developed cooperatively by the state Project Manager and the contractor for each lot. Sailings for the remaining term of the contract, including all renewals shall be considered “as needed”.

The state reserves the right to establish a January to March sailing schedule during each renewal term for any lot. If the state selects to establish a January to March sailing schedule during a renewal term, the state anticipates doing so in November of each year.

Change 11: *Delete section 2.10 in its entirety and replace with the following:*

SEC. 2.10 ROUTE ITINERARY DEFINITION

Lot	Route Itinerary	Transporting
One	Juneau-Hoonah-Gustavus-Juneau	Passengers
Two	Juneau-Tenakee-Angoon-Juneau	Passengers
Three	Juneau-Hoonah-Pelican-Juneau	Passengers
Four	Juneau-Angoon-Juneau	Vehicles
Five	Juneau-Hoonah-Juneau	Vehicles
Six	Juneau-Gustavus-Juneau	Vehicles
Seven	Juneau-Pelican-Juneau	Vehicles
Eight	Juneau-Tenakee-Juneau	Vehicles

Bidders are required to enter a proposed travel schedule for each Lot indicating the proposed departure and arrival times at each port for each route itinerary. Failure to fully complete **REVISED Attachment A - Bid Schedule V2** shall result in the bid being found non-responsive. Non-responsive bids shall be rejected and will not be considered for award.

Change 12: *Delete Section 2.11 in its entirety and replace with the following:*

SEC. 2.11 VESSEL SPECIFICATIONS

For Lots One through Three, Scheduled and AS NEEDED Supplemental Passenger Transportation Services, the following vessel specifications must be met.

1. Must be at least 60 feet in length and have the ability to dock, load, and unload at a location in each of the required ports.
2. Must have a minimum passenger capacity of 80.
3. Must have at least two restrooms.
4. Vessels must be US Coast Guard Licensed.

For Lots Four through Eight, Scheduled and AS NEEDED Supplemental Vehicle Transportation Services, the following vessel specifications must be met.

1. Must be capable of carry multiple vehicles of differing sizes and have the ability to unload vehicles at a location in each of the required ports.

2. Vessels must be US Coast Guard Licensed if required.

Bidders are required to complete **REVISED Attachment E - Vessel Specification Verification Form** for each vessel offered. Failure to complete and submit **REVISED Attachment E - Vessel Specification Verification Form** shall result in the bid being found non-responsive. Non-responsive bids shall be rejected and will not be considered for award.

Change 13: Delete section 2.12 in its entirety and replace with the following.

SEC. 2.12 SCOPE OF WORK

For Lots One through Three, the State of Alaska, Department of Transportation & Public Facilities, is seeking to contract with vendor(s) capable of providing scheduled charter passenger transportation services from January through March of 2022 and on an as needed basis for the remaining term of the contract, including all renewals. The contracts for these lots will be for the sole purpose of transporting passengers on marine charter vessels on the route itinerary defined in Section 2.10. All route itineraries will depart and terminate in Juneau with stops in other locations.

For Lots Four through Eight, the State of Alaska, Department of Transportation & Public Facilities, is seeking to contract with vendor(s) capable of providing scheduled charter vehicle transportation services from January through March of 2022 and on an as needed basis for the remaining term of the contract, including all renewals. The contracts for these lots will be for the sole purpose of transporting vehicles on vessels capable of transporting vehicles on the route itinerary defined in Section 2.10. All route itineraries will depart and terminate in Juneau with stops in other locations.

For all lots, there is no minimum or maximum number of sailings, passengers, or vehicles. All services provided after March 2022, are considered as needed and are at the states' sole discretion and option. If, and when, as needed services are required, the state will utilize the contractor selection process detailed in Section 3.13. Please see Section 2.10 for route itinerary definitions. All route itineraries will depart and terminate in Juneau with stops in other locations.

