

# REQUEST FOR QUOTATION

## PURCHASING OFFICE

Alaska Department of Fish and Game  
P.O. Box 115526, Juneau, AK 99811-5526  
Attn: Procurement Section  
Phone: (907) 465-6178, Fax (907) 465-6181

Quotations will be received until 2 June 10th, 2022  
p.m. RFQ Number: IHP 22-090

### VENDOR NOTICE (This is NOT a Purchase Order)

This is an informal quotation that will not be read at public opening. The information may be publicly reviewed after award. The terms and conditions should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address or fax number. Please reference the Buyer's name and the RFQ number on the outside of the return envelope or the fax cover sheet.

#### DELIVERY LOCATION

ADF&G Office Complex, King Salmon, Alaska

#### BUYER

Kristie Ely, Procurement Specialist IV

### VENDOR QUOTATION

Item	Description of Supply or Service	Qty.	Unit	Unit Price	Extended Price
	<p><b><u>Description of Work:</u></b> Provide general janitorial services for approximately 3325 square feet of office space, 2200 square feet of bunkhouse space, and 1200 square feet of modular space located at the Fish and Game King Salmon Office, King Salmon, Alaska.</p> <p><b><u>QUOTE SUBMITTAL</u></b></p> <p>Quotes may be submitted by: E-mail to Kristie Ely, kristie.ely@alaska.gov or Fax to 465-6178, Attn: Kristie Ely</p> <p><b><u>Quotes must be received no later than 2:00 p.m. on June 10th, 2022.</u></b></p> <p><b><u>QUOTE SCHEDULE</u></b></p> <p>Quote Item "A" - Weekly Services (price per month) 12 MON</p> <p>Quote Item "B" - Semi Annual Services (vendor must invoice) 2 SA</p> <p>Quote Item "C" - Yearly Services (vendor must invoice) 1 YR</p> <p>TOTAL QUOTE FOR ONE YEAR OF SERVICES: TOT</p>				

### THIS SECTION MUST BE COMPLETED BY VENDOR

Delivery must be made N/A calendar days after receipt of order.

Payment terms: \_\_\_\_\_

Company Name		Address		City	State
Zip Code	Phone Number	Fax Number	Email Address		
Alaska Business License No.		Vendor Tax I.D. No.		Do you qualify for Alaska Bidder's Preference? [ ] Yes [ ] No	

Signature

Date

Typed Name and Title

## **IHP-22-090 SPECIFICATIONS**

**Contract Time Period:** Firm term of one (1) year with Three (3) renewal options of one (1) year each to be exercised each upon mutual consent of both Contractor and State. Start date for this contract is **July 1, 2022**.

**Contact for Inspection of Premises:** Carol Klutsch, (907) 246-3341

### **SPECIFICATIONS**

Contractor will furnish all materials, supplies, tools and equipment, including all expendable materials such as paper towels, toilet paper necessary to clean the facilities. Janitorial services shall be performed after hours or when convenient to the occupying agency.

### **OFFICE BUILDING 3325 square feet**

#### **FREQUENCY OF SERVICES:**

May 1 <sup>st</sup> - August 31 <sup>st</sup>	2 x per week (unless otherwise specified)
Sept. 1 <sup>st</sup> - April 30 <sup>th</sup>	1 x per week (unless otherwise specified)

#### **JANITORIAL SERVICES:**

1. Empty all trash and debris from wastebaskets into dumpster located outside of office building and replace plastic liners as needed.
2. Clean wastebaskets if dirty inside and out.
3. Maintain adequate supplies of toilet paper, paper towels, and liquid soap in restrooms.
4. Clean and disinfect toilets and urinals. Clean sinks removing all mineral buildup. Wash mirrors with glass cleaner in bathrooms leaving no streaks. Clean and disinfect showers.
5. Clean, disinfect, and remove all mineral deposits from the drinking fountain.
6. Dust mop or sweep all hard surface floors with a yarn broom or mop treated with a spray to trap and hold dust until released with a quick shake outside.
7. Mop all hard surface floors with soap and water. 1x year perform a full deep cleaning of the floors and any wall tiling.
8. Clean floor basin after use.
9. Dust and wash baseboards and heaters in Office Building with soap and water, open floorboard heaters and vacuum the inside heating surfaces - 2x per year (first week of May and the first week in September).
10. Clean and disinfect privacy stalls, doors and partitions in bathrooms 2x per year.
11. Clean all windows and screens in their entirety, including sills and tracks 1 x per year.
12. Clean doors and door knobs 2 x per year (unless otherwise specified).
13. Notify Staff if a plumbing problem is detected during routine cleaning.
14. Clean and maintain and organized space within the janitorial room during the entirety of the contract term.
15. Keep some spot cleaning supplies onsite for staff to use.

