



**RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:**

Legislative Affairs Agency  
State Capitol  
120 4<sup>th</sup> Street, Room 3  
Juneau, AK 99801-1182  
Attn: JC Kestel

**DATE AMENDMENT ISSUED:** April 25, 2022

**RFP TITLE:** RFP 649 Anchorage Legislative Office Building Security Services

**RFP OPENING DATE & TIME:** 11:30am AK Time Thursday, May 5, 2022

The following contains additional information, changes, or additions to the Request for Proposals (RFP):

1. On Page 5, sec. **1.07 REVIEW OF RFP**, is amended to read as follows:

**1.07 REVIEW OF RFP**

Offerors shall carefully review this RFP, without delay, for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material must be made in writing and should be received by the Procurement Manager at least **eight (8)** days before the deadline for receipt of proposals. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of an Offeror's proposal upon which award could not be made.

2. On Page 13, sec. **1.43 SCHEDULE OF EVENTS**, the Deadline for Written Questions date is amended as follows:

**Deadline for Written Questions**

**April 27, 2022**

3. On Page 16, sec. **2.02 GENERAL TERMS AND CONDITIONS**, par. 9. (Contractor Duties), line d, is amended to read as follows:

d. The Contractor will ensure compliance with the Anchorage Legislative Security Operating Procedures Manual (AOPM) **and the ALOB Emergency and Evacuation Procedures**, provided by the Project Director, and as may be updated from time to time. The AOPM **and ALOB Emergency and Evacuation Procedures** will be provided to offerors that meet the RFP requirements and register for the project with the Procurement Manager.

4. On Page 22, sec. **2.03 SCOPE OF SERVICES**, par. 3. (Specific Description of the Services), is amended to read as follows:

3. Specific Description of the Services: Security Guards performing under this contract represent the Alaska State Legislature and must conduct themselves in a courteous and professional manner. On duty Security Guards must always maintain a commanding presence to the public. Proper utilization of the ALOB's various security systems require well trained, skilled individuals. In addition to the Security Guard requirements of 13 AAC 60, specific requirements of Security Guards performing under this contract are outlined in the AOPM along with other safety and security measures as requested by the Project Director. The Security Guard on duty each day will be responsible for **the general safety of the ALOB by the general practices outlined in the ALOB Emergency Evacuation Procedures to assist with emergencies or evacuations at the ALOB** and raising or lowering the ALOB's flags at the beginning and end of their shifts.

5. The following questions or comments were received by the Procurement Manager from potential Offerors at the RFP meeting or in writing prior to the deadline for written questions:

- 1) *Can you list the names of the persons from the Agency on the call today with you? I want to make sure I spell their names correctly.*

**Response:** The following list of Agency staff were at the meeting or on the tele-conference call during the tele-conference and site-visit that took place at the ALOB on April 19, 2022.

- Jessica Geary, LAA Executive Director and Project Director for RFP 649
- Mike Warendt, ALOB Operations Manager
- Rayme Vinson, LAA Chief of Security
- JC Kestel, LAA Procurement Officer

6. All other terms and conditions of Request for Proposals 649 will remain as written.

**In order for your proposal to be considered responsive, a signed copy of this amendment, in addition to your proposal, must be received by the issuing office prior to the opening date and time.**

JC Kestel  
Procurement Manager  
PHONE: (907) 465-6705  
TDD: (907) 465-4980

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE