

## STATE OF ALASKA DEPARTMENT OF HEALTH &amp; SOCIAL SERVICES

## REQUEST FOR QUOTATION

<b>Return quotes to:</b>			<b>Work Address:</b>		
Alaska Department of Health and Social Services Finance & Management Services - Procurement Section PO Box 110650 Juneau, Alaska 99811-0650 Attn: Michael Williams Email: <a href="mailto:hss.procurement.proposal@alaska.gov">hss.procurement.proposal@alaska.gov</a>			Alaska Department of Health Sitka Public Health Center 210 Moller Street Sitka, Alaska 99835		
<b>Response Submissions Options:</b>			<b>Issue date:</b>		<b>02/16/2023</b>
See RETURN INSTRUCTIONS on page 2.			<b>How Contacted:</b> Email <b>Delivery F.O.B.:</b> Final Destination <b>Job Completion Date:</b> As specified in RFQ <b>Name of requester:</b> Michael Williams <b>Telephone number:</b> (907) 465-1626 <b>Email:</b> michael.williams@alaska.gov		
<ul style="list-style-type: none"> <li>● <b>SPECIFICATIONS:</b> 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.</li> <li>● <b>FIRM OFFER:</b> 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.</li> </ul>					
Item #	Qty.	Unit	Description	Unit \$	TOTAL \$
			<b>Do not edit this bid in any manner. In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected. Contact the Procurement Specialist in writing with any questions.</b> <b>Contract Intent:</b> This Request for Quotation is intended to result in a term contract for Janitorial Services for the Sitka Public Health Center located at 210 Moller Street, Sitka, Alaska 99835.		
1	12	Months	<b>Item A – Nightly Services</b>	\$ _____	\$ _____
1	12	Months	<b>Item B – Bi-Annual Services</b>	\$ _____	\$ _____
			In order to be considered responsive your proposal must include pages 1 and 12 of this RFQ and your Company's Certificate of Liability Insurance. <b>Certificate Holder must be address to:</b> State of Alaska DHSS – Procurement P.O. Box 110650 Juneau, Alaska 99811-0650	<b>GRAND TOTAL:</b>	\$ _____
ALL QUOTES DUE BY <b>2:00 PM AKST February 24, 2023</b>					
<b>TO BE COMPLETED BY THE VENDOR</b>					
Do you qualify for Alaska Bidder Preference			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you qualify for Any Other Preference (see 38-43 of Terms and Conditions) If so, list:			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Date of quotation:			Vendor Tax I.D. # :		
Time to deliver ARO:			Business license # :		
Name and phone # of person authorizing quote (print):					
Signature of person authorizing quote:					
E-Mail Address:					

## **RETURN INSTRUCTIONS:**

### **Email Submission**

The preferred method of response submission to this solicitation is via email, sent to the following address:  
[hss.procurement.proposal@alaska.gov](mailto:hss.procurement.proposal@alaska.gov).

The email submission must contain the RFQ number in the subject line. In the body of the email, please indicate the Procurement Specialist's name, the Bidder's name, the number of attachments, and the names of the attachments being submitted.

When submitting a quote via email, the quote must be a clearly labeled PDF document, such as "Vendor A – Quote.pdf" (Vendor A is the name of the bidder). 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 quote exceeds this size, the quote must be sent in multiple emails that are each less than 20 megabytes; each email must comply with the requirements above. Please also include an indication of multiple email submissions (1 of 2, 2 of 2, etc).

It is the bidder's responsibility to ensure that the Procurement Specialist has received the proposal in full, prior to the deadline. The Procurement Specialist will respond to the email to confirm receipt. If you do not receive a confirmation, it is your responsibility to contact the Procurement Specialist to confirm. The State is not responsible for lost, unreadable, or corrupt emails, or missing attachments.

A bidder's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

A bidder's failure to submit its quote prior to the deadline will cause the quote to be disqualified.

Late quotes or amendments will not be opened or accepted for evaluation.

Faxed quotes will not be accepted. Oral quotes will not be accepted.

**Quote Submittal:** To be considered responsive, the bidder must return the following items:

1. Page 1 of this RFQ with Contractor information completed and signed.
2. Page 13 – Federal requirements signed.
3. Product or service offered must meet the specifications as described in this RFQ.
4. Return any amendments that request the amendment be signed by the bidder and returned with the bid.

**METHOD OF AWARD:** Award will be made to the lowest and responsive bidder. In order to be considered responsive, bidders must bid on all items.

## **SPECIFICATIONS**

**SITE LOCATION:** Sitka Public Health Center, 210 Moller Street, Sitka, AK 99835

**CONTRACT PERIOD:** **March 01, 2023 through February 28, 2024** with the option to renew for three (3) additional, one (1) year period under the same terms and conditions, and price as the original contract. Renewals to be exercised solely by the State.

**WORK WEEK:** This Request for Quotation is for Janitorial Service covering a five (5) day work week, consisting of Monday through Friday, except State Holidays. Work to be performed after 6:00 P.M and before 6:00 A.M.

**AREA INCLUDED IN THE CONTRACT:** All offices, foyers, hallways, entryways, stairways, closets, conference rooms, hearing rooms, libraries, toilets, elevator cabs and storage areas. This also includes interior windows and partitions and glass doors, exterior pedestrian entry glass doors, exterior entryway glass, and the inside surface of exterior windows.

**BUILDING CHARACTERISTICS:**

- One level
- Five (5) Offices
- Two (2) Exam rooms
- Two (2) storage rooms
- Lab/pharmacy
- Breakroom
- Conference/training room
- Two (2) restrooms
- Two (2) lobby/waiting rooms

**CLEANING SUPPLIES:** Contractor shall furnish all cleaning supplies such as disinfectants, all-purpose cleaners, glass cleaner, stainless steel polish, etc. The cost of these supplies shall be the responsibility of the Contractor. All public health centers are fragrance-free. Cleaning supplies should not provide a lingering scent which could cause irritation to staff or clients. Health Center staff will advise contractor if any cleaning product is causing an irritating smell and contractor will be responsible for finding another product.

The Contractor shall provide standard commercial grade products, supplies, equipment, paper goods, and restroom supplies, of types, and sizes to fit existing state-provided dispensers. These items are subject to inspection, and approval by the State. The Contractor may not use alternative restroom product dispensers in lieu of those already in place without the approval of the Procurement Specialist. The Procurement Specialist may require the Contractor to submit a list of proposed brand names and/or actual product samples of the supplies the contractor intends to use.

**CONSUMABLE SUPPLIES:** Contractor shall furnish all consumable supplies such as toilet paper, liquid hand soap, paper towels, toilet seat covers, trash can plastic liners, etc. The cost of these supplies shall be the responsibility of the contractor. The contractor will use only State approved consumable supplies.

**STANDARD QUALITY:** The consumable supplies furnished by the Contractor shall be the listed brand or equivalent. The equivalent brand must fit the existing dispensers.

- Toilet Paper, KC04460
- Trash bags, TYCO PXR33, 24" x 33" and TYCO PXR48, 40" x 48"
- Towels, KC1510 C-fold style
- Soap, Spartan Clean Express Lotionized Liquid hand Cleaner

**BUILDING SECURITY:** Janitors are required to turn off all lights and lock all outside doors and windows at the end of each work period. The contractor will ensure that outside doors are kept locked at all times except when the building is normally open to the public. Interior foyer doors must remain locked except while work in the immediate area is in progress. All doors are to be locked when the contractor and his employees leave the building.

**COMMUNICATION:** At least one person who can speak, read, and write English fluently must be present at all times when work is performed.

**CONTRACTOR AND EMPLOYEE QUALIFICATIONS:** The contractor, subcontractors, and all employees shall be capable, and experienced in the contract work performed. They shall be free from communicable diseases. The State may require removal of any worker from the work area whose continued presence is deemed contrary to the public or State's best interests.

