

# STATE OF ALASKA INVITATION TO BID (ITB)



## FAIRBANKS AREA SIGN REPAIR

2522N046

JUNE 15, 2022


REMOVE, REPAIR, OR REINSTALL SIGNS ON AN "AS NEEDED" BASIS WITHIN THE FAIRBANKS DISTRICT AT THE DIRECTION OF THE DEPARTMENT.

**IMPORTANT NOTICE:** If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed below in order to receive notification of subsequent amendments to the solicitation. Failure to register with the procurement officer may result in the rejection of your offer.

**BIDDER'S NOTICE:** By signature on this form, the bidder certifies that they comply with the following:

- (1) the bidder has a valid Alaska business license or will obtain one prior to award of any contract resulting from this ITB. If the bidder possesses a valid Alaska business license, the license number must be written below or one the following forms of evidence submitted with the bid:
  - a canceled check for the business license fee;
  - a copy of the business license application with a receipt date stamp from the State's business license office;
  - a receipt from the State's business license office for the license fee;
  - a copy of the bidder's valid business license;
  - a sworn notarized affidavit that the bidder has applied and paid for a business license;
- (2) the price(s) submitted was arrived at independently and without collusion, under penalty of perjury, and that the bidder is complying with:
  - the laws of the State of Alaska;
  - the applicable portion of the Federal Civil Rights Act of 1964;
  - the Equal Employment Opportunity Act and the regulations issued thereunder by the state and federal Government;
  - the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the state and federal government;
  - the bid will remain open and valid for at least 90 days;
  - all terms and conditions set out in this Invitation to Bid (ITB).

If a bidder does not hold an Alaska Business License (1) at the time designated in the ITB for opening the state will disallow the Alaska Bidder Preference. Bids must also be submitted under the name as appearing on the bidder's current Alaska business license in order to receive the Alaska Bidder Preference. If a bidder fails to comply with (2) of this paragraph, the state may reject the bid, terminate the contract, or consider the contractor in default.

 Eric Johnson Procurement Officer	_____ COMPANY SUBMITTING BID	*DOES YOUR BUSINESS QUALIFY FOR THE ALASKA BIDDER'S PREFERENCE? [ ] YES [ ] NO
	_____ AUTHORIZED SIGNATURE	*DOES YOUR BUSINESS QUALIFY FOR THE ALASKA VETERAN PREFERENCE? [ ] YES [ ] NO
Phone: (907) 451-5102 TDD: (907) 451-2363 FAX: (907) 451-2313	_____ PRINTED NAME	*SEE ITB FOR EXPLANATION OF CRITERIA TO QUALIFY
Email: <a href="mailto:eric.johnson@alaska.gov">eric.johnson@alaska.gov</a>	_____ DATE	_____ TELEPHONE NUMBER
_____ ALASKA BUSINESS LICENSE NUMBER	_____ FEDERAL TAX ID NUMBER	_____ E-MAIL ADDRESS

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## SECTION 1. INTRODUCTION & INSTRUCTIONS

### SEC. 1.01 PURPOSE OF THE ITB

The Department of Transportation & Public Facilities, Division of Maintenance and Operations (M & O), is soliciting bids for the establishment of a term limit agreement to remove, repair, or reinstall signs on an “As Needed” basis within the Fairbanks area at the direction of the Department.

### SEC. 1.02 DEADLINE FOR RECEIPT OF BIDS

Bids must be received no later than 10:00 AM Alaska Time on July 6, 2022, at which time they will be publicly opened. Late bids or amendments will be disqualified and not opened or accepted for evaluation.

### SEC. 1.03 PRIOR EXPERIENCE

No specific minimums have been set for this ITB.

### SEC. 1.04 INVITATION TO BID (ITB) REVIEW

Bidders shall carefully review this ITB for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material in the ITB should be made in writing and received by the procurement officer at least ten days before the bid opening date. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of bidders' prices.

## SEC. 1.05 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF BIDS

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing. Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the ITB. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the ITB. The procurement officer will make that decision.

## SEC. 1.06 SUBMITTING BIDS

Bidders may submit one hard copy of their bid, in writing, to the procurement officer in a sealed package. The sealed bid package must be addressed as follows:

Department of Transportation & Public Facilities  
Northern Region Procurement  
Attention: Eric Johnson  
Invitation to Bid (ITB) Number: 2522N046

ITB Title: Fairbanks Area Sign Repair  
Department of Transportation & Public Facilities  
2301 Peger Road  
Fairbanks, AK 99709

If using a delivery service, please use the following address:

Department of Transportation & Public Facilities  
2301 Peger Road  
Fairbanks, AK 99709

If submitting a bid via email, the bid may be emailed to [dotnrprocurement@alaska.gov](mailto:dotnrprocurement@alaska.gov) and must contain the ITB number in the subject line of the email. The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb (megabytes)**. If the email containing the bid exceeds this size, the bid must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy bid, if you are emailing your bid, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of bid.

It is the bidder's responsibility to contact the issuing agency at **(907) 451-5102** to confirm that the bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

## SEC. 1.07 BID FORMS

Bidders shall use the front page of this ITB and any other forms identified in this ITB for submitting bids. All bids must be signed by an individual authorized to bind the bidder to the provisions of the ITB.

### BIDDER'S CERTIFICATION

By signature on the bid, the bidder certifies that they comply with the following:

- A. the laws of the State of Alaska;

- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the state and federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the state and federal government;
- E. all terms and conditions set out in this ITB;
- F. the price(s) submitted was arrived at independently arrived and without collusion, under penalty of perjury; and
- G. that the bid will remain open and valid for at least 90 days.

If any bidder fails to comply with [a] through [g] of this paragraph, the state reserves the right to disregard the bid, terminate the contract, or consider the contractor in default.

#### CONFLICT OF INTEREST

Each bid shall include a statement indicating whether or not the company or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to **consider a bid non-responsive and reject it** or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the contract to be performed by the bidder.