As required under Section 2.11, Bidders must complete **REVISED Attachment E - Vessel Specification Verification Form** and indicate the number of days required to mobilize a vessel for as needed services upon notice by the state.

Change 14: Delete Section 2.15 in its entirety and replace with the following.

SEC. 2.15 SAILING SCHEDULE

Bidders are required to enter a suggested sailing schedule including departure and arrival times for each lot bid on **REVISED Attachment A - Bid Schedule V2**.

Upon award, the actual sailing dates shall be established cooperatively by the contractor and the State Project Manager. Upon finalization, the Procurement Officer of Record shall issue an amendment to formally accept the final sailing date schedule.

In the event weather or other unforeseen issues result in a sailing being cancelled, the sailing will be rescheduled to the next day or until the sailing can take place. It is the states' intent to conduct the number sailings as defined in the contract as amended.

Change 15: Delete Section 2.16 in its entirety and replace with the following.

SEC. 2.16 SAILING SCHEDULE ALTERATIONS AND CANCELLED SAILINGS

Sailing Schedule Alterations: If weather, mechanical issue, or any other unforeseen issue results in the need to modify a sailing schedule, the contractor shall reschedule the sailing for the next window in cooperation with the state project manager. The state project manager shall make the final determination on a rescheduled sailing.

Zero Passenger Cancellations: In the event a schedule sailing has zero passenger reservations on all sailing legs, the state reserves the right to cancel the sailing. If a sailing is cancelled due to zero passengers, the contractor shall be compensated at a rate of 10% of the per route itinerary rate that is cancelled.

Cancelled Sailings: In the event a sailing cannot be rescheduled as described above, and the state cancels the sailing, the state shall compensate the contractor at a rate of 10% of the per route itinerary rate for the route itinerary that is cancelled. If a sailing is cancelled by the contractor, the contractor shall not be compensated for the cancellation.

Change 16: *Delete Section 2.20 in its entirety and replace with the following.*

SEC. 2.20 ESTIMATED QUANTITIES

For Lots One through Three, Supplemental Passenger Transportation Services, the state anticipates the following quantity of trips for each Passenger Route itinerary between January 1, 2022 and March 31, 2022.

Lot One:	Route Itinerary:	Juneau-Hoonah-Gustavus-Juneau	4 Trips
Lot Two:	Route Itinerary:	Juneau-Tenakee-Angoon-Juneau	4 Trips
Lot Three:	Route Itinerary:	Juneau-Hoonah-Pelican-Juneau	3 Trips

For Lots Four through Eight, Supplemental Vehicle Transportation Services, the state anticipates the following quantity of trips for each Vehicle Route itinerary between January 1, 2022 and March 31, 2022.

Lot Four:	Route Itinerary:	Juneau-Angoon-Juneau	5 Trips
Lot Five:	Route Itinerary:	Juneau-Hoonah-Juneau	4 Trips
Lot Six:	Route Itinerary:	Juneau-Gustavus-Juneau	2 Trips
Lot Seven:	Route Itinerary:	Juneau-Pelican-Juneau	1 Trip
Lot Eight:	Route itinerary:	Juneau-Tenakee-Juneau	1 Trip

The quantities referenced in this ITB are the state's estimated requirements and may vary based on operational need. The state does not guarantee any minimum or maximum number of trips. Orders will be issued throughout the contract period on an as-needed basis at the sole discretion of the state. Orders will be confirmed with the issuance of a contract amendment by the procurement officer of record.

Change 17: *Delete Section 2.21 in its entirety and replace with the following.*

SEC. 2.21 CONTRACT PRICE ADJUSTMENTS

For all Lots, the price offered and awarded shall remain firm through December 31, 2022.

The contractor may request price adjustments, in writing, 30 days prior to the contract renewal date (December 31, of each year). Requests must be in writing and must be received 30 days prior to the contract renewal date. If the contractor fails to request a CPI price adjustment 30 days prior to the

contract renewal date, the adjustment will be effective 30 days after the state receives their written request.