**EMPLOYMENT OF MINORS:** Minors are prohibited from performing work on this contract, and are not permitted on the premises when work is being performed.

**CONDUCT OF WORK:** All services shall be performed during the frequency schedules prescribed in this Request for Quotation. All contract work shall be completed without interfering with the proper performance of State business or work being done by other Contractors. The Contractor shall prevent his employees from disturbing material on the desks, opening drawers, or cabinets, using telephones, copy machines, typewriter's, computers or printers provided for official State use. If removed by cleaning convenience, furniture, and wastebaskets will be replaced in their original locations.

**\*\*Smoking is prohibited. Eating, and drinking if necessary, is to be done in designated areas.**

**MINIMUM EQUIPMENT NECESSARY TO PROVIDE SERVICES:** The vacuum must be in good working condition and are subject to inspection by the State. The Contractor must provide adequate backup equipment to assure all services are provided as scheduled.

- One commercial, dual motored upright vacuum cleaner with at least 70 inches of static water lift equipped with beater brush, and attachments, or one commercial backpack vacuum cleaner with at least 90 inches of static water lift, and all attachments necessary to clean carpets, edges, and corners.
- One commercial wet/dry vacuum cleaner with at least 90 inches of static water lift, minimum 10-gallon tank and equipped with attachments for vacuuming up stripper solution and/or water from floods.
- All other tools, and equipment such as brooms, mops, buckets, sponges, etc., necessary to complete the tasks outlined in this RFQ.
- One low speed floor machine (175 RPM) for striping/scrubbing floors.
- One high-speed floor machine (1500 RPM or greater) for polishing floors.
- One commercial grade carpet extractor, minimum 16 inch cleaning path and 8 gallon capacity.

#### **SERVICES TO BE PERFORMED**

##### **ITEM A - NIGHTLY SERVICES (Monday, Tuesday, Wednesday, Thursday, Friday):**

1. Empty plastic garbage bags from wastebaskets and wipe clean.
2. Secure trash in 2-mil plastic garbage bags and dispose of garbage bags away from the premises, or in a designated on-site container. After disposal, the contractor must close and secure the container lid(s)/door(s).
3. Clean all mirrors and interior glass. Leave all interior glass in a clean and streak-free condition.
4. Vacuum all carpeted floors.
5. Vacuum or sweep behind furniture.
6. Clean spots from all carpeted floors with carpet shampoo.
7. Mop all linoleum floors with liquid detergent, rinse with clean water, and mop dry.
8. Buff all linoleum floors to luster finish.
9. Dust all flat surfaces and windowsills. Clean bugs and cobwebs from windows and other areas daily.
10. Clean all dirt and smudge marks from walls, cabinets, doors and fixtures.
11. Clean all drinking fountains and bathroom fixtures with liquid disinfectant.
12. Maintain all bathroom fixtures and drinking fountains in a clean, sanitary, and germ-free condition. Clean areas around and under toilets and urinals. Check toilet lid screw connections periodically to make sure they are tight.

13. Provide, fill, and maintain all paper, toilet-seat cover, soap, and other dispensers in a clean and usable condition in bathrooms, clinic rooms, and utility room.
14. Maintain air vent grills in a dust and lint-free condition.
15. Provide high quality, safety-designed entry mats at all entryways.
16. Maintain all entry mats in a clean, dirt-free, safe and functional condition.
17. Replace plastic waste liners. This is required daily or whenever the plastic wastebaskets liner is used.
18. Replace burned out light fixture lamps. Light fixture lamps are to be furnished by the janitorial contractor and kept in a clean, bug free condition.
19. Maintain all exterior walkways, loading areas, covered front porch and the immediate access area to the front and parking side of facility in a snow, ice, dust, and litter-free condition. Snow plow services are in place for the parking lot.