### **BUNKHOUSE 2200 square feet**

#### **FREQUENCY OF SERVICES:**

May & August	1 x per week
June & July	2 x per week
October, November, March, April	1 x per month

#### **JANITORIAL SERVICES:**

1. Empty all trash and debris from wastebaskets into dumpster located outside of office building, replace plastic liners as needed and clean wastebaskets inside and out as needed.
2. Maintain adequate supplies of toilet paper, paper towels and liquid soap in restrooms.
3. Clean and disinfect toilets and urinals. Clean sinks removing all mineral buildup. Wash mirrors with glass cleaner in bathrooms leaving no streaks. Clean and disinfect all showers.
4. Clean, disinfect, and remove all mineral deposits from the drinking fountain.
5. Dust mop or sweep all hard surface floors with a yarn broom or mop treated with a spray to trap and hold dust until released with a quick shake outside.
6. Mop all hard surface floors with soap and water.
7. Clean floor basin after use.
8. Dust and wash baseboards and heaters in Office Building with soap and water, open floorboard heaters and vacuum the inside heating surfaces – 2 x per year (first week of May and the first week in September).
9. Clean all windows and screens in their entirety, including sills and tracks 1 x per year.
10. Clean doors and door knobs 2 x per year minimum and as needed.
11. Sweep behind refrigerators and stove 2 x per year in August and May.
12. Vacuum and clean the couch and tables in entry.
13. Clean the laundry room and cleaning room.
14. Keep some spot cleaning supplies onsite for guests to use.
15. Notify staff of any problems that are detected during routine cleaning.

### **MODULAR 1200 square feet**

#### **FREQUENCY OF SERVICES:**

Sept. - April	1 x per month
---------------	---------------

#### **JANITORIAL SERVICES:**

1. Empty all trash and debris from wastebaskets into dumpster located outside of office building, replace plastic liners as needed and clean wastebaskets inside and out as needed.
2. Maintain adequate supplies of toilet paper, paper towels and liquid soap in restrooms.
3. Clean and disinfect toilets and urinals. Clean sinks removing all mineral buildup. Wash mirrors with glass cleaner in bathrooms leaving no streaks. Clean and disinfect all showers.
4. Clean, disinfect, and remove all mineral deposits from the drinking fountain.
5. Dust mop or sweep all hard surface floors with a yarn broom or mop treated with a spray to trap and hold dust until released with a quick shake outside.
6. Vacuum all carpeted areas.

7. Clean floor basin after use.
8. Dust and wash baseboards and heaters in Office Building with soap and water, open floorboard heaters and vacuum the inside heating surfaces – 2 x per year (first week of May and the first week in September).
9. Clean all windows and screens in their entirety, including sills and tracks 1 x per year.
10. Clean doors and door knobs 2 x per year minimum and as needed.
11. Sweep behind refrigerators and stove 2 x per year in August and May.
12. Vacuum and clean the couch and tables in entry.
13. Move the Island and clean underneath. Clean mattress drawers and other drawers.
14. Keep some spot cleaning supplies onsite for guests to use.
15. Notify staff of any problems that are detected during routine cleaning.

### **WORK HOURS**

All services shall be performed outside normal State business hours, which are 7:00 a.m. to 5:00 p.m. weekdays, unless superseded by the Project Requirements. Services are not required to be performed on official State Holidays. Be available for emergency cleaning services if necessary.

### **INSURANCE**

Without limiting the Contractor's indemnification, it is agreed that the Contractor shall purchase, pay for and maintain in force at all times during the performance of services under this contract the following policies of insurance. Where specific limits are shown, it is understood that they will be the minimum acceptable limits. If the Contractor's policy contains higher limits, the Contracting Agency shall be entitled to coverage to the extent of such higher limits. **As a condition of Award, the Contractor shall furnish certificates of insurance to the Contracting Officer.** These certificates shall provide 30-day prior notice to the Contracting Agency for cancellation, non-renewal or material change in policy. Proof of insurance is required for the following:

**A. Worker's Compensation Insurance:** The Contractor shall provide and maintain, for all employees of the Contractor engaged in work under this contract, Worker's Compensation Insurance as required by AS 23.30.045. The Contractor shall be responsible for Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage shall include statutory coverage for states in which employees are engaging in work and employer's liability protection not less than \$100,000 per person per occurrence.

**B. Comprehensive (Commercial) General Liability Insurance:** with coverage limits not less than \$300,000 combined single limit per occurrence and annual aggregates where generally acceptable and shall include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.

**C. Comprehensive Automobile Liability Insurance:** covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000 per person, \$300,000 per occurrence bodily injury and \$50,000 property damage.

### **GENERAL PROJECT REQUIREMENTS**

1. Subcontracting: Subcontracting work on this project is **NOT** permitted.
2. Work area included: All office (main and closed), corridors, hallways, restrooms, storage areas, interior and exterior windows and entryways.
3. Work excluded: No work is required in mechanical rooms or secured storage areas.
4. Dumpsters/trash removal from site: Dumpster service is provided by the State. The Contractor is to place all trash/debris from the facility in the dumpster.
5. Cleaning agents:
  - a. Never use washing solutions stronger than necessary.
  - b. Apply washing solution only long enough to loosen dirt.
  - c. Rinse clean surfaces with clear water.
  - d. Do not spill solutions on surfaces not to be cleaned.
  - e. Use steel wool, scouring powders and abrasives only when absolutely necessary.
  - f. Untreated feather dusters are not allowed.
  - g. Carpet and tile maintenance are to be performed in accordance with manufacturer's specifications.
6. Plastic trash bags: plastic liners for wastebaskets shall be furnished by the Contractor and shall be changed as needed, but in no case shall be used longer than one week.
7. Key control: if a contract employee loses any key, all locks affected will be re-keyed and all keys will be revised/reissued. The Contractor will be held financially liable for all re-keying.

### **COST OF LIVING ADJUSTMENTS**

The contract prices for Quote Items A, B and C will remain firm through July 1<sup>st</sup>, 2023.

Contractors must request price adjustments, in writing, 30 days prior to the renewal date. If a contractor fails to request a CPI price adjustment 30 days prior to the adjustment 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, Anchorage Area.

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 2022); 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.

#### **CANCELLATION CLAUSE**

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of a breach of contract by the contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

#### **PAYMENT TERMS**

The State will pay the Contractor once each month for weekly services (Quote Item "A"). Contractor shall submit separate invoices for payment of the semi-annual (Quote Item "B") and yearly (Quote Item "C") services.

**INSTRUCTIONS TO BIDDERS  
TERMS AND CONDITIONS**

1. **REQUEST FOR QUOTATION (RFQ) REVIEW:** Offerors shall carefully review this RFQ for defects and questionable or objectionable material. Offerors' comments concerning defects and questionable or objectionable material in the RFQ must be made in writing and received by the purchasing authority before the date and time set for receipt of quotes. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective quote, upon which award cannot be made, and the resultant exposure of offerors' prices. Offerors' original comments should be sent to the purchasing authority listed on the front of this RFQ.

2. **QUOTATION FORMS:** Offerors shall use this and attached forms in submitting quotes. A photocopied quote may be submitted.

3. **SUBMISSION:** Quotations shall be signed where applicable and received at the designated Purchasing Office no later than as indicated.

4. **QUOTE REJECTION:** The State reserves the right to reject any or all quotes, combinations of items, or lot(s), and to waive defects or minor informalities.

5. **EXTENSION OF PRICES:** In case of error in the extension of prices in the quote, the unit prices will govern; in a lot bid, the lot prices will govern. Negligence by the vendor in preparing the quotation confers no right for the withdrawal of the quotation after it has been opened.

6. **ALASKA PROCUREMENT CODE:** The Procurement Code (AS.36.30) and its Regulations (2 AAC Ch. 12), are made a part of this document as if fully set forth herein. Note: AS.36.30 and 2 AAC Ch. 12 are available at most public libraries and legislative information offices; and both are available for review at Alaska State Purchasing Offices.

7. **PRICES:** The offeror shall state prices in the units of issue on this RFQ. Prices quoted for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices quoted for services must be quoted in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost. Prices quoted must be exclusive of federal, state, and local taxes. If the offeror believes that certain taxes are payable by the State, the offeror may list such taxes separately, directly below the bid price for the affected item. The State is exempt from Federal Excise Tax except the following:

- Coal - Internal Revenue Code of 1986 (IRC), Section 4121 - on the purchase of coal;
- "Gas Guzzler" - IRC, Section 4064 - on the purchase of low m.p.g. automobiles, except that police and other emergency type vehicles are not subject to the tax;
- Air Cargo - IRC, Section 4271 - on the purchase of property transportation services by air;
- Air Passenger - IRC, Section 4261 - on the purchase of passenger transportation services by air carriers;
- Leaking Underground Storage Tank Trust Fund Tax (LUST) - IRC, Section 4081 - on the purchase of Aviation gasoline, Diesel Fuel, Gasoline, and Kerosene.

8. **PAYMENT FOR STATE PURCHASES:** Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a State agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement which establishes a lower interest rate or precludes the charging of interest.

9. **PAYMENT DISCOUNT:** Discounts for prompt payment will not be considered in evaluating the price you quote. However, the State shall be entitled to take advantage of any payment discount(s) offered by the vendor provided payment is made within the discount period. Payment discount periods will be computed from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice.

10. **VENDOR TAX ID NUMBER:** If goods or services procured through this RFQ are of a type that is required to be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the State of Alaska before payment will be made.

11. **INDEMNIFICATION:** The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

12. **SEVERABILITY:** If any provision of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

13. **TITLE:** Title passes to the State for each item at FOB destination.

14. **FILING A PROTEST:** An offeror shall attempt to informally resolve a dispute with the procurement officer regarding a small procurement. If the attempt is unsuccessful, the vendor may protest the solicitation or the award of a small procurement contract under AS 36.30.320. The protest must be filed in writing with the commissioner of the purchasing agency or the commissioner's designee and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of

**INSTRUCTIONS TO BIDDERS  
TERMS AND CONDITIONS**

the protest, including copies of relevant documents; and (5) the form of relief requested. The protester must file a copy of the protest with the procurement officer for the purchasing agency. Protests will be treated in accordance with AS 36.30.550 and 2 AAC 12.695.

**15. COMPLIANCE:** In the performance of a contract that results from this RFQ, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.

**16. SUITABLE MATERIALS, ETC.:** Unless otherwise specified, all materials, supplies or equipment offered by an offeror shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.

**17. SPECIFICATIONS:** Unless otherwise specified in the RFQ, product brand names or model numbers are examples of the type and quality of product required, and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

**18. FIRM OFFER:** For the purpose of award, offers made in accordance with this RFQ must be good and firm for a period of ninety (90) days from the date of quote opening.

**19. QUOTE PREPARATION COSTS:** The State is not liable for any costs incurred by the offeror in quote preparation.

**20. CONSOLIDATION OF AWARDS:** Due to high administrative costs associated with processing of purchase orders, a single low quote of \$50 or less may, at the discretion of the State, be awarded to the next low offeror receiving other awards for consolidation purposes. This paragraph is not subject to the protest terms enumerated in "FILING A PROTEST" above.

**21. CONTRACT FUNDING:** Offerors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

**22. CONFLICT OF INTEREST:** An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.

**23. ASSIGNMENT(S):** Assignment of rights, duties, or payments under a contract resulting from this RFQ is not permitted unless authorized in writing by the procurement officer of the contracting agency. Quotes that are conditioned upon the State's approval of an assignment will be rejected as nonresponsive.

**24. SUBCONTRACTOR(S):** Within five (5) working days of notice from the state, the apparent low bidder must submit a list of the subcontractors that will be used in the performance of the contract. The list must include the name of each subcontractor and the location of the place of business for each subcontractor and evidence of each subcontractor's valid Alaska business license.

**25. FORCE MAJEURE (Impossibility to perform):** The parties to a contract resulting from this RFQ are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

**26. LATE QUOTES:** Late quotes are quotes received after the time and date set for receipt of the quotes. Late quotes will not be accepted.

**27. CONTRACT EXTENSION:** Unless otherwise provided in this RFQ, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

**28. DEFAULT:** In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

**29. DISPUTES:** If a contractor has a claim arising in connection with a contract resulting from this RFQ that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

**30. GOVERNING LAW; FORUM SELECTION:** A contract resulting from this RFQ is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 29 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

**31. CONSUMER ELECTRICAL PRODUCT:** AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990, must either



**INSTRUCTIONS TO BIDDERS  
TERMS AND CONDITIONS**

be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this quote the offeror certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.