Price adjustments 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 (January through June 2021); and each (January through June six-month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed.

All price adjustments must be approved by the procurement officer prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the procurement officer of record.

Change 18: *Delete Section 2.24 in its entirety and replace with the following.*

SEC. 2.24 INSURANCE

Without limiting the contractor's indemnification, it is agreed that the 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 procurement officer prior to contract approval 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.

Please see the following attachments for the insurance requirements for each lot:

Lots One through Three: **REVISED Attachment B - Insurance Requirements-Lots One through Three V2.**

Lots Four through Eight: **REVISED Attachment B-1 - Insurance Requirements-Lots Four through Eight V2.**

Change 19: *Delete Section 2.25 in its entirety and replace with the following.*

SEC. 2.25 MANDATORY REPORTING

For all lots, the contractor must provide an annual usage report to the procurement officer in an electronic format (Excel).

Volume Reports shall be submitted annually no later than November 30, of each year.

The report must contain at least the following information:

- Lot and Sailing Route Itinerary Lot number
- Number of sailings by month
- Number of passengers and vehicles per sailing by month
- Date of each sailing by month
- Total amount billed to the state for each month

Change 20: *Delete Section 3.12 in its entirety and replace with the following.*

SEC. 3.12 METHOD OF AWARD

For all Lots, award will be made to all responsive and responsible bidders. For each lot bid, bidders must fully complete and submit **REVISED Attachment A - Bid Schedule V2** in order to be considered responsive.

Contractor Ranking: For all lots, after the application of preferences, the contractors will be ranked with the lowest cost per lot after the application of preferences being the number one ranked contractor. The contractor with the next lowest cost shall be ranked number two. This process will continue until there are no further contractors to rank

Please see Section 3.13, Contractor Selection Process for additional information on specifically how the state intends to utilize the contracts awarded at the completion of the negotiated sailing schedule.

Change 21: *Delete Section 3.13 in its entirety and replace with the following.*

SEC. 3.13 CONTRACTOR SELECTION PROCESS

Upon the completion of the negotiated sailing schedule as defined in Section 2.15, the contracts will transition to "As Needed" contracts and the following contractor selection process shall be used.

1. When the state requires "As Needed" Supplemental Passenger or Vehicle Transportation Services, the contractor that offered the lowest price in response to this ITB for the required lot shall be contacted to perform the route itinerary for the required lot on a specific date.
2. If, for any reason, the lowest priced contractor is not available to perform the route itinerary for the required lot on the specific date the state requests, the state will contact the next lowest priced contractor to determine if that contractor is available to perform the route itinerary for the required lot on the specific date. This process shall continue until the state determines if a contractor is available to perform the route itinerary for the required lot.

In the event no contractor is available to perform the route itinerary for the required lot, the state reserves the right alter the date of service for the route itinerary for the required lot. If, after adjusting the route itinerary date, and after following the process outlined in this section, a contractor is still not available to perform the route itinerary for the required lot, the state reserves the right to competitively procure the route Itinerary for the required lot.

Change 22: *Delete Section 5.01 in its entirety and replace with the following*

SEC. 5.01 ATTACHMENTS

Attachments:

- 1) **REVISED** Attachment A. - Bid Schedule V2
- 2) **REVISED** Attachment B, - Appendix B1 – Insurance Requirements-Lots One through Three V2
- 3) **REVISED** Attachment B-1 - Appendix B1 – Insurance Requirements-Lots Four through Eight V2
- 4) Attachment C - Alaska Bidder Preference Certification Form
- 5) **REVISED** Attachment D - Prior Experience Verification Form V2
- 6) **REVISED** Attachment E - Vessel Specification Verification Form
- 7) Attachment F - Standard Contract Form with Appendix A
- 8) **NEW:** Attachment G - Vessel Captain Qualification Form
- 9) **NEW:** Attachment H - Bid Submission Checklist