**ITEM B - BI-ANNUAL SERVICES:** The services below are to be performed twice a year on date(s) and time(s) specified by the Sitka Public Health Office Manager or Designee

1. Wash the inside and outside of all exterior glass (windows, doors, walls, roofs, and skylights), leave all exterior glass in a clean and streak-free condition.
2. Remove all light fixture covers from the light fixture and wash all light fixture covers.
3. Shampoo all carpets. Ensure that all shampooed carpets are completely dry prior to the beginning of the State's normal business hours.
4. Strip all wax from linoleum floors, scrub all linoleum floors with detergent and water, rinse all linoleum floors with clean water, mop all linoleum floors dry, apply new wax to all linoleum floors, and buff all linoleum floors to a luster finish.
5. Clean all window coverings using method recommended by manufacturer.

#### **MISCELLANEOUS INFORMATION**

##### **CLEANING AGENTS:**

1. Never use washing solution stronger than necessary (no bleach).
2. Provide current MSDS sheets for all cleaning fluids brought into the facility.
3. Cleaning solutions are to be kept in the provided locked janitorial closet in the original container or with a copy of the manufacturer's label on container.
4. Apply washing solution only long enough to loosen dirt.
5. Rinse clean surfaces with clear, clean water.
6. Do not spill solutions on surfaces not to be cleaned.
7. Use steel wool, scouring powders, and abrasives only when absolutely necessary.
8. Untreated feather dusters are not allowed.
9. Carpet and tile maintenance performed in accordance with manufacturer's specifications.

**PLASTIC TRASH BAGS:** Plastic liner for wastebaskets shall be furnished by the Contractor and shall be changed twice weekly in office areas and daily in restrooms, exam rooms and lab. Liners shall be of heavy plastic, which resists tear when filled.

**KEY CONTROL AND SECURITY:** Special emphasis is placed on key control. If a contract employee loses any key, all locks affected will be re-keyed and all keys will be revised/reissued. This is very expensive process and the contractor will be held financially liable for all cost of re-keying and re-issuance. No duplicate keys are to be made by the contractor. The necessary keys will be obtained from the Sitka Public health Office Manager or Designee.

### 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 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, the apparent low offeror must submit a list of the subcontractors that will be used in the performance of the contract. Subcontractors may be added or changed by the contractor if prior written approval is obtained from the procurement officer of the contracting agency. The procurement officer may approve new or different subcontractors at his or her discretion.
25. **FORCE MAJEURE:** (Impossibility to perform) The contractor is not liable for the consequences of any failure to perform, or default in performing, any of its obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the contractor. 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:** Any dispute arising out of this agreement shall be resolved under the laws of Alaska. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain any relief from or remedy in connection with this agreement may be brought only in the superior court for the State of Alaska.
30. **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 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.
31. **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.
32. **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.

33.

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 offeror 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 32.05 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.

38. **ALASKA VETERAN PREFERENCE:** If a bidder qualifies for the Alaska bidder preference, under AS 36.30.170(b), and is a qualifying entity as defined in AS 36.30.175, and is the lowest responsive and responsible bidder 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.

**Alaska Veteran Preference Affidavit:** In order to receive the Alaska Veteran Preference, proposals must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

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.

40. **LOCAL AGRICULTURAL AND FISHERIES PRODUCTS PREFERENCE:** When agricultural, dairy, timber, lumber, or fisheries products are purchased using state money, only those products harvested in Alaska, or in the case of fisheries products harvested or processed within the jurisdiction of Alaska, will be purchased, provided they are available, of comparable quality, and priced no more than seven percent (7%) higher than products harvested outside the state, or in the case of fisheries products harvested or processed outside the jurisdiction of the state, 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 36.30.170(b), and is offering goods or services through an employment program, as defined under 36.30.990(10), and submits a responsive and responsible bid that is no more than fifteen percent (15%) higher than the lowest bid, the procurement officer will make the award to that bidder, in accordance with AS 36.30.170(c) and 2 AAC 12.050.

43. **ALASKANS WITH DISABILITIES PREFERENCE:** If a bidder qualifies for the Alaskan bidder's preference, under AS 36.30.170(b), is a qualifying entity as defined in AS 36.30.170(e) and (j), and is the lowest responsive and responsible bidder with a bid that is no more than ten percent (10%) higher than the lowest bid, the procurement officer will make the award to that bidder, in accordance with AS 36.30.170(e).

