

## ATTACHMENT A BID SUBMISSION FORM

### BIDDER INFORMATION, AMENDMENTS, CERTIFICATIONS, PREFERENCES AND CHECKLIST

**BIDDER INFORMATION:** This form shall be the cover page for the Bidder's bid. In the space provided, enter the requested Bidder identification information. Use this form to indicate your acknowledgement of the response conditions. (MANDATORY RETURN)

ITB Number:	ITB 2023-0200-0120
ITB Name:	Statewide Micrographic Services
Company Name:	
Mailing Address:	
Contact Person:	
Title:	
Telephone Number:	
Alternate Phone:	
Federal Tax Id #:	
Alaska Business License Number:	
E-Mail Address:	
Alternate Email:	
IRIS Vendor Number	
Years your business has been operational	

**AMENDMENT ACKNOWLEDGEMENT:** Bidder acknowledges receipt of the following amendments and has incorporated the requirements of such amendments into the bid. Signature on Bid demonstrates the vendor has acknowledged all Amendments whether listed here or not. *(List Amendments for this ITB):*

No.	Date
No.	Date

No.	Date
No.	Date

No.	Date
No.	Date

**BIDDER CERTIFICATION:** Acknowledge the following statements and conditions by clearly marking the space provided. Failure to comply with these items may cause the bid to be determined nonresponsive and the bid may be rejected, or the State may terminate the contract or consider the Contractor in default.

#	CONDITION/CERTIFICATION	RESPONSE
1	Bidder certifies that all services provided under the resulting contract shall be performed in the United States or Canada.	<input type="checkbox"/> YES
2	Bidder complies with the laws of the State of Alaska.	<input type="checkbox"/> YES
3	Bidder complies with the applicable portion of the Federal Civil Rights Act of 1964.	<input type="checkbox"/> YES
4	Bidder complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government.	<input type="checkbox"/> YES
5	Bidder complies with the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.	<input type="checkbox"/> YES
6	Bidder complies with all terms and conditions set out in this ITB.	<input type="checkbox"/> YES
7	Bidder affirms that this response was independently arrived at, without collusion.	<input type="checkbox"/> YES
8	Bidder certifies that Bidder has a valid Alaska business license.	<input type="checkbox"/> YES
9	Bidder has identified any known federal requirements that apply to the bid or the contract. Responses shall be laid out in the vendors Bid submission.	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Bidder certifies that they are eligible to receive the Alaska Veteran Preference per AS 36.30.175.	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Bidder agrees to and has supplied all Certificates of Insurance as Required in ITB.	<input type="checkbox"/> YES <input type="checkbox"/> NO
12	Bidder certifies that they meet ANSI/AIIM Standards	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	Bidder certifies that they meet digital image requirements of the International Telecommunications Union (ITU) Group 4 Standards	<input type="checkbox"/> YES <input type="checkbox"/> NO
14	Bidder affirms they have been in business for minimum of five (5) years.	<input type="checkbox"/> YES <input type="checkbox"/> NO
15	Bidder affirms that they are able to handle projects larger than 100,00 images without delay.	<input type="checkbox"/> YES <input type="checkbox"/> NO
16	Bidder certifies that they comply with all Facility Requirements listed in the ITB.	<input type="checkbox"/> YES <input type="checkbox"/> NO
17	Bidder certifies that they are Criminal Justice Information Services (CJIS) compliant.	<input type="checkbox"/> YES <input type="checkbox"/> NO
18	Bidder certifies that employees are able to pass a nationwide 7-year criminal history background check.	<input type="checkbox"/> YES <input type="checkbox"/> NO

**STATE OF ALASKA PREFERENCES:** Please answer the following questions regarding the State of Alaska preference. (ITB page 2)

<b>Are you claiming the State of Alaska Bidder preference? (If "Yes", please answer the questions below).</b>		<input type="checkbox"/> YES
#	Questions	RESPONSE
1	Do you currently hold an Alaska business license?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Is the company name submitted on this bid the same name that appears on the current Alaska Business License?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Has your company maintained a place of business within the State of Alaska staffed by the Bidder or an employee of the Bidder for a period of six months immediately preceding the date of the bid?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Is your company 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 former AS 32.05, AS 32.06, or AS 32.11 and all partners are residents of the State?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**BID CHECKLIST:** The following documents are required for this bid. Acknowledge you have submitted each document in the proper format by clearly marking in the space provided. We suggest using an easy-to-understand naming convention for the attached files, as this will simplify the evaluation process.

DOCUMENT	REQUIREMENT	INCLUDED?
<b>Attachment A – Bidder Submission Form</b>	<ul style="list-style-type: none"> <li>Required Document – Must be submitted with Bid</li> </ul>	<input type="checkbox"/> YES
<b>Attachment B – Bid Schedule</b>	<ul style="list-style-type: none"> <li>Required Document – Must be submitted with Bid</li> </ul>	<input type="checkbox"/> YES
<b>AK Business License</b>	<ul style="list-style-type: none"> <li>Required Document – Must be received with the bid if claiming the Alaska Bidder Preference.</li> </ul>	<input type="checkbox"/> YES
<b>Proof of Insurances</b>	<ul style="list-style-type: none"> <li>Required Document – Must be received prior to Contract Award.</li> <li>Insurance documents may be submitted with Bid               <ol style="list-style-type: none"> <li>Commercial General Liability Insurance</li> <li>Workers' Compensation Insurance</li> <li>Commercial Automobile Liability Insurance</li> </ol> </li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES

**BID SIGNATURE:** All responses must be signed by a duly constituted official legally authorized to bind the Bidder to its response, including the cost schedule.

<b>Signed:</b>	
<b>Printed Name:</b>	
<b>Title:</b>	
<b>Date:</b>	