**32. CONTINUING OBLIGATION OF CONTRACTOR:** Notwithstanding the expiration date of a contract resulting from this RFQ, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

**33. ORDER DOCUMENTS:** Except as specifically allowed under this RFQ, an ordering agency will not sign any vendor contract. The State is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the State under this RFQ. The State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this RFQ.

**34. BILLING INSTRUCTIONS:** Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.

**35. OFFERORS WITH DISABILITIES:** The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this procurement should contact the procurement officer named on the cover page of this RFQ as soon as possible, but no later than the date and time quotations are due to make any necessary arrangements.

**36. COMPLIANCE WITH ADA:** By signature of their quote the bidder certifies that they comply with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government. Services or activities furnished to the general public on behalf of the State must be fully accessible. This is intended to ensure that agencies are in accordance with 28 CFR Part 35 Section 35.130 and that services, programs or activities furnished to the public through a contract do not subject qualified individuals with a disability to discrimination based on the disability.

**37. ALASKA BIDDER PREFERENCE:** The award of a contract based on a Request for Quotation (RFQ) will be made to the lowest responsive and responsible bidder after an Alaska bidder preference of five percent (5%) has been applied. An "Alaska bidder" is a person who: (1) holds a current Alaska business license; (2) submits a bid for goods, services, or construction under the name as appearing on the person's current Alaska business license; (3) has maintained a place of business within the state staffed by the bidder or an employee of the bidder for a period of six months immediately preceding the date of the bid; (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and, (5) if a joint venture, is composed entirely of ventures that qualify under (1) - (4) of this subsection. AS 36.30.170, AS 36.30.321(a) and AS 36.30.990(2)

**38. ALASKA VETERAN PREFERENCE:** If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska veteran preference of five percent (5%). The preference will be given to a (1) sole proprietorship owned by an Alaska veteran; (2) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans; (3) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or (4) corporation that is wholly owned by individuals and a majority of the individuals are Alaska veterans, and may not exceed \$5,000. The bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other governments, or the general public. AS 36.30.321(i)

**39. USE OF LOCAL FOREST PRODUCTS:** In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010 and AS 36.30.322.

**40. LOCAL AGRICULTURAL AND FISHERIES PRODUCTS PREFERENCE:** When agricultural, dairy, timber, lumber, or fisheries products are purchased using state money, a seven percent (7%) preference shall be applied to the price of the products harvested in Alaska, or in the case of fisheries products, the products harvested or processed within the jurisdiction of Alaska, in accordance with AS 36.15.050.

**41. ALASKA PRODUCT PREFERENCE:** A bidder that designates the use of an Alaska Product which meets the requirements of the RFQ specification and is designated as a Class I, Class II or Class III Alaska Product by the Department of Commerce & Economic Development shall receive a preference in the bid evaluation in accordance with AS 36.30.332 and 3 AAC 92.010.

**42. EMPLOYMENT PROGRAM PREFERENCE:** If a bidder qualifies for the Alaska bidder preference, under AS 36.30.321(a) and AS 36.30.990(2), and is offering goods or services through an employment program as defined under 36.30.990(12), they will be awarded an Employment Program Preference of fifteen percent (15%) in accordance with AS 36.30.321(b).

**43. ALASKANS WITH DISABILITIES PREFERENCE:** If a bidder qualifies for the Alaskan bidder's preference under AS 36.30.321(a) and AS 36.30.990(2), and is a qualifying entity as defined AS 36.30.321(d), they will be awarded an Alaskans with Disabilities Preference of ten percent (10%) in accordance with AS 36.30.321(d). A bidder may not receive both an Employment Program Preference and an Alaskans with Disabilities Preference.

**44. PREFERENCE QUALIFICATION LETTER:** Regarding preferences 42 and 43 above, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists of Alaskan: [1] employment programs that qualify for preference and [2] individuals who qualify for preference as Alaskan's with disabilities. In accordance with AS 36.30.321(i), in order to qualify for one of these preferences, a

**INSTRUCTIONS TO BIDDERS  
TERMS AND CONDITIONS**

bidder must add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, a bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public.

As evidence of an individual's or a business' qualification for a certain preference, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences 42 or 43 above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list at the time the quote is opened, and must attach a copy of their certification letter to their quote. The bidder's failure to provide this certification letter with their quote will cause the State to disallow the preference.