### SEC. 1.08 PRICES

The bidder shall state prices in the units of issue on this ITB. Prices quoted in bids must be exclusive of federal, state, and local taxes. If the bidder believes that certain taxes are payable by the state, the bidder may list such taxes separately, directly below the bid price for the affected item.

### SEC. 1.09 ASSISTANCE TO BIDDERS WITH A DISABILITY

Bidders with a disability may receive accommodation regarding the means of communicating this ITB or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of bids.

### SEC. 1.10 AMENDMENTS TO BIDS

Amendments to or withdrawals of bids will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of bids, in accordance with 2 AAC 12.140. No amendments or withdrawals will be accepted after the deadline unless the delay is due to an error of the contracting agency, in accordance with 2 AAC 12.160.

### SEC. 1.11 AMENDMENTS TO THE ITB

If an amendment is issued, it will be provided to all who were notified of the ITB and to those who have registered with the procurement officer after receiving the ITB from the State of Alaska Online Public Notice website.

### SEC. 1.12 ITB SCHEDULE

The ITB schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of bids, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

ACTIVITY	TIME	DATE
Issue Date / ITB Released		6/15/2022
Deadline for Receipt of Bids / Bid Due Date	10:00 AM	7/6/2022
Bid Evaluations Complete		7/6/2022
Notice of Intent to Award		7/7/2022
Contract Issued		7/19/2022

This ITB does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Transportation & Public Facilities, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

### SEC. 1.13 ALTERNATE BIDS

Bidders may only submit one bid for evaluation. In accordance with 2 AAC 12.830 alternate bids (bids that offer something different than what is asked for) will be rejected.

### SEC. 1.14 SUPPORTING INFORMATION

Bidders shall submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made by the procurement officer that the product offered meets the ITB specifications and that other requirements of the ITB have been met. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the state reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products or services offered completely meet the ITB requirements. The requirement for such supplemental information will be at the reasonable discretion of the state and may include the requirement that a bidder will provide a sample product(s) so that the state can make a first-hand examination and determination.

A bidder's failure to provide this supplemental information or the product sample(s), within the time set by the state, will cause the state to consider the offer non-responsive and reject the bid.

### SEC. 1.15 FIRM, UNQUALIFIED, AND UNCONDITIONAL OFFER

Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non-responsiveness.

## SECTION 2. CONTRACT INFORMATION

### SEC. 2.01 CONTRACT TERM

The length of the contract will be from the date of award, approximately July 19, 2022, through June 30, 2023, with the option to renew for Five (5) additional One-year terms under the same terms and conditions as the original contract. Renewals will be exercised at the sole discretion of the state.

### SEC. 2.02 CONTRACT ADMINISTRATION

The administration of this contract is the responsibility of the procurement officer or person appointed by the Department of **Transportation & Public Facilities**, Division of M&O.

### **SEC. 2.03 CONTRACT FUNDING**

Approval or continuation of a contract resulting from this ITB is contingent upon legislative appropriation.

### **SEC. 2.04 CONTRACT EXTENSION**

Unless otherwise provided in this ITB, the state and the successful bidder/contractor agree: (1) that any extension 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) the procurement officer will provide written notice to the contractor of the intent to cancel the month-to-month extension at least thirty (30) days before the date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

### **SEC. 2.05 CONTRACT CHANGES – UNANTICIPATED AMENDMENTS**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the state will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured required state approvals necessary for the amendment and issued a written contract amendment.

### **SEC. 2.06 SUBCONTRACTORS**

Subcontractors may be used to perform work under this contract. If a bidder intends to use subcontractors, the bidder must identify in the bids the names of the subcontractors and the portions of the work the subcontractors will perform.

If a bid with subcontractors is selected, the bidder must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- complete name of the subcontractor;
- complete address of the subcontractor;
- type of work the subcontractor will be performing;
- percentage of work the subcontractor will be providing;
- evidence that the subcontractor holds a valid Alaska business license; and
- a written statement signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

A bidder's failure to provide this information, within the time set, may cause the state to consider their bid non-responsive and reject it.

Note that if the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

### **SEC. 2.07 JOINT VENTURES**

Joint ventures will not be allowed.

## **SEC. 2.08 CONTRACT PERFORMANCE LOCATION**

The location(s) the work is to be performed, completed and managed is in the Fairbanks Area.

By signature on their bid, the bidder certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the bidder cannot certify that all work will be performed in the United States, the bidder must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of bids.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the bid as non-responsive, or cancel the contract.

## **SEC. 2.09 RIGHT TO INSPECT PLACE OF BUSINESS**

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

## **SEC. 2.10 SCOPE OF WORK AND SPECIFICATIONS**

**See Attachment 1 for Scope of Work**

## **SEC. 2.11 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES**

The contractor is responsible for proving all products or the completion of all work set out in the contract. All products or work is subject to inspection, evaluation, and approval by the state. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The state may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable products or work received) and may seek associated damages.

## **SEC. 2.12 ESTIMATED QUANTITIES**

The quantities referenced in this ITB are the state's estimated annual requirements and may vary more or less from the quantities actually purchased. The state does not guarantee any minimum or maximum purchase. Work will be requested throughout the contract period on an as-needed basis. Estimated quantities are listed on the Bid Schedule.

## **SEC. 2.13 CONTRACT PRICE ADJUSTMENTS**

A contract resulting from this ITB will include the following price adjustment clause:

**Consumer Price Index (CPI):** Contract prices will remain firm through June 30, 2023.



The contractor may request price adjustments, in writing, 30 days prior to the contract renewal date. 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 Wage Earners and Clerical Workers, Not Seasonally Adjusted, All Items, Urban Alaska, Series ID # CWUSS49GSA0.

The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average (Half2 2021); and each (Half2) 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.

## **SEC. 2.14 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.

## **SEC. 2.15 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.

### **Proof of insurance is required for the following:**

- Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the state.

- Commercial General Liability Insurance: covering all business premises and operations used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.
- Commercial Automobile Liability Insurance: covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

## **SECTION 3. CONTRACT INVOICING AND PAYMENTS**

### **SEC. 3.01 BILLING INSTRUCTIONS**

All invoices produced by the contractor must contain the following information at a minimum:

- 1. Location of work**
- 2. Hours for inspection**
- 3. Items installed**

Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order. The state will make payment after it receives the goods or services and the invoice. Questions concerning payment must be addressed to the ordering agency.

### **SEC. 3.02 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 that establishes a lower interest rate or precludes the charging of interest.

Any single contract payments of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

### **SEC. 3.03 PROMPT PAYMENT FOR STATE PURCHASES**

The state is eligible to receive a **5%** discount for all invoices paid within **15** business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

### **SEC. 3.04 THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED**

Because of the additional administrative and accounting time required of the state when third party financing agreements are permitted, they will not be allowed under this contract.

## SECTION 4. EVALUATION AND CONTRACTOR SELECTION

### SEC. 4.01 EVALUATION OF BIDS

After bid opening, the procurement officer will evaluate the bids for responsiveness. Bids deemed non-responsive will be eliminated from further consideration. An evaluation may not be based on discrimination due the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the bidder.

### SEC. 4.02 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder and Alaska Veteran preferences are the most common preferences involved in the ITB process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the following website:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Bidders must attach a copy of their certification letter to the proposal. **A bidder's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

### SEC. 4.03 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the total bid price. The preference will be given to a bidder who:

- 1) holds a current Alaska business license prior to the deadline for receipt of bids;
- 2) submits a bid for goods or services under the name appearing on the bidder'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 (LLC) 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.

#### **Alaska Bidder Preference Certification Form**

In order to receive the Alaska Bidder Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

### **SEC. 4.04 ALASKA VETERAN PREFERENCE**

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the total bid price. The preference will be given to a bidder who qualifies under AS 36.30.990(2) as an Alaska Bidder and is a:

- a) sole proprietorship owned by an Alaska veteran;
- b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

In accordance with AS 36.30.321(i), 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 government, or the general public.

#### **Alaska Veteran Preference Certification**

In order to receive the Alaska Veteran Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

### **SEC. 4.05 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 from Alaska forests 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.

### **SEC. 4.06 LOCAL AGRICULTURAL AND FISHERIES PRODUCT 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.

### **SEC. 4.07 ALASKA PRODUCT PREFERENCE**

A bidder that designates the use of an Alaska Product which meets the requirements of the ITB specifications and is designated as a Class I, Class II or Class III Alaska Product by the Department of Community & Economic Development (DCCED) may receive a preference in the bid evaluation in accordance with AS 36.30.332 and 3 AAC 92.010.

To qualify for the preference, the product must have received certification from DCCED, be listed in the current published edition of the Alaska Products Preference List, and the bidder must provide the qualified product on a 100% basis. There are no provisions under Alaska Statutes or Regulations that allow for a product

exchanges/substitutions or permit the product to be co-mingled with other products. Rather, AS 36.30.330 provides for a penalty for failing to use the designated Alaska products.

Products are classified in one of three categories:

- Class I products receive a 3% preference.
- Class II products receive a 5% preference.
- Class III products receive a 7% preference.

When the bids are evaluated, the preference percentage will be deducted from the product price. If a bidder fails to specify the brand being offered, no preference will be given. For more information on the Alaska Product Preference and to see the list of products currently on the Alaska Product Preference List, use the following web link:

<https://www.commerce.alaska.gov/web/dcra/AlaskaProductPreferenceProgram.aspx>

#### **Brand Offered**

If offering a product that qualifies for the Alaska Product Preference, the bidder must indicate the brand of product they intent to provide. If a bidder is not offering a product that qualifies for the Alaska Product Preference, the bidder does not need to indicate a product brand.

#### **Brand of Product Changes**

During the course of the contract including all renewal options, a contractor that offered a product that qualified for the Alaska Product Preference wishes to change the product brand, the contractor must first provide a written request, along with evidence that the replacement brand also qualifies for the Alaska Product Preference, for approval by the procurement officer. A contract amendment must be issued by the procurement officer to authorize the change.

If a bidder offers a product brand in the original bid that does not qualify for the Alaska Product Preference, a change in the product brand may be made at any time during the course of the contract, including all renewals, as long as the product band continues to meet the required specifications. A contract amendment is not required if the product brand originally offered did not qualify for the Alaska Product Preference.

### **SEC. 4.08 EMPLOYMENT PROGRAM PREFERENCE**

If a bidder qualifies for the Alaska Bidder Preference and is offering goods or services through an employment program as defined under AS 36.30.990(12), an Employment Program Preference of 15% will be applied to the total bid price.

In accordance with AS 36.30.321(i), 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 government, or the general public.

### **SEC. 4.09 ALASKANS WITH DISABILITIES PREFERENCE**

If a bidder qualifies for the Alaska Bidder Preference and is a qualifying entity as defined in AS 36.30.321(d), an Alaskans with Disabilities Preference of 10% will be applied to the total bid price.

In accordance with AS 36.30.321(i), 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 government, or the general public.

#### **SEC. 4.10 PREFERENCE QUALIFICATION LETTER**

Regarding the Employment Program Preference and the Alaskans with Disabilities Preference, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists companies who qualify for those preferences. As evidence of a company's right to the preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences, a bidder must be on the appropriate Division of Vocational Rehabilitation list at the time the bid is opened and must attach a copy of their certification letter to their bid. The bidder's failure to provide this certification letter with their bid will cause the state to disallow the preference.

#### **SEC. 4.11 EXTENSION OF PRICES**

In case of error in the extension of prices in the bid, the unit prices will govern.

#### **SEC. 4.12 METHOD OF AWARD**

Award will be made to the lowest responsive and responsible bidder. In order to be considered responsive, bidders must bid on all items.

#### **SEC. 4.13 NOTICE OF INTENT TO AWARD**

After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. This tabulation, called a Notice of Intent to Award, serves two purposes. It lists the name of each company or person that offered a bid and the price they bid. It also provides notice of the state's intent to award a contract(s) to the bidder(s) indicated. A copy of the Notice of Intent will be mailed to each company or person who responded to the ITB. Bidders identified as the apparent low responsive bidders are instructed not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the procurement officer. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the procurement officer does so without a contract and at their own risk.

## SECTION 5. GENERAL PROCESS AND LEGAL INFORMATION

### SEC. 5.01 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, a bidder must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaskans with Disabilities Preference, a bidder must hold a valid Alaska business license prior to the deadline for receipt of bids. Bidders should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the bidder possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the bid that the bidder has a valid Alaska business license and has included the license number in the bid;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the bidder has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time bids are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of bids, all bidders must hold any other necessary applicable professional licenses required by Alaska Statute.

### SEC. 5.02 AUTHORITY

This ITB is written in accordance with AS 36.30 and 2 AAC 12.

### SEC. 5.03 COMPLIANCE

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

### SEC. 5.04 SUITABLE MATERIALS, ETC.

Unless otherwise specified in this ITB, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.



## **SEC. 5.05 SPECIFICATIONS**

Unless otherwise specified in this ITB, product brand names or model numbers specified in this ITB 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.

## **SEC. 5.06 CONTRACTOR SITE INSPECTION**

The state may conduct on-site visits to evaluate the bidder's capacity to perform the contract. A bidder must agree, at risk of being found non-responsive and having its bid rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

## **SEC. 5.07 ORDER DOCUMENTS**

Except as specifically allowed under this ITB, 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 ITB. Unless otherwise specified in this ITB, 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 ITB.

## **SEC. 5.08 HUMAN TRAFFICKING**

By signature on their bid, the bidder certifies that the bidder is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/j/tip/>

Failure to comply with this requirement will cause the state to reject the bid as non-responsive, or cancel the contract.

## **SEC. 5.09 RIGHT OF REJECTION**

Bidders must comply with all of the terms of the ITB, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any bid that does not comply with all of the material and substantial terms, conditions, and performance requirements of the ITB.

Bidders may not qualify the bid nor restrict the rights of the state. If a bidder does so, the procurement officer may determine the bid to be a non-responsive counter-offer and the bid may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;

- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

**A bid from a debarred or suspended bidder shall be rejected.**

## SEC. 5.10 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any bid.

## SEC. 5.11 DISCLOSURE OF BID CONTENTS

All bid prices become public information at the bid opening. After the deadline for receipt of bids, all other bid material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All other bid information will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, bids will become public information.

Trade secrets and other proprietary data contained in bids may be held confidential if the bidder requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The bidder's request must be included with the bid, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

## SEC. 5.12 ASSIGNMENTS

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer. Bids that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

## SEC. 5.13 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)

The parties to a contract resulting from this ITB 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 ITB, 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.

## SEC. 5.14 DEFAULT

In case of default by the contractor, for any reason whatsoever, the state may procurement 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.

## SEC. 5.15 DISPUTES

If the contractor has a claim arising in connection with the contract that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632.

## SEC. 5.16 SEVERABILITY

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

## SEC. 5.17 CONTRACT CANCELLATION

The state reserves the right to cancel the contract at its convenience upon Thirty (30) calendar days written notice to the contractor. The state is only liable for payment in accordance with the payment provisions of this contract for supplies or services provided before the effective date termination.

## SEC. 5.18 GOVERNING LAW; FORUM SELECTION

A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by Section 5.15 of this ITB, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

## SEC. 5.19 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

## SEC. 5.20 QUALIFIED BIDDERS

Per 2 AAC 12.875, unless provided for otherwise in the ITB, to qualify as a bidder for award of a contract issued under AS 36.30, the bidder must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the ITB.

If the bidder leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the bidder as a qualified bidder under AS 36.30.

## SEC. 5.21 FEDERALLY IMPOSED TARIFFS

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased federal excise tax or duty that may result in either an increase or decrease in the contract price and shall take appropriate action as directed by the procurement officer.

- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
  - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract;
  - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment [taxes](#), that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
- **State's Ability to Make Changes:** The state reserves the right to request verification of federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
- **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

## SEC. 5.22 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the ITB.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of bids.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If a bidder wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a bid in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All bidders will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## SECTION 6. ATTACHMENTS

### SEC. 6.01 ATTACHMENTS

**Attachments:**

- 1) Scope of Work & Specifications
- 2) Bid Schedule
- 3) Alaska Bidder Preference Certification

## Attachment 1

**Scope:** Remove, repair, or reinstall signs on an as needed basis within the Fairbanks district at the direction of Department. All materials (Signs, posts, foundations, and hardware) shall meet the applicable material requirement as defined in Section 615 of the 2020 Construction Specifications. Location, orientation, and offset/height shall be in accordance with the applicable standard drawing and/or existing sign installation. Traffic control necessary for sign installation shall be considered subsidiary to other pay items.

For message or specialized signs, the Department will provide the contractor with as-builts or sign designs in which the contractor shall utilize for development of shop drawings. Shop drawing will be submitted for review, and approved by the Department prior to fabrication.

**Bid items:**

Pricing shall be complete and installed and include all labor, equipment and ancillary hardware required.

- 1.) Field Inspection with Contractor Representative to develop work list for repairs – Hour
- 2.) Call Out Fee - Each
- 3.) Sign Panel (without bracing) – SF
- 4.) Sign Panel (with bracing) - SF
- 5.) Perforated steel Tube 2" – LF
- 6.) Perforated steel Tube 2.5" - LF
- 7.) Tube Steel 3" – LF
- 8.) Soil Embedment Foundation 2" – Each
- 9.) Soil Embedment Foundation 2.5" – Each
- 10.) Concrete Foundation for Tube Steel Posts – Each
- 11.) Breakaway hardware – Each

## SECTION 615 STANDARD SIGNS

**615-1.01 DESCRIPTION.** Furnish and install standard signs and delineators. Remove and relocate or remove and dispose of existing signs and markers, as specified.

**615-2.01 MATERIALS.** Use materials that conform to the following Subsections:

Sheet Aluminum	730-2.01
High Density Overlaid Plywood	730-2.02
Retroreflective Sheeting	730-2.03
Sign Posts	730-2.04
Delineator Posts	730-2.05
Acrylic Prismatic Reflectors	730-2.06
Sign Support Fasteners	730-2.07

1. Shop Drawings. Submit shop drawings, for all signs that must meet the ASDS letter width and spacing charts, for approval before fabrication. Submit 4 sets of collated shop drawings prepared according to Subsection 105-1.02. Show the following on each sign drawing:
  - a. Dimensions of all horizontal and vertical characters and spaces
  - b. Overall dimensions
  - c. Sign material and sheeting material type
  - d. Panel thickness
  - e. Legend and letter series
  - f. Whether the sign will be framed
2. Sign Fabrication. Use ASTM D4956 Type IV retroreflective sheeting (for lettering, symbols, borders, and background) on sheet aluminum panels for all signs except the following:
  - a. Orange Background Signs:  

Use ASTM D4956 Type VIII, IX, or XI fluorescent orange retroreflective sheeting. For temporary installations, place reflective sheeting on sheet aluminum, plastic, or plywood panels.

For Roll-Up signs use 3M series RS 24, Reflexite Marathon Orange, or approved equal (based on durability and reflectivity, as determined by the Engineer). Use flexible signs with fluorescent retroreflective sheeting that is ASTM D4956 Type VI or better.
  - b. Railroad Crossbucks and Vertical Crossbuck Supports: Use white ASTM D4956 Type VIII, IX, or XI retroreflective sheeting for background of sign and all strips.
  - c. Non-Illuminated Overhead Signs with White Legends on Green Backgrounds: Use ASTM D4956 Type IX, or XI retroreflective sheeting for legends and background. Create the legend in one of the following ways:
    - (1) Cut border and legend from white ASTM D4956 Type IX, or XI retroreflective sheeting and adhere them to a green ASTM D4956 Type IX background, or
  - d. Cut stencil of border and legend out of green transparent acrylic film and use transparent adhesive to overlay the film on a white ASTM D4956 Type IX, or XI retroreflective background.



- e. Fluorescent Yellow-Green School Area Signs: Use ASTM D4956 Type VIII, IX, or XI retroreflective sheeting for background.

Use a manufacturer-recommended clear coat on all screened signs.

Use sign layouts (including characters, symbols, corner radii, and borders) that conform to the ASDS.

Frame all rectangular signs over 53 inches (measured along the horizontal axis) and all diamond shape signs 60 x 60 inches and larger. Construct the frames of aluminum as indicated on the Plans.

- 3. Sign Posts and Bases. Use sign posts and bases of the types specified. Do not splice sign posts.

Use Class A concrete meeting the requirements of Section 501 for overhead sign support foundations.

Use Class B concrete for steel-reinforced roadside sign foundations meeting the requirements of Section 550. Concrete for other sign foundations may be Class W.

- 4. Delineators. Use delineator assemblies that conform to the requirements shown on the Plans. Fabricate flexible delineators using ASTM D4956 Type III, IV, V, IX, or XI Retroreflective Sheeting.

- 5. Reflective Sheeting Warranty. Supply manufacturer's warranty for reflective sheeting, including retention of fluorescent yellow-green (measured in accordance with ASTM E2301) for ten years according to the following criteria:

- a. Minimum Fluorescent Luminance Factor  $Y_F$ : 20%

- b. Minimum Total Luminance Factor  $Y_T$ : 35%

The warranty shall stipulate that: If the sheeting fails to meet the minimum fluorescence values within the first 7 years from the date of fabrication of the sign, the manufacturer shall, at the manufacturer's expense, restore the sign surface to its original effectiveness. If the reflective sheeting fails to meet the minimum fluorescence values within the 8th through 10th year from the date of fabrication, the manufacturer shall, at the manufacturer's expense, provide enough new replacement sign sheeting to the Department to restore the sign surface to its original effectiveness.

### **615-3.01 CONSTRUCTION REQUIREMENTS.**

- 1. Place wooden posts in excavated holes to the depth shown on the Alaska Standard Plans.
- 2. Backfill the space around the posts in the holes to finish ground with selected earth or sand, free of rocks or deleterious material. Place backfill in layers approximately 6 to 12 inches thick and thoroughly compact it.
- 3. Dispose of surplus excavated material neatly along the adjacent roadway as directed.
- 4. Install flexible delineator posts according to the manufacturer's recommendations.
- 5. Attach sign panels to posts, electroliers, traffic signal standards, bridge rails, piers, and abutments using the types and sizes of fastening hardware shown on the Plans.
- 6. If using existing signs and mileposts that are removed and relocated, ensure they conform to the details shown on the Plans or as directed.
- 7. Notify the Engineer 5 working days prior to beginning sign salvage activities. The Engineer will physically identify those signs to be salvaged. Protect all items from damage during salvaging and delivery. For each sign so designated, disconnect sign post from panel and group the panels together. Group posts together with their hardware. Deliver sign panels, posts and hardware to the State Maintenance Yard noted in the Special Provisions. Do not deliver salvaged materials until they have

been inspected and approved by the Engineer. Replace any items damaged by you at no additional cost to the Department.

Remove and dispose of project signs and/or parts designated for removal and not selected for salvage.

Dispose of foundations from salvaged existing signs in a manner approved of by the Engineer (remove and dispose, abandoned in place, or otherwise). If they are abandoned in place, remove the tops of the foundations, reinforcing steel, anchor bolts, and conduits to a depth of not less than 12 inches below roadway subgrade or unimproved ground, whichever applies. All signs and posts at a single installation will be considered as one unit.

8. All materials and finished signs are subject to inspection and acceptance in place.
  - a. Surfaces exposed to weathering must be free of defects in the coating that impair serviceability or detract from general appearance or color match.
  - b. Finished signs must be clean and have no chatter marks, burrs, sharp edges, loose rivets, delaminated reflective sheeting, or aluminum marks. Do not make repairs to the face sheet.
9. Install the various breakaway assemblies according to the manufacturer's written instructions. Meet MASH crashworthiness requirement for breakaway hardware, unless approved by the Engineer.
10. Secure the anchors in templates and install them according to the manufacturer's written instructions.
11. Finish the foundation according to these tolerances:
  - a. Do not use more than two shims per coupling.
  - b. Do not use more than three shims to plumb each post.
12. Remove and replace all foundations requiring more than three shims to plumb a post without extra compensation.
13. Construct the top of any foundation located on a slope so that the finished slope passes through the top center of the foundation. Grade the area 24 inches up and down slope of the foundation edge so that no portion of the foundation projects above the surrounding slope and water will drain away from the foundation.
14. Attach a label to the back of all standard signs in the lower right corner. Make the label at least 15 square inches and show the year the sign was purchased from the manufacturer. Show the last two digits of the year in clear and bold numbers. Make the label from ASTM D4956 Type I or brighter retroreflective sheeting. Use background and legend colors meeting Table 615-1.
15. The Contractor Shall be responsible for recording and reporting when to the Department when sign repairs are completed. This information shall be provided for each day the work is performed and include: Date, Location (road and estimate mile post), quantities of materials installed per the bid items, printed name of foreman or crew lead, and signature of completion by the foreman/lead.

**TABLE 615-1  
DECAL COLORS**

YEAR	BACKGROUND COLOR	LEGEND COLOR
XXX1	Yellow	Black
XXX2	Red	White
XXX3	Blue	White
XXX4	Green	White
XXX5	Brown	White
XXX6	Orange	Black
XXX7	Black	White
XXX8	White	Black
XXX9	Purple	White
XXX0	Strong Yellow-Green	Black

*Central values and tolerance limits for each color, as referenced in the MUTCD, are available from the Federal Highway Administration, (HHS-30), 400 7th St. SW, Washington, D.C. 20590*

**615-3.02 SIGN PLACEMENT AND INSTALLATION.** The location and type of installation will be as shown on the Plans or as discussed. Sign locations are approximate and subject to field adjustment by the Engineer.

Do not allow the top of the embedded steel tube to extend more than 2 inches above the surrounding ground and concrete foundation.

On all signs, install 2-inch diameter wind washers, colored to match the sign face, between the fastener head and the sign. Use rust-resistant washers fabricated from a material equal in strength to the sign blank.

Mount signs on mast arms level.

Bring existing signs that are to remain, into conformance with Alaska Standard Plan S-05. Keep existing signs in service until they are no longer needed.

#### **615-4.01 METHOD OF MEASUREMENT.**

Field Inspection Contractor Representative By the hour for the field inspection time spent reviewing and developing initial work lists for sign repairs with the department representative.

Call Out Fee: By the each if the Department request the contractor to respond or replace less than 50 square feet of sign on a single work list or work order. The intent of this fee is to acknowledge that the Department may have an emergency need to replace a sign or signs and will not be able to "bundle" this request with other signs requiring the contractor to mobilize to a site for a small amount of work. This call out fee is intended to compensate the contractor for those mobilization costs.

Sign Panel with or without bracing. By the total area of legend-bearing sign panel erected in place. No deductions in quantity for corner rounding will be made. Nominal dimensions for sign sizes indicated on the Plans will be used to calculate sign pay quantities. Octagons and round signs will be measured as rectangles. Only one side of each double-faced sign will be measured for payment.

Post tubes. The length of each measured in place, including embedded.

Embedment Foundation. By each, complete in place.

Concrete foundation. By each, complete in place.

Breakaway hardware. By each, complete in place

## SECTION 730 SIGN MATERIALS

**730-2.01 SHEET ALUMINUM.** Use alloy 6061-T6, 5052-H36, 5052-H38, or recycled aluminum meeting alloy 3105, as specified in ASTM B209. Verify alloy and temper designations by mill certification.

Treat the aluminum base metal sheets with a rinsed non-hexavalent chromium conversion coating for aluminum and aluminum alloys that meets ASTM B921, class one. Handle the cleaned and coated base metal only by a mechanical device or by operators wearing clean cotton or rubber gloves. After cleaning and coating operations, protect the panels at all times from contact or exposure to greases, oils, dust or other contaminants.

Make each sign panel a continuous sheet for all lengths 72 inches or less in the horizontal direction. Use no more than one vertical splice for signs up to 144 inches in length and 48 inches or less in height.

Meet the panel dimensions specified with a tolerance of 1/16 inch. Furnish metal panels that are cut to size and shape and free of buckles, warp, dents, cockles, burrs and any other defects resulting from fabrication. Complete all possible fabrication, including shearing, cutting and punching of holes prior to the base metal preparation.

**730-2.02 HIGH DENSITY OVERLAID PLYWOOD.** Construct plywood sign panels, for Construction and Maintenance Signs, of high density plywood, exterior type Grade B-C or better. Meet the requirements in PS 1-66 *Products Standard for Softwood Plywood, Construction and Industrial* published by the Products Standards Section of the U.S. Department of Commerce.

Use high density type overlay, with the following properties:

1. Minimum weight of 60 pounds per thousand square feet of surface
2. Minimum thickness of 0.012 inch before pressing
3. Contain a minimum resin content of 45 percent based on the dry weight of the impregnated fiber
4. Contain sufficient resin content to bond itself to the plywood

Single Panel Signs	Thickness, inches, Minimum
Up to and including 18 inches wide	3/8
Over 18 inches wide	1/2
Plywood shields on destinations signs	3/8
Multiple Panel Signs	5/8

Prime the sign back with one coat of white exterior enamel undercoat and finish with one coat of white exterior enamel. Use primer recommended by the supplier of the finish coat which is completely compatible.

Before applying reflective sheeting:

5. Clean the surface thoroughly with lacquer thinner, heptane, benzene, or solvent recommended by sheeting manufacturer.
6. Sand the surface with light sandpaper or steel wool and wipe dry and clean with clean cloth.

**730-2.03 RETROREFLECTIVE SHEETING.** Meet ASTM D4956 for the type specified.

**730-2.04 SIGN POSTS.** Use the type and size of posts designated on the Plans.

1. Metal Pipe Posts.

- a. Fabricate from steel pipe to meet ASTM A53 Standard Weight (Schedule 40), Type E or S, Grade B. Furnish square posts with 7/16 inch diameter holes drilled or punched as necessary to permit mounting of the sign.
- b. Hot dip galvanize to meet AASHTO M 111 after fabrication. When cutting metal posts after hot dip galvanizing, minimize damage to the zinc coating and protect all exposed surfaces by treating the exposed area.
- c. Repair galvanized surfaces that are abraded or damaged at any time after the application of the zinc coating to meet the applicable provisions of AASHTO M 36.

2. Perforated Steel Posts.

- a. Fabricate posts from 0.105-inch (12 gauge) thick cold-rolled carbon steel sheets, commercial quality, to meet ASTM A653 and ASTM A924. Zinc coat, both sides, to meet coating designation G90. Form posts into a steel tube, roll to size, and weld in the corner.
- b. Perforate all members for their entire length with 7/16 inch diameter holes on 1 inch centers.
- c. Furnish members that are straight and with a smooth, uniform finish, with no splices.
- d. Ensure that all perforations and cut off ends are free from burrs.
- e. Ensure that consecutive sizes will telescope freely with a minimum of play.

3. Finished Wooden Posts.

- a. Meet AASHTO M 168, except limit the sweep (circular deviation from a straight line) to 0.08 foot in 10 feet.
- b. Pressure treat wooden posts with a preservative registered with the US Environmental Protection Agency, conforming to the requirements of AASHTO M 133 or AWP A Standard U1 Commodity Specification A (Sawn Products) for soil and freshwater applications meeting Use Category 4B.

Use the methods specified in Section 714. Meet the minimum retention of preservative specified according to AWP A Standard U1, Commodity Specification A: Sawn Products.

- c. Treat all field cuts and holes in wooden posts by thoroughly swabbing, spraying or brushing with two coats of a preservative conforming to AWP A Standard M4.

4. Wide Flange Posts.

- a. Steel. Meet ASTM A36.
- b. Hot dip galvanize to meet AASHTO M 111 after fabrication. When cutting galvanized metal posts, minimize damage to the zinc coating and treat the exposed area as follows.
- c. Repair galvanized surfaces that are abraded or damaged at any time after the application of the zinc coating to meet the applicable provisions of AASHTO M 36.

5. Flanged Channel Posts. Use either of the following:

- a. Aluminum meeting ASTM B221, alloy 6061-T6.
- b. Steel meeting ASTM A36. Galvanize steel posts per AASHTO M 111.

6. Square Non-Perforated Steel Tubes.

- a. Fabricate from 3/16 inch thick cold-rolled carbon steel sheets, commercial quality, to meet ASTM A500, Grade B. Form posts into a steel tube, roll to size, and weld in the corner. Furnish with 7/16-inch diameter holes drilled or punched as necessary to permit mounting of the sign.
- b. Hot dip galvanize to meet AASHTO M 111 after fabrication. When cutting metal posts after hot dip galvanizing, minimize damage to the zinc coating and protect all exposed surfaces by treating the exposed area.
- c. Repair galvanized surfaces that are abraded or damaged at any time after the application of the zinc coating to meet the applicable provisions of AASHTO M 36.

**730-2.05 FLEXIBLE DELINEATOR POSTS.** Durable fiberglass composite or plastic material meeting the dimensions and colors shown on the Plans. Resistant to ultraviolet light, ozone and hydrocarbon damage and remain flexible at a temperature of minus 40 °F. Provide posts with reflectors that are capable of self-erecting and remaining serviceable after 5 head-on impacts at 55 mph and 10 impacts at 35 mph with an automobile at an air temperature of plus 40 °F.

**730-2.06 ACRYLIC PRISMATIC REFLECTORS.** Meet AASHTO M 290 and the dimensions and colors shown on the Plans.

**730-2.07 SIGN SUPPORT FASTENERS.** Meet the following:

FASTENER SPECIFICATION TABLE		
FASTENERS	STEEL	STAINLESS STEEL
Bolts	ASTM A307	ASTM F593
Nuts	ASTM A563	ASTM F594
Washers	ASTM F844	ASTM A480

Bid Schedule ITB 2522N046

Pay Item	Unit	Description	Estimated Quantities	Unit Price	Extended Price
1	Hour	Field Inspection with Contractor Representative	8	\$	\$
2	Each	Call Out Fee	6	\$	\$
3	Square Foot	Sign Panel (without bracing)	500	\$	\$
4	Square Foot	Sign Panel (with bracing)	250	\$	\$
5	Linear Foot	Perforated Steel Tube, 2"	1,500	\$	\$
6	Linear Foot	Perforated Steel Tube, 2.5"	350	\$	\$
7	Linear Foot	Steel Tube, 3"	144	\$	\$
8	Each	Soil Embedment Foundation, 2"	125	\$	\$
9	Each	Soil Embedment Foundation, 2.5"	20	\$	\$
10	Each	Concrete Foundation for Steel Tube	9	\$	\$
11	Each	Breakaway Hardware	9	\$	\$
		Total Basic Bid		\$	

\* Estimated quantities are annual usage



# ALASKA BIDDER PREFERENCE CERTIFICATION

## AS 36.30.321(A) / AS 36.30.990(2)

BUSINESS NAME:

<b>Alaska Bidder Preference:</b> Do you believe that your firm qualifies for the Alaska Bidder Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Alaska Veteran Preference:</b> Do you believe that your firm qualifies for the Alaska Veteran Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Please list any additional Alaska Preferences below that you believe your firm qualifies for.					
1.	2.	3.	4.	5.	6.

To qualify for and claim the Alaska Bidder Preference you must answer **YES** to all questions below in the Alaska Bidder Preference Questions section. To qualify for and claim the Alaska Veteran Preference, you must answer **YES** to these questions as well as answer **YES** to all the questions in the Alaska Veteran Preference section. A signed copy of this form must be included with your bid or proposal no later than the deadline set for receipt of bids or proposals.

If you are submitting a bid or proposal as a **JOINT VENTURE**, all members of the joint venture must complete and submit this form before the deadline set for receipt of bids or proposals. [AS 36.30.990\(2\)\(E\)](#)

**If the procuring agency is unable to verify a response, the preference may not be applied.** Knowingly or intentionally making false or misleading statements on this form, whether it succeeds in deceiving or misleading, constitutes misrepresentation per [AS 36.30.687](#) and may result in criminal penalties.

### Alaska Bidder Preference Questions:

- 1) Does your business hold a current Alaska business license per [AS 36.30.990\(2\)\(A\)](#)?  
☐ YES ☐ NO  
If **YES**, enter your current **Alaska business license number**:
- 2) Is your business submitting a bid or proposal under the name appearing on the Alaska business license noted in **Question 1** per [AS 36.30.990\(2\)\(B\)](#)?  
☐ YES ☐ NO
- 3) Has your business maintained a **place of business** within the state **staffed by the bidder or offeror** or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal per [AS 36.30.990\(2\)\(C\)](#)?  
☐ YES ☐ NO  
If **YES**, please complete the following information:  
  
A. **Place of Business**  
Street Address:



City:

ZIP:

“**Place of business**” is defined as a location at which normal business activities are conducted, services are rendered, or goods are made, stored, or processed; a post office box, mail drop, telephone, or answering service does not, by itself, constitute a place of business per [2 AAC 12.990\(b\)\(3\)](#).

Do you certify that the **Place of Business** described in **Question 3A** meets this definition?

☐ **YES**      ☐ **NO**

B. The bidder or offeror, or at least one employee of the bidder or offeror, must be a resident of the state under [AS 16.05.415\(a\)](#) per [2 AAC 12.990\(b\)\(7\)](#).

1) Do you certify that the bidder or offeror OR at least one employee of the bidder or offeror is physically present in the state with the intent to remain in Alaska indefinitely and to make a home in the state per [AS 16.05.415\(a\)\(1\)](#)?

☐ **YES**      ☐ **NO**

2) Do you certify that the resident(s) used to meet this requirement has maintained their domicile in Alaska for the 12 consecutive months immediately preceding the deadline set for receipt of bids or proposals per [AS 16.05.415\(a\)\(2\)](#)?

☐ **YES**      ☐ **NO**

3) Do you certify that the resident(s) used to meet this requirement is claiming residency **ONLY** in the state of Alaska per [AS 16.05.415\(a\)\(3\)](#)?

☐ **YES**      ☐ **NO**

4) Do you certify that the resident(s) used to meet this requirement is **NOT** obtaining benefits under a claim of residency in another state, territory, or country per [AS 16.05.415\(a\)\(4\)](#)?

☐ **YES**      ☐ **NO**

4) Per [AS 36.30.990\(2\)\(D\)](#), is your business (**CHOOSE ONE**):

A. **Incorporated or qualified to do business under the laws of the state?**

☐ **YES**      ☐ **NO**

If **YES**, enter your current **Alaska corporate entity number**:

B. A **sole proprietorship** AND the proprietor is a resident of the state?

☐ **YES**      ☐ **NO**

C. A **limited liability company** organized under AS 10.50 **AND** all members are residents of the state?

☐ **YES**      ☐ **NO**

Please identify each member by name:

D. A **partnership** under former AS 32.05, AS 32.06, or AS 32.11 **AND** all partners are residents of the state?

☐ **YES**      ☐ **NO**

Please identify each partner by name:

**Alaska Veteran Preference Questions:**

1) Per [AS 36.30.321\(F\)](#), is your business (**CHOOSE ONE**):

A. A **sole proprietorship** owned by an Alaska veteran?

☐ **YES**      ☐ **NO**

- B. A **partnership** under AS 32.06 or AS 32.11 **AND** a majority of the partners are Alaska veterans?  
☐ YES ☐ NO
- C. A **limited liability company** organized under AS 10.50 **AND** a majority of the members are Alaska veterans?  
☐ YES ☐ NO
- D. A **corporation** that is wholly owned by individuals, **AND** a majority of the individuals are Alaska veterans?  
☐ YES ☐ NO

Per [AS 36.30.321\(F\)\(3\)](#) “**Alaska veteran**” is defined as an individual who:

(A) Served in the

- (i) Armed forces of the United States, including a reserve unit of the United States armed forces; or
- (ii) Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Naval Militia; and

(B) Was separated from service under a condition that was not dishonorable.

Do you certify that the individual(s) indicated in **Question 1A, 1B, 1C, or 1D** meet this definition and can provide documentation of their service and discharge if necessary?

☐ YES ☐ NO

### SIGNATURE

By signature below, I certify under penalty of law that I am an authorized representative of and all information on this form is true and correct to the best of my knowledge.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_