44. **EMPLOYERS OF PEOPLE WITH DISABILITIES PREFERENCE:** If a bidder qualifies for the Alaska bidder preference, under AS 36.30.170(b), and, at the time the bid is submitted, employs a staff that is made up of fifty percent (50%) or more people with disabilities, as defined in AS 36.30.170(j), and submits a responsive and responsible bid that is no more than ten percent (10%) higher than the lowest responsive and responsible bid, the procurement officer will make the award to that bidder, in accordance with AS 36.30.170(f).

45. **PREFERENCE QUALIFICATION LETTER:** Regarding preferences 41, 42, and 43 above, the Division of Vocational Rehabilitation in the Department of Education maintains lists of Alaskan: [1] employment programs that qualify for preference, [2] individuals who qualify for preference as Alaskan's with disabilities, and, [3] employers who qualify for preference as employers of people with disabilities. In accordance with AS 36.30.170(j), in order to qualify for one of these preferences, an offeror must add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, offeror 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 41, 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 provide the procurement officer a copy of their certification letter. Offerors must attach a copy of their certification letter to their quote. The offeror's failure to provide the certification letter mentioned above, with their quote, will cause the State to disallow the preference.

46. **NONDISCLOSURE AND CONFIDENTIALITY:** Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines (i) provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or (ii) acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

47. **HOLD HARMLESS:** The Contractor will indemnify, hold harmless and defend the State, its officers, agents and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission or negligent act of the Contractor, subcontractor or anyone directly or indirectly employed by them in the performance of this contract.

All actions or claims including costs and expenses resulting from injuries or damages sustained by any person or property arising directly or indirectly from the Contractor's performance of this contract which are caused by the joint negligence of the State and the Contractor will be apportioned on a comparative fault basis. Any such joint negligence on the part of the State must be a direct result of active involvement by the State.

48. **INSURANCE:** Without limiting Contractor's indemnification, it is agreed that the Contractor will 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 there will be minimum acceptable limits. If the Contractor's policy contains higher limits, the State will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work 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.

Failure to supply satisfactory proof of insurance within the time required will cause the state to declare the bidder non-responsible and to reject the bid.

49. **F.O.B. POINT:** Final Destination. The F.O.B. point is always final destination. Ownership of and title to the ordered items remains with the contractor until the items have been delivered to their final destination and accepted by the State.

50. **CANCELLATION:** The State reserves the sole right to cancel the contract in whole or in part upon thirty (30) days prior written notice.

51. **TERMINATION:** The State reserves the sole right to terminate the contract in whole or in part in the event of the Contractor's failure to perform in accordance with the provisions of any resultant contract.

52. **PRICE:** Bidders are reminded that their bid prices must include the cost of labor, supplies, taxes, insurance, overhead, profit and all other costs associated with doing business and providing the services required by this RFQ. Price to remain firm through the life of the contract period.

53. **FEDERAL EXCISE TAX:** Federal Excise Tax should not be included in the bid price(s). The State of Alaska is exempt from Federal Excise Tax. The state's FET number is 92-73-0006-K.

54. **INVOICES:** Invoices must be sent directly to H&SS Procurement P.O. Box 110650 Juneau, AK 99811-0650 Procurement will only make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the Procurement Specialist.

**Federal Requirements:**

Expenditures from this contract may involve federal funds. The U.S. Department of Labor requires all state agencies that are expending federal funds to have a certification filed in the proposal (by the offeror) that they have not been debarred or suspended from doing business with the federal government. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions **(included in this document) must be completed and submitted with your proposal.**

<https://www.epls.gov/>

**This document must be completed and submitted with your proposal.**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED  
TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities.

The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE  
FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

(1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

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Name and Title of Authorized Representative

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Signature

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Date

**Instructions for Certification**

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment