

REQUEST FOR PROPOSALS PACKAGE



RETURN THIS PROPOSAL TO THE ISSUING OFFICE:

LEGISLATIVE AFFAIRS AGENCY Procurement and Supply Section

Issuing Office Mailing Address: State Capitol, 120 4th Street, Room 3, Juneau, AK 99801-1182

Issuing Office Hand Delivery Address: Terry Miller Legislative Office Building, 129 6th Street, Room 222, Juneau, Alaska

REQUEST FOR PROPOSALS (RFP) NO. 662

ASSEMBLY BUILDING APARTMENT FURNISHINGS

SEALED PROPOSALS MUST BE RECEIVED AT THE ABOVE ADDRESS OR MUST BE EMAILED TO JC.KESTEL@AKLEG.GOV BY 11:30 A.M. ON TUESDAY, AUGUST 22, 2023. FAXED PROPOSALS ARE NOT ALLOWED.

Offerors Are Not Required to Return this RFP with the Proposal.

Under AS 36.30.020, the Alaska Legislative Council adopted procurement procedures that were based on competitive principles consistent with AS 36.30 and adapted to the special needs of the Legislative Branch. Therefore, the Legislative Branch follows its own procurement procedures (Alaska Legislative Procurement Procedures) and is not subject to the procurement procedures of the Executive Branch. Copies of the Alaska Legislative Procurement Procedures are available upon request or at <https://aws.state.ak.us/OnlinePublicNotices/Notices/Attachment.aspx?id=137335>

IMPORTANT NOTICE: YOU MUST REGISTER WITH THE PROCUREMENT MANAGER LISTED IN THIS DOCUMENT TO RECEIVE SUBSEQUENT AMENDMENTS, WHETHER YOU RECEIVED THIS REQUEST FOR PROPOSALS (RFP) FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEBSITE, VIA THE MAIL, OR FROM ANOTHER SOURCE. FAILURE TO CONTACT THE PROCUREMENT MANAGER MAY RESULT IN THE REJECTION OF YOUR PROPOSAL. OFFERORS SHALL THOROUGHLY REVIEW ALL THE REQUIREMENTS OF THE RFP WHEN SUBMITTING THEIR PROPOSALS. A PROPOSAL CHECKLIST HAS BEEN INCLUDED FOR OFFERORS TO USE, THE CHECKLIST IS INTENDED AS A REMINDER OF CERTAIN IMPORTANT ITEMS AND IS NOT INTENDED TO BE A COMPLETE LIST OF WHAT MUST BE INCLUDED IN THE PROPOSAL.

JC Kestel, Procurement Manager

PH: 907-465-6705

TDD: 907-465-4980

Email: JC.Kestel@AKLeg.gov

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SECTION ONE - NOTICES TO OFFERORS

1.01 PURPOSE OF RFP

The Legislative Affairs Agency (Agency) is soliciting proposals from qualified Contractors to provide and install apartment furnishings at the Assembly Building Apartments (ABA) in Juneau, Alaska. The ABA is a three-story building that will have 14 studio and 19 one-bedroom apartments and an underground parking garage.

A more detailed description of the project including the work and products that is to be performed and installed is described in section two (RFP Specifications) of this RFP.

1.02 PROCUREMENT MANAGER

The Procurement Manager for this project is the Agency's Procurement Officer. The Procurement Manager's office is located in Juneau, Alaska. EMAIL: JC.Kestel@AKLeg.Gov, PH: 907-465-6705, TDD: 907-465-4980.

1.03 PRE-PROPOSAL TELECONFERENCE AND SITE VISITS

All prospective Offerors are encouraged to attend in person or call into the pre-proposal teleconference. This pre-proposal teleconference will be held on Wednesday, August 9, 2023, at 10:00 a.m., Alaska Time. To attend, Offerors shall either attend in person at the Terry Miller Legislative Office Building (TMLOB) in Juneau, Alaska at 129 6th Street, 1st floor conference room, Juneau, Alaska, or call one of the following teleconference lines: 907-586-9085 (Juneau), 907-563-9085 (Anchorage), or 1-844-586-9085 (toll free outside of Juneau and Anchorage).

The purpose of the pre-proposal teleconference and site visit is to discuss details of the RFP with the prospective Offerors and allow them to ask questions concerning the RFP. In person and/or call-in attendance at the pre-proposal teleconference is not mandatory.

Following the teleconference, the Agency will coordinate a site visit of the ABA for the purpose of planning and preparing the Offeror's Proposal for this RFP. The site visit will be limited to 60 minutes, will be limited to certain areas of the facility because of active renovations, and all visitors attending will be required to follow the onsite renovation contractor's visitor requirements and current Legislative Building policies while on site.

The Agency will not provide any information that was given or details that were discussed during the teleconference or site visit to potential Offerors that do not attend the teleconference or site visit. Participants should read the RFP and come prepared to discuss any concerns and ask questions related to the work site.

Questions asked during the teleconference and site visit will be answered in accordance with paragraph 1.10 (Contacts / RFP Questions / Contact Person). The Procurement Manager may request potential Offerors to submit questions in writing for further clarification.

Offerors with a disability needing accommodation should contact the Procurement Manager prior to the date set for the pre-proposal teleconference and site visit so that reasonable accommodation can be made.

1.04 SCHEDULE OF EVENTS

This schedule represents the Agency's best estimate. If one component is delayed, the remainder of the schedule may be shifted an equivalent number of days at the Agency's discretion.

RFP Issue Date	August 1, 2023
Pre-proposal Teleconference and Site-visit	August 9, 2023
Deadline for Written Questions	August 11, 2023
Deadline for Receipt of Proposals – Proposals Opened	August 22, 2023
Notice of Intent to Award Contract Issued (NIA)	August 28, 2023
Agency Signs Contract	September 8, 2023

1.05 RIGHT OF REJECTION

A proposal may be rejected if the proposal contains a material alteration or erasure that is not initialed by the signer of the proposal.

The Procurement Manager may waive minor informalities that:

- a) do not affect responsiveness;
- b) are merely a matter of form or format;
- c) do not change the relative standing of or otherwise prejudice other offers;
- d) do not change the meaning or scope of the RFP;
- e) are trivial, negligible, or immaterial in nature;
- f) do not reflect a material change in the work, services, or products requested; or
- g) do not constitute a substantial reservation against a requirement or provision.

1.06 PHOTOCOPIES

Photocopied proposals may be submitted. However, at least one original document, with an original signature on the enclosed Proposal and Price Offer Forms, must be submitted.

If the Offeror chooses to submit their proposal through email, a scanned copy of the original signed document, submitted by email, is sufficient to meet the requirement of this section. However, at any time, the Procurement Manager may request that an Offeror provide the Procurement Manager with the original signed document. If requested by the Procurement Manager, the Offeror shall deliver the original signed document to the Procurement Manager within five (5) business days of the request. Failure to provide the Procurement Manager with an original signed document under this paragraph may result in an Offer being determined to be unresponsive or termination of a contract resulting from this RFP.

1.07 ALASKA BUSINESS LICENSE AND LEGAL ENTITY

The Offeror must have a current, valid Alaska business license when the proposal is submitted. The Offeror must include the business license number in the cover letter or provide a copy of the business license with the Proposal. The Offeror must include in the cover letter the type of legal (e.g., corporate) entity of the Offeror and the current status of that entity. If the Offeror is a corporation or a limited liability company, the business entity must be in good standing with the State of Alaska Department of Commerce, Community, and Economic Development at the time of proposal submission. **For more information regarding an Alaska business**

license or legal entity's status, please contact the Division of Corporations, Business, and Professional Licensing in the Department of Commerce, Community, and Economic Development at (907) 465-2550 or visit: <https://www.commerce.alaska.gov/web/cbpl>. If an Offeror fails to comply with this paragraph, the Legislative Affairs Agency (Agency) reserves the right to disregard the proposal.

1.08 U.S. FUNDS

Prices quoted shall be in U.S. funds.

1.09 TAXES

All proposals shall be submitted exclusive of federal, state, and municipal taxes.

1.10 CONTACTS / RFP QUESTIONS / CONTACT PERSON

OFFERORS OR THEIR AGENTS MAY NOT CONTACT ANY MEMBER OF THE PROPOSAL EVALUATION COMMITTEE, OR THEIR STAFF OR ANY MEMBER OF THE LEGISLATURE OR THEIR STAFF REGARDING THIS RFP. All questions concerning this Request for Proposals must be directed to the Procurement Manager of the Legislative Affairs Agency.

There are generally two types of questions:

(1) A question which can be answered by directing the Offeror to the specific section of the Request for Proposals where the information is found. Response to these questions may be given over the phone or email but are limited to directing the Offeror to a portion of the RFP which can then be read by the Offeror.

(2) A question that would require the Procurement Manager to clarify or interpret part of the Request for Proposals or its intent. Response to this type of question will not be given except in writing via amendment to the Request for Proposals, and Offerors must put these questions in writing; "writing" includes, but is not limited to, email; these questions should be received by the Procurement Manager at least ten (10) days prior to the deadline for receipt of proposals.

The Procurement Manager is JC Kestel, Legislative Affairs Agency, State Capitol, 120 4th Street, Room 3, Juneau, Alaska. EMAIL: JC.Kestel@AKLeg.Gov, PH: 907-465-6705, TDD: 907-465-4980.

1.11 REVIEW OF RFP

Offerors shall carefully review this RFP, without delay, for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material must be made in writing and should be received by the Procurement Manager at least ten (10) days before the deadline for receipt of proposals. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of an Offeror's proposal upon which award could not be made.

1.12 PROTEST

If an Offeror wishes to protest a solicitation, the award of a contract, or the proposed award of a contract, the protest must be filed in accordance with secs. 230 and 240 of the Alaska Legislative Procurement Procedures.

1.13 PROPOSAL SUBMISSION, DELIVERY, AND ACCEPTANCE

An Offeror must submit and deliver its proposal in one sealed package to the issuing office identified on Page 1 of this RFP or may email its proposal to the Procurement Manager at the email address shown on Page 1 of this RFP, no later than the date and time listed on Page 1 of this RFP as the deadline for receipt of proposals. If mailed or hand delivered, the package must be marked on the outside to identify the RFP and the Offeror. If emailed, the email must contain the RFP number in the subject line of the email.

An Offeror must complete and submit the form in attachment 5.04 (Cost Proposal Form) separately from the Offeror's Technical Proposal.

Only one (1) copy of the form in attachment 5.04 (Cost Proposal Form) should be submitted in a separate sealed envelope or PDF document marked COST PROPOSAL with the RFP number on the outside of the envelope or the COST PROPOSAL shall be emailed in the form of a PDF document labeled COST PROPOSAL with the RFP number in the subject line of the email that the PDF Proposal is sent in.

One (1) copy of the TECHNICAL PROPOSAL with the remainder of the offer shall be submitted in a sealed envelope or container with the RFP number on the outside of the sealed envelope or container; or the TECHNICAL PROPOSAL with the remainder of the offer shall be emailed in the form of a PDF document labeled TECHNICAL PROPOSAL with the RFP number in the subject line of the email that the PDF forms are sent in.

Emailed proposals must be submitted as an attachment in PDF format. The PDF document should be named in a format such as "Offeror A – Cost Proposal for RFP 662.pdf" (Offeror A is the name of the Offeror).

Please note that the maximum size of a single email (including all text and attachments) that can be received by the Agency is 50 megabytes (mb). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 50mb and each email must comply with the requirements described in the previous two paragraphs.

The Agency is not responsible for unreadable, corrupt, or missing attachments. It is the Offeror's responsibility to contact the issuing office at (907) 465-6705 - Voice, (907) 465-4980 - TDD to confirm that the emailed proposal has been received. Failure to follow the above instructions may result in the proposal being found non-responsive and rejected.

It is the responsibility of the Offeror to ensure that their proposal and any Agency-issued RFP amendments (signed by the Offeror) are in the issuing office of the Agency prior to the scheduled proposal closing time. A proposal will be rejected if the proposal and any signed amendments are not received prior to the closing date and time.

1.14 DISCUSSIONS WITH OFFERORS

This paragraph is removed for purposes of this RFP.

1.15 AMERICANS WITH DISABILITIES ACT

The Alaska State Legislature 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 submit a proposal should contact JC Kestel, Procurement Manager, Legislative Affairs Agency, (907) 465-6705 - Voice, (907) 465-4980 - TDD within a reasonable time, as determined by the Agency, before the proposals are due, to make any necessary arrangements.

1.16 PREFERENCE FOR ALASKA OFFEROR

If the Alaska Legislative Procurement Procedures apply and if an Offeror qualifies for the Alaska Bidder Preference, the Offeror will receive a preference of five (5) percent, applied in accordance with sec. 145 (Contract Award) of the Alaska Legislative Procurement Procedures. To qualify for the preference, the Offeror must: (a) hold a current Alaska business license; (b) submit an offer for the contract under the name that appears on the person's current Alaska business license; (c) have maintained a place of business in the State staffed by the Offeror or an employee of the Offeror for a period of six months immediately preceding the date of this offer; (d) be incorporated or qualified to do business under the laws of the State, be a sole proprietorship and the proprietor is a resident of the State, be a limited liability company organized under AS 10.50 and all members are residents of the State, or be a partnership under AS 32.06 or AS 32.11 and all partners are residents of the State; and, if a joint venture, be composed entirely of ventures that qualify under (a) - (d) of this paragraph.

To receive the Alaska Bidder Preference, the proposal must include a statement certifying that the Offeror is eligible to receive the Alaska Bidder Preference. If the Offeror is a limited liability company (LLC) or a partnership as identified in the previous paragraph, the statement must also identify each member or partner and certify that all members or partners are residents of the State. If the Offeror is a joint venture which includes an LLC or a partnership as identified in the previous paragraph, the statement must also identify each member or partner of each LLC or partnership that is included in the joint venture and certify that all of those members or partners are residents of the State.

1.17 FUND OBLIGATIONS

The availability of funds to pay for the Agency's monetary obligations under the contract is contingent upon appropriation of funds for the particular fiscal year involved. In addition to any other right of the Agency under this contract to terminate the contract, if, in the judgment of the Executive Director of the Agency, sufficient funds are not appropriated, the contract will be terminated by the Executive Director or amended, without liability of the Agency for the termination or amendment. To terminate under this section, the Project Director shall provide written notice of the termination to the Successful Offeror.

1.18 CANCELLATION; REJECTION OF ALL PROPOSALS; PREPARATION COSTS

This RFP does not obligate the Agency or the Alaska Legislative Council to award a contract or to pay any costs incurred in the preparation of the proposal if a contract is not awarded. This RFP may be cancelled, or all proposals rejected, as provided in sec. 120 of the Alaska

Legislative Procurement Procedures. Among the reasons that justify cancellation is that all of the responsive proposals exceed the funds available for the contract.

1.19 REJECTION OF INDIVIDUAL PROPOSALS

A proposal may be rejected in whole or in part when in the best interest of the Agency, as provided in sec. 130 of the Alaska Legislative Procurement Procedures.

1.20 PROCUREMENT PROCEDURES

This RFP is subject to the Alaska Legislative Procurement Procedures. The website link to the Procurement Procedures may be found on page one of this RFP.

1.21 ADDITIONAL TERMS AND CONDITIONS

The Agency reserves the right to include additional terms and conditions in the contract. However, these terms and conditions must be within the scope of the RFP and may not amount to a material modification of this RFP.

1.22 FORMAT OF CONTRACT

The contract entered into as a result of this RFP will be in the contract format desired by the Agency and will include the provisions of the RFP that apply to the contract.

1.23 CONTRACT NEGOTIATIONS

This paragraph is removed for purposes of this RFP.

1.24 FAILURE TO NEGOTIATE

This paragraph is removed for purposes of this RFP.

1.25 FIRM OFFER

For the purpose of award, proposals made in accordance with this RFP shall be good and firm for a period of ninety (90) days from the deadline for receipt of proposals in response to the RFP.

1.26 AWARD OF CONTRACT

AWARD OF THIS RFP IS SUBJECT TO APPROVAL BY THE STATE OF ALASKA LEGISLATIVE COUNCIL.

1.27 AWARD CRITERIA

All Offerors should note that final award of a contract based on this RFP is not solely based on the price. See Section Four (Evaluation Criteria) requirements of this RFP.

1.28 NOTICE OF INTENT TO AWARD

Upon selection of an apparent Successful Offeror, the Procurement Manager will issue a written Notice of Intent to Award (NIA) and send copies to all Offerors. The NIA will list the names and addresses of all Offerors and identify the proposal selected for award.

1.29 CONTRACT AMENDMENTS

In addition to any other amendment the parties may be allowed to make under the contract, the terms of the contract entered into as a result of this RFP may be amended by mutual agreement

of the parties if the Agency determines that the amendment is in the best interests of the Agency.

1.30 CONTRACT ASSIGNMENT/TRANSFER

Assignment or transfer of the contract entered into as a result of this Request for Proposals is subject to sec. 160 of the Alaska Legislative Procurement Procedures.

1.31 TERMINATION OF CONTRACT

Upon delivery of written notice to the Successful Offeror, the contract may be terminated by the Project Director with or without cause. To terminate, the Project Director shall provide notice by email or delivery of a hard copy to the Successful Offeror, whichever method is selected in the sole discretion of the Project Director. If this contract is so terminated and the termination is not based on a breach by the Successful Offeror, the Agency shall compensate the Successful Offeror for services and/or products provided under the terms of the contract up to the date the termination notice is delivered, provided the Successful Offeror provides the Agency with a statement in writing containing a description of the services and/or products provided prior to contract termination and a copy of all documents, reports, material, and other items required to be delivered to the Project Director by this RFP.

1.32 BINDING ON SUCCESSORS

The contract issued as a result of this RFP and all the covenants, provisions, and conditions contained in the contract shall inure to the benefit of and be binding upon the successors and assigns of the Successful Offeror and the Agency.

1.33 BREACH OF CONTRACT

In case of a breach of the contract, for whatever reason, by the Contractor, the Agency may procure the services from other sources and hold the Contractor responsible for damages resulting from the breach.

1.34 APPLICABLE LAWS

The Successful Offeror and its offer must comply with all applicable federal, state, and municipal labor, wage/hour, safety, and any other laws which have a bearing on the contract, and the Successful Offer must have all licenses, registrations, permits, and certifications required by the Agency and state and municipal law for performance of the contract covered by this RFP.

1.35 VENUE AND APPLICABLE LAW

In the event that the parties find it necessary to litigate the terms of the contract, the venue shall be the State of Alaska, First Judicial District at Juneau, and the contract shall be interpreted according to the laws of Alaska.

1.36 RECORDS; AUDIT

These requirements are in addition to any other records required by this RFP. Unless the resulting contract will be primarily for products, the Contractor shall accurately maintain detailed daily records that state the date of the work, the start and finish time of the work for each day, and describe the work done during the day. For all types of contracts, the Contractor shall also keep any other records that are required by the Project Director. The records required

by this paragraph are subject to inspection by the Agency or the Project Director at all reasonable times.

1.37 OWNERSHIP AND REUSE OF DOCUMENTS

Unless an RFP is soliciting primarily for products, all documents, reports, material, and other items generated as a consequence of work done under this contract are the property of the Agency. To the extent the Offeror has any interest in the copyright for these items under the copyright laws of the United States, the Offeror transfers any and all interest the Offeror has in the copyright for these items to the Agency, and the Agency will be the owner of the copyright for these items. Upon completion of the work or termination of the contract, the items shall be delivered to the Project Director. Offeror acknowledges that all the items are Agency records and, as a result, are public records.

1.38 MATERIALS AND PROCESSES COVERED BY PATENTS, TRADEMARKS, OR COPYRIGHTS

If the Offeror employs any design, device, material, or process covered by a patent, trademark or copyright, the Offeror shall provide for the use by suitable legal agreement with the owner. The Offeror shall indemnify and save harmless the Legislature of the State of Alaska, the Agency and their officers, agents, and employees, and any affected third party from any and all claims for infringement by reason of the use of the patented design, device, material or process, or any trademark or copyright, and shall indemnify the Agency for any costs, expenses, and damages which it may be obliged to pay by reason of any infringement at any time during the contract or after the completion of the contract.

1.39 INDEMNIFICATION

The Successful Offeror shall indemnify, save harmless, and defend the Alaska State Legislature, the Agency, and the Legislature and Agency's officers, agents, and employees from liability of any nature or kind, including, but not limited to, costs, attorney fees, and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from injuries or damages sustained by any person or persons or property as a result of any error, omission, or negligence of the Successful Offeror that occurs on or about the Legislature or Agency's premises or that relates to the Successful Offeror's performance of its contract obligations.

1.40 FORCE MAJEURE

The Successful Offeror is not liable for the consequences of any delay or 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 Successful Offeror. For the purposes of this paragraph, "Force Majeure" means: 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; or strike.

1.41 INSURANCE

Without limiting the Successful Offeror's indemnification responsibilities under paragraph 1.39 (Indemnification) of these Scope of Work and Products of this RFP, it is agreed that the

Successful Offeror shall purchase at its own expense and maintain in force at all times during the contract the following insurance:

1. workers' compensation insurance as required by AS 23.30.045(d) for all employees engaged in work under the contract and as required by any other applicable law; the Successful Offeror will be responsible for worker's compensation insurance for any subcontractor who directly or indirectly provides services under this contract; the coverage under this paragraph must include a waiver of subrogation against the State of Alaska;
2. comprehensive general liability insurance covering all business premises of, and operations by or on behalf of, the Successful Offeror in the performance of the contract, including, but not limited to, blanket contractual coverage, products coverage, premises and operations coverage, independent contractors coverage, broad form property damage endorsement, and personal injury endorsement; the policy must have minimum coverage limits of \$1,000,000 combined single limit per occurrence and annual aggregates where generally applicable; unless waived by the Agency, the insurance policy shall name the Agency as an additional insured;
3. commercial automobile liability insurance covering all vehicles used by the Successful Offeror or any subcontractor who directly or indirectly provides services under this contract in the performance of the contract, with minimum coverage limits of \$500,000 combined single limit per occurrence;

Certificates of Insurance must be furnished to the Procurement Manager before a contract is entered into. Each of the required insurance policies must provide for the Agency to receive a 30-day prior notice of any cancellation. Where specific limits are shown above, it is understood that they are the minimum acceptable limits. If a policy contains higher limits, the Agency will be entitled to coverage to the extent of the higher limits. All insurance policies must comply with, and be issued by, insurers licensed to transact the business of insurance in Alaska or in another state.

All insurance shall be considered to be primary and non-contributory to any other insurance carried by the Agency through self-insurance or otherwise.

In addition to providing the above coverages, the Contractor shall require that all indemnities obtained from any subcontractors be extended to include the Agency as an additional named indemnitee. The Contractor shall further require that the Agency be named as an additional insured on all liability insurance policies maintained by all subcontractors under their contracts with the Contractor, and that an appropriate waiver of subrogation in favor of the Agency be obtained with respect to all other insurance policies.

1.42 TIME

Time is of the essence.

1.43 HUMAN TRAFFICKING

By the Offeror's signature on their Proposal, the Offeror certifies that the Offeror is not headquartered in a country recognized as Tier 3 in the most recent U.S. Department of State's Trafficking in Persons Report.

In addition, if the Offeror conducts business in but is not headquartered in a country recognized as Tier 3 in the most recent U.S. Department of State's Trafficking in Persons Report, a certified copy of the Offeror's policy against human trafficking must be submitted to the Agency prior to contract award.

The most recent U.S. Department of State's Trafficking in Persons Report can be found at the following website: <https://www.state.gov/bureaus-offices/under-secretary-for-civilian-security-democracy-and-human-rights/office-to-monitor-and-combat-trafficking-in-persons/>

If an Offeror fails to comply with this paragraph 1.43 (Human Trafficking), the Agency may, without liability, reject the Offeror's proposal as non-responsive, cancel an intent to award to the Offeror, or cancel the resulting contract to the Offeror.

1.44 COVERAGE UNDER ETHICS LAW

Certain provisions of the Legislative Ethics Act (AS 24.60) apply to legislative consultants, legislative independent contractors, and their employees. It is the responsibility of the Contractor to review AS 24.60 and determine whether the Contractor is in compliance with AS 24.60.

SECTION TWO - RFP SPECIFICATIONS

2.01 SCOPE OF WORK

The ABA is undergoing a renovation to return the building to apartments, the purpose for which the building was originally constructed in 1932. The ABA is a three-story building with an underground parking garage. Once renovations are completed, the ABA will have 14 studio and 19 one-bedroom apartments with underground parking. The Agency has prepared this RFP package for soliciting sealed proposals from qualified Contractors to provide and install commercial-grade apartment style furniture for the newly renovated ABA. The furniture installation is scheduled to begin December 4, 2023, and be completed in phases by January 5, 2024. The ABA is planned to have full occupancy during the Legislative session that begins in mid-January of 2024.

The Offeror must have a demonstrated business success record in the commercial furniture market that can be validated through recent business customer references.

The turnover rate is high for this building and the proposed furniture must have a longer than typical life span and be able to endure constant reconfiguring. The Successful Offeror must provide durable, high-quality furniture that meets or exceeds the products specified in this RFP.

The product brands, item numbers, and quantities of each item are included in the product list in Attachment 5.02 (Product List) of this RFP. The Offeror may submit proposals for the suggested specified products or submit a proposal from other manufacturers that are of the same esthetic, quality, and concept. Offerors may submit up to two (2) proposals. Each proposal submitted from an Offeror must be in separate sealed envelopes as separate proposals.

The other furniture attachment included with this RFP consists of Attachment 5.03 (ABA Conceptual Furniture Layouts) representing furniture layouts that are approved for the project; and are provided as a separate attachment to the RFP when a Potential Offeror registers with the Procurement Manager for this RFP.

The drawings titled Attachment 5.03 - ABA Conceptual Furniture Layouts include:

1. Studio and One-Bedroom Apartment Layouts:

The drawings represent different layouts for each apartment on each floor of the residential areas. Although most layouts are closely identical from one floor to the next, the Offeror shall take a close look for differences in the apartments as they are not the same as others. This may include but is not limited to door and window placement, furniture layouts, or products needed for the unit. There is a mix of products, fabrics, finishes, and hardware selections in each apartment that differs from the next so attention to detail is important.

Upon Contract Award, the Successful Offeror will work with the Agency to determine final configuration, fabric, finish, and hardware selections of the products that are to be ordered for the contract. The resulting fabrics, finishes, and hardware selections shall be similar in serviceability, durability, quality, and appearance to the specifications in this RFP. The Agency will make final determination if the proposed products meet the expectations and intent of the design.

The Agency or the Agency's designee will conduct a final acceptance inspection of all products after the Contractor has delivered, installed, set up all furniture, and removed all shipping and packing material from the ABA.

2. Work and Products Required:

The Contractor will provide the following work and products:

- a. Assurance of compliance with the requirements of the Contract.
- b. A complete list of all materials required to complete this project, with pricing for each item.
- c. Placement and management of orders for production, including confirmation of availability of all products, styles, sizes, finishes, and colors.
- d. Receiving and securely storing all products and materials until delivery to the ABA. Timing of deliveries to assure all components are available at the site when required for installation. Delivery shall be sequenced to begin December 4, 2023, and be completed in phases by January 5, 2024.
- e. Provide at no additional cost all labor, freight, transportation, handling, packing, and crating, needed to deliver the projects to the designated location.
- f. Complete installation of the new furniture, including, but not limited to assembly, mounting, removal and disposition of all packing materials, and clean-up.
- g. Hard copy and electronic format (pdf) of manufacturer's recommended cleaning and maintenance procedures. Provide maintenance training and instruction to Agency personnel.

2.02 GENERAL TERMS AND CONDITIONS

1. Minimum Qualifications of Offeror: For Offerors to be considered responsive, Offerors must provide documentation demonstrating they meet these minimum prior experience requirements:
 - a. Offerors must demonstrate at least three (3) years of direct experience in providing similar work and products requested in this RFP to a similar type and size of facility. The three (3) years of experience must have occurred within the last five years.
 - b. Offerors must have or establish an office and staff within the State of Alaska to provide the Agency with warranty work, warranty claim processing, and assist the Agency with additional orders of the contracted furniture on an as needed basis.

An Offeror's failure to meet these minimum qualification requirements will cause their proposal to be considered nonresponsive and rejected.

2. Completeness of Proposal: A proposal must be complete as to all terms and conditions of this RFP on the date submitted and should be submitted with the understanding that it may form a material part of any subsequent contract.
3. Terms and Conditions of Ensuing Contract.
 - a. Term: The contract will not take effect until signed by the Executive Director or her designee. Prices shall remain firm for the duration of the contract. All contracted products must be installed or provided to the Agency no later than the close of business on January 5, 2024. The Project Director will perform a final inspection and acceptance of the installed products.
 - b. Invoices: Contractor will verify monthly invoices for accuracy before submission to Project Director for payment. The Contractor will submit invoices within thirty (30) days of completion of the work and installation of the products. Payment will be made after delivery and acceptance of the work rendered and products installed as described by the received invoice. The Contractor may invoice the Agency in phases to match the installation phases if so desired by the Contractor. The Agency will not pay invoices or provide any prepurchase deposits or funds for products that have not been installed and accepted by the Agency as fully installed and operational.
4. Project Director: The Project Director is the Supply Officer for the Agency or the Agency's designee. If the Agency changes the Project Director, the Agency will notify the Contractor.
5. Contractors Representatives: To facilitate contract administration by the Project Director and authorized Agency representatives, the Contractor shall provide the following:
 - a. At least two (2) individuals who will represent the contractor in every aspect pertaining to the work and products required by this RFP. At least one (1) of the individuals required under this paragraph must be the Contractor's Project Manager. The individuals described under this paragraph must be identified by the offeror and available within 24 hours of entering into a contract resulting from this RFP. The representatives, their location, and their availability must be satisfactory to the Agency.
 - b. At least one (1) of the Contractors Representatives shall be available Monday through Friday between the hours of 9am to 5pm Alaska Time except for State of Alaska holidays for the purpose of receiving calls and emails from the Agency throughout completion of the Contract requirements. The appropriate phone numbers and email addresses shall be supplied to the Agency upon execution of the resulting Contract.
6. Contractor Duties:
 - a. The Contractor's authorized representatives shall act as liaison to the Agency.

- b. The Contractor will ensure that the products installed will meet the required specifications and quality craftsmanship of the products described in this RFP, that includes but is not limited to warranty terms, weight limits, finish and fabric selections, and appearance of the installed products.

7. Service Requirements:

- a. New Furniture: All furniture offered in response to this RFP must be new furniture. New furniture means furniture that is currently in production by the manufacturer and is still the latest model, edition, or version generally offered. The furniture must be warrantied as new by the manufacturer and may not have been used for any purpose other than display (not demonstration), prior to its sale to the Agency. The Agency will not accept remanufactured, used, or reconditioned furniture. It is the Offeror's responsibility to ensure that each piece of furniture, component, and accessory delivered to the Agency complies with this requirement. A Contractor's failure to comply with this requirement will cause the Agency to seek remedies for breach of contract.
- b. Warranty – All furniture offered must carry, at minimum, a commercial level five-year warranty. Warranties on all products shall be advised in the Offerors proposal and the Offeror must provide all warranty work, service, and provide all manufacture correspondence and requirements needed to make a warranty claim on behalf of the Agency during the warranty period.
- c. Installation – All products must be installed by certified installers in accordance with the manufacturer's recommended installation instructions and in the apartments designated by the Agency. All product components shall be installed level, plumb, square, and with proper alignment with adjoining furniture. The components shall be securely interconnected and securely attached to the building where required.

Upon completion of installation, all products shall be cleaned and polished and the area shall be left in a clean and neat condition. The Contractor's Project Manager and the Agency's Project Director shall complete a walk-through of each apartment to examine the apartments interiors for damage and to examine the installed products and ensure proper products, fabrics, finishes, hardware were installed in the proper locations and in accordance with the final layouts. Any defects in the apartment interiors or material, products, or installation shall be repaired, and damaged products that cannot be satisfactorily repaired shall be replaced. A properly qualified contractor must make any repairs needed to the apartment interiors.

On-site regular working hours are 8:00 a.m. – 5:00 p.m. Monday through Friday. Most of the installation work is anticipated to be during regular working hours, alternative working hours must be approved by the Project Director and shall not result in any additional cost to the Agency. Limited non-secure storage may be available to the Contractor for staging and installation purposes.

8. Supervisory Personnel: The following outlines the supervisory personnel and requirements for their involvement in the Contract:

a. On-site Contractor Supervisor:

- i. Establish a level of service that meets or exceeds the standards set by the Agency.
- ii. Regularly schedule communication during the installation of the products, at least twice weekly, with the Project Director in order to anticipate and eliminate problems.
- iii. Regularly provide installation status updates during the installation of the products to the Agency, at least once weekly.
- iv. Regularly communicate with the Project Director about systems, equipment, personnel, and overall quality of the products being installed, with any deficiencies noted immediately.
- v. Check invoices for accuracy.
- vi. Always supervise all Contractor workers and any Subcontracted workers of the Contractor while onsite at the ABA.
- vii. Advise the Project Director on any changes to the installation sequence or timing of installation.

2.03 LOCATION OF WORK

The location that the work and products are to be performed, completed, managed, and installed at is:

Assembly Building Apartments (ABA)
211 4th Street
Juneau, Alaska 99801

SECTION THREE - PROPOSAL FORMAT AND CONTENT

3.01 GENERAL INSTRUCTIONS

The Agency discourages overly lengthy and costly proposals; however, in order for the Agency to evaluate proposals fairly and completely, Offerors should follow the format set out in this section and provide all information requested at time of proposal submission. Any information or materials submitted after the deadline for receipt of proposals will be rejected by the Agency.

Offerors must deliver their proposals according to paragraph 1.13 (Proposal Delivery and Acceptance) of Section One of this RFP.

The proposal must be split into two parts: 1) a technical proposal and 2) a cost proposal.

3.02 TECHNICAL PROPOSAL FORMAT

All proposals shall include the following items in the order as shown. Please be as concise and clear as possible. All proposal documents must be provided on 8 ½" x 11" paper or in 8 ½" x 11" PDF format with the exception of floor plans that may be provided on 11" x 17" paper or in 11" x 17" PDF format.

1. **Cover Letter:**

Provide a cover letter on the Offeror's letterhead signed by a person with the authority, including, but not limited to, fiscal authority and authority contractually to bind the Offeror, certifying the accuracy of all information in the proposal and certifying that the proposal will remain valid for 90 days from the RFP date of closing. This Cover Letter should have the Offeror's name, address, telephone number, email address, Alaska business license number (see paragraph 1.07 (Alaska Business License and Legal Entity) for more information), tax identification number, and legal (e.g., corporate) entity number of the Offeror and the current status of that entity. If the Offeror is a corporation or a limited liability company, the business entity must be in good standing with the State of Alaska Department of Commerce, Community, and Economic Development at the time of proposal submission.

2. **Understanding of the Work and Implementation of Work and Products:**

Offerors must provide comprehensive narrative statements that illustrate their understanding of the work requirements of the RFP and the implementation of the work and products in the projects schedule. In the narrative list any additional discounting due to the scope of the project if selected, provide a detailed project schedule with milestones portraying estimated completion dates, a plan for storage and installation of the products, and a plan for removal of all shipping and packing materials.

3. **Proposed Products and Designs:**

In the technical proposal please provide the following documents, organized by apartment location: floor plans, 3D views, parts list, cut sheet and/or brochures for each item. Provide detailed information about each product's measurements, fabric, finish, or hardware options, warranty information, and identify where the proposed products have been installed and may be viewed by the Agency if they desired to view.

4. Experience and Qualifications:

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual supervisor or manager responsible and accountable for the management of the work that is to be provided in this RFP. Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will work on the contract and provide the following information for the Project Managers listed:

- Name
- Title
- Experience and Work History
- Email Address
- Cellular and Direct Office Telephone Numbers

Offerors must provide three letters of reference from current or recent clients that they have provided similar work and products to for a similar sized project. Proposals that do not include at least three references may be deemed non-responsive. An authorized agent of the current or recent client for which the services were provided to the client (the Offeror's customer) must provide the reference information and sign and date the letter. It is the Offeror's responsibility to ensure that the completed letters are submitted with the proposal by the submission date, for inclusion in the evaluation process. Any client reference letters that are not received may adversely affect the Offeror's score in the evaluation process. The Agency may contact the client references for validation of the information provided in the client reference letters. If the Agency finds erroneous information, evaluation points may be deducted, or the proposal may be rejected entirely.

3.03 COST PROPOSAL REQUIREMENTS

Only one (1) copy of the COST PROPOSAL FORM in attachment 5.04 (Cost Proposal Form) should be submitted in a **separate** sealed envelope marked COST PROPOSAL with the RFP number on the outside of the envelope, or in a PDF document marked COST PROPOSAL with the RFP number in the subject line of the email that the PDF Proposal is sent in.

This is a fixed-price contract. The total price in the offer must include all charges which can be reasonably anticipated by the scope of work and products required in this RFP, including, but not limited to, supplies, equipment, fees, professional services, and expenses, including travel, lodging, per diem, and administrative cost.

SECTION FOUR - EVALUATION CRITERIA

It is the Agency's intent to conduct a comprehensive, fair, and impartial evaluation of all proposals. All proposals will be reviewed by the Procurement Manager to determine if they are responsive. They will then be evaluated by the Proposal Evaluation Committee (PEC) using the criteria set out below. The total number of points used to score the responses is 1000. A sample evaluation form is also included in section five of this RFP which lists the questions that will be used by the PEC to evaluate the proposals.

4.01 UNDERSTANDING OF THE WORK AND IMPLEMENTATION OF THE WORK AND PRODUCTS

(10 PERCENT – 100 POINTS)

- 1) How well has the Offeror demonstrated a thorough understanding of the purpose and scope of the project?
- 2) How well has the Offeror identified pertinent issues and potential problems related to the project?
- 3) Has the Offeror demonstrated an understanding of the Agency's time schedule, and do they appear to have the ability to meet the Contract installation dates?

4.02 PROPOSED PRODUCTS AND DESIGNS

(30 PERCENT – 300 POINTS)

- 1) Do the proposed products meet the design intent?
- 2) Do the aesthetics of the proposed products meet the design direction provided by the Agency?
- 3) Do the proposed products have a warranty that meets the needs of the Agency? Does the warranty include parts and labor and for the appropriate period of time?
- 4) After reviewing the proposed products, do the proposed products have a quality that will have a longer than typical life span? Will this product be the best investment for the Agency?
- 5) Did the Offeror provide all documentation related to the products, floor plan layouts, 3D views, parts list, pricing, cut sheet and/or brochures for each product as required by this RFP?

4.03 EXPERIENCE AND QUALIFICATIONS

(10 PERCENT – 100 POINTS)

- 1) Questions regarding the personnel:
 - A. Did the Offeror identify the individuals that will be involved with the project and provide all of the information requested?
 - B. Do the individuals assigned to lead or manage this project have experience with similar projects?

2) Questions regarding the Offeror:

- A. How well has the Offeror demonstrated experience in providing services similar to the requirements of this RFP?
- B. Has the Offeror provided at least three reference letters from previous or current clients that describe a positive view of the Offeror and the work and products that they provided?
- C. How successful is the general history of the Offeror regarding timely and successful completion of projects?

4.04 CONTRACT COST

(50 PERCENT – 500 POINTS)

Converting Cost to Points: The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the formula listed below. If the legislative procurement procedures are applicable, all Alaskan Offerors will receive a five (5) percent bidder's preference. This preference will be given before converting the cost to points. The Agency's Procurement Manager will be calculating this section of the evaluation criteria after the PEC and Procurement Manager record scores for the PEC's evaluations of all Technical Proposals that are received.

Formula for Converting Cost to Points

$$([PRICE\ OF\ LOWEST\ COST\ PROPOSAL] \times [MAXIMUM\ POINT\ FOR\ COST]) \div (COST\ OF\ EACH\ HIGHER\ PRICED\ PROPOSAL)$$

SECTION FIVE – ATTACHMENTS

5.01 SAMPLE EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out below. The total number of points used to score this proposal is 1000.

Person or Firm Name: _____

Name of Proposal Evaluation Committee Member: _____

Date of Review: _____

RFP Number: _____

A. Understanding of The Work and Implementation of The Work and Products – 10%

(Maximum Point Value for this Section – 100 Points [1000 Points x 10% = 100 Points])

Scale Rating 1 : 100 where 1=lowest and 100=highest

A detailed description of the work to be provided which explains the Offeror's understanding of the work required and implementation of the work and products.

- 1) How well has the Offeror demonstrated a thorough understanding of the purpose and scope of the project?

- 2) How well has the Offeror identified pertinent issues and potential problems related to the project?

- 3) Has the Offeror demonstrated an understanding of the Agency's time schedule, and do they appear to have the ability to meet the Contract installation dates?

Evaluator's Point Total for Section A

B. Proposed Products and Designs – 30 percent

(Maximum Point Value for this Section – 300 Points [1000 Points x 30% = 300 Points])

Scale Rating 1 : 300 where 1=lowest and 300=highest

The Management Plan for the implementation, ongoing support, and overall management of the services requested in this RFP.

- 1) Do the proposed products meet the design intent?

- 2) Do the aesthetics of the proposed products meet the design direction provided by the Agency?

- 3) Do the proposed products have a warranty that meets the needs of the Agency? Does the warranty include parts and labor and for what period of time?

- 4) After reviewing the proposed products, do the proposed products have a quality that will have a longer than typical life span? Will this product be the best investment for the Agency?

- 5) Did the Offeror provide all documentation related to the products, floor plan layouts, #D views, parts list, pricing, cut sheet and/or brochures for each product as required by this RFP?

Evaluator's Point Total for Section B

C. Experience and Qualifications – 10 Percent

(Maximum Point Value for this Section – 100 Points [1000 Points x 10% = 100 Points])

Scale Rating 1 : 100 where 1=lowest and 100=highest

The experience and qualifications of the personnel assigned to lead or manage the personnel assigned to the project and the experience and qualifications of the Offeror.

1) Questions regarding the personnel:

A. Did the Offeror identify the individuals that will be involved with the project and provide all of the information requested?

B. Do the individuals assigned to lead or manage this project have experience with similar projects?

2) Questions regarding the Offeror:

A. How well has the Offeror demonstrated experience in providing services similar to the requirements of this RFP?

B. Has the Offeror provided at least three reference letters from previous or current clients that describe a positive view of the Offeror and the work and the products that they provided?

C. How successful is the general history of the Offeror regarding timely and successful completion of projects?

Evaluator's Point Total for Section C

**EVALUATOR'S COMBINED TOTAL
FOR SECTIONS A THROUGH C**

D. Contract Cost – 50 Percent

(Maximum Point Value for this Section – 500 Points [1000 Points x 50% = 500 Points])

Converting Cost to Points: The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the formula listed below. All Alaskan Offerors will receive a five (5) percent bidder's preference. This preference will be given before converting the cost to points. The Agency's Procurement Manager will be calculating this section of the evaluation criteria.

Formula for Converting Cost to Points (The amount of each cost proposal is reached after applying any applicable bidder's preferences.)

([PRICE OF LOWEST COST PROPOSAL] X [MAXIMUM POINT FOR COST]) DIVIDED BY (COST OF EACH HIGHER PRICED PROPOSAL)

- a. Price of Lowest Cost Proposal _____
- b. Maximum Points for Cost 500 Points
- c. Total of a times b _____
- d. Cost of Higher Price Proposal _____
- e. Divide c by d = _____ Points

Point Total for Section D _____

**OFFEROR COMBINED TOTAL
FOR SECTIONS A THROUGH D** _____

5.02 PRODUCT LIST

The Product List below provides details pertaining to the item description, item quantities, fabric selections, finish selections, hardware selections and installation locations for each apartment in the ABA. The Contractor shall provide, deliver, and install the products listed below or an Agency approved substitute in the quantities as shown to the apartment listed.

ITEMS# 1A, 1B, & 1C

Total Qty: 7

Item Name: Sofa, 3-Seater

Manufacturer: Coalesse

Product Name: Sistema

Model # COSISL3

Finishes:

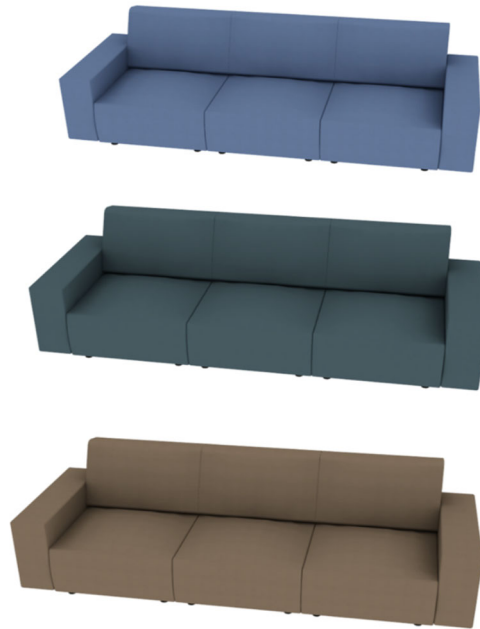
Legs: Graphite Matte

Upholstery:

Brisa Cambridge

Brisa Moccasin

Brisa Skyway



Locations: One (1)ea in apartments 105, 202, 203, 205, 302, 303, and 305

ITEMS# 2A, 2B, & 2C

Total Qty: 9

Item Name: L-Shape Section Sofa

Manufacturer: West Elm

Product Name: Mesa

Model # WESMESCHLH

Finishes:

Legs: Antique Bronze

Upholstery:

Brisa Cambridge

Brisa Moccasin

Brisa Skyway



Locations: One (1)ea in apartments 101, 104, 108, 201, 204, 208, 301, 304, and 308

ITEMS# 3A, 3B, & 3C

Total Qty: 17

Item Name: Loveseat
Manufacturer: Coalesse
Product Name: Sistema
Model # COSISL2

Finishes:

Legs: Graphite Matte

Upholstery:

Brisa Cambridge

Brisa Moccasin

Brisa Skyway



Locations: One (1)ea in apartments 102, 103, 106, 107, 109, 110, 111, 206, 207, 209, 210, 211, 306, 307, 309, 310, and 311

ITEMS# 4A, 4B, & 4C

Total Qty: 33

Item Name: Lounge Chair
Manufacturer: West Elm
Product Name: Lucas Chair
Model # WESLUCW

Finishes:

Legs: Antique Bronze

Upholstery:

Ultraleather Linen Glacier

CF Stinson Natural World Sapphire

CF Stinson Natural World Boysenberry



Locations: One (1)ea in every apartment

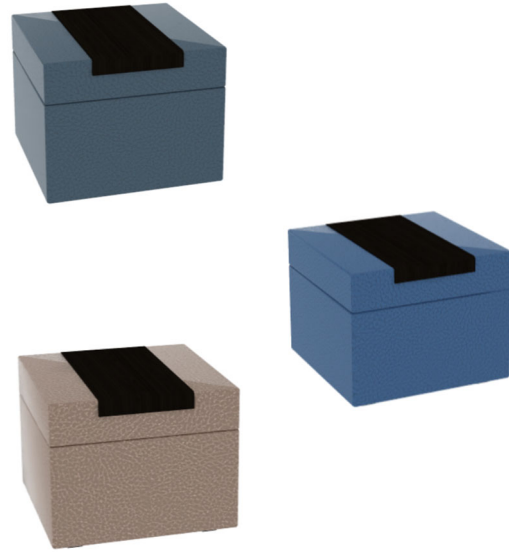
ITEMS# 5A, 5B, & 5C

Total Qty: 24

Item Name: Ottoman
Manufacturer: OFS
Product Name: Tangent
Model # TN-2222B

Finishes:

Surface Finish: Ebony
Upholstery:
Brisa Cambridge
Brisa Moccasin
Brisa Skyway



Locations: One (1)ea in apartments 102, 103, 105, 106, 107, 109, 110, 111, 202, 203, 205, 206, 207, 209, 210, 211, 302, 303, 305, 306, 307, 309, 310, and 311

ITEMS# 6A, 6B, & 6C

Total Qty: 9

Item Name: Ottoman
Manufacturer: West Elm
Product Name: Mesa
Model # WESMESO

Finishes:

Leg Finish: Antique Bronze
Upholstery:
Brisa Cambridge
Brisa Moccasin
Brisa Skyway



Locations: One (1)ea in apartments 101, 104, 108, 201, 204, 208, 301, 304, and 308

ITEMS# 7A & 7B

Total Qty: 33

Item Name: Coffee Table Set, 16" and 18" Height

Manufacturer: AMQ

Product Name: Lily Pad

Model # WEM7 and WEM59



Finishes:

Walnut

White Marble

Locations: One (1) set in every apartment

ITEM# 8

Total Qty: 11

Item Name: Dining table, 4-Seater

Manufacturer: Steelcase

Product Name: Groupwork

Model # TS4TLDR36, TS4TBASE285



Finishes:

Top Finish: Clay Noce

Base Finish: Black

Locations: One (1)ea in apartments 101, 104, 108, 201, 204, 205, 208, 301, 304, 305, 308

ITEMS# 9A, 9B, & 9C

Total Qty: 22

Item Name: Dining table, 2-Seater
Manufacturer: Northland Furniture
Product Name: Malibu Table
Model # NLFMAT30



Finishes:
Ankara Cherry,
Pewter Pine,
Licorice Groovz

Locations: One (1)ea in apartments 102, 103, 105, 106, 107, 109, 110, 111, 202, 203, 206, 207, 209, 210, 211, 302, 303, 306, 307, 309, 310, and 311

ITEM# 10

Total Qty: 33

Item Name: Personal/Laptop, Table
Manufacturer: Steelcase
Product Name: Personal Table
Model # TS4TWP



Finish:
Virgina Walnut

Locations: One (1)ea in every apartment

ITEMS# 11A, 11B, & 11C

Total Qty: 88

Item Name: Dining Chair
Manufacturer: West Elm
Product Name: Slope
Model # WESSLP CG



Finishes:

Leg Finish: Black
Brisa Ash
Brisa Pompeian Red
Brisa Mineral

Locations: Two (2)ea in each studio and small bedrooms, four (4)ea in each larger one-bedroom apartment

ITEM# 12A, 12B, 12C, & 12D

Total Qty: 28

Item Name: Queen Platform Bed
Manufacturer: Northland Furniture
Product Name: Malibu Bed
Model # NLFMQPBHB and NLFMQPB



Finishes:

Hardware: Oil Rubbed Bronze
Surface Finish:
Ankara Cherry
Pewter Pine

Locations: One (1)ea without headboards in apartments 202 and 302. One (1)ea with headboards in apartments 101, 104, 105, 106, 107, 108, 110, 111, 201, 203, 204, 205, 206, 207, 208, 210, 211, 301, 303, 304, 305, 306, 307, 308, 310, and 311

ITEM# 13

Total Qty: 5

Item Name: Queen Murphy Bed
Manufacturer: Breda Bed
Product Name: Horizontal Urban Murphy Bed
Model # HZ-URB

Finishes:

Hardware: Brushed Nickel
Surface Finish: Textured Black



Locations: One (1)ea apartments 102, 103, 109, 209, 309

ITEM# 14

Total Qty: 28

Item Name: Queen Mattress and Foundation
Manufacturer: Beautyrest Hospitality
Product Name: Westbury Plush 13" Mattress
and Duraforce Double Beam Foundation



Locations: One (1)ea apartments 101, 104, 105, 106, 107, 108, 110, 111, 201, 203, 202, 204, 205, 206, 207, 208, 210, 211, 301, 302, 303, 304, 305, 306, 307, 308, 310, and 311

ITEM# 15

Total Qty: 5

Item Name: Queen Mattress

Manufacturer: Serta Perfect Sleeper Hospitality

Product Name: Master Suite Plush 1-sided 11”
Mattress



Locations: One (1)ea apartments 102, 103, 109, 209, 309

ITEM# 16A, 16B, 16C

Total Qty: 33

Item Name: Nightstand with Drawer

Manufacturer: Northland Furniture

Product Name: Malibu Nightstand, Small
Model # NLFMSNS



Finishes:

Hardware: Oil Rubbed Bronze and Polished Nickle

Surface Finish:

Ankara Cherry

Pewter Pine

Licorice Groovz

Locations: one in each apartment

ITEM# 17A, 17B, 17C

Total Qty: 33

Item Name: Dresser, 3-Drawer
Manufacturer: Northland Furniture
Product Name: Malibu Dresser, 3-Drawer
Model # NLFMD3D



Finishes:

Hardware: Oil Rubbed Bronze and Polished Nickle
Surface Finish:
Ankara Cherry
Pewter Pine
Licorice Groovz

Locations: one in each apartment

ITEM# 18A, 18B, 18C

Total Qty: 33

Item Name: Mirror, Hanging
Manufacturer: Northland Furniture
Product Name: Hanging Mirror
Model # NLFMHM



Finishes:

Surface Finish:
Ankara Cherry
Pewter Pine
Licorice Groovz

Locations: one in each apartment

5.03 ABA CONCEPTUAL FURNITURE LAYOUTS

Attachment 5.03 (ABA Conceptual Furniture Layouts) representing furniture layouts that are approved for the project; and are provided as a separate attachment to the RFP when a Potential Offeror registers with the Procurement Manager for this RFP.

This space was intentionally left blank.

5.04 COST PROPOSAL FORM (page 1 of 2)

RFP Number: 662

RFP Title and Description: Assembly Building Apartment Furnishings

OFFEROR

Company Name: _____

Address: _____

City, State, Zip Code: _____

Telephone No.: _____ Email address: _____

Tax Identification No.: _____ Alaska Business License No.: _____

COST PROPOSAL

The Offeror hereby provides the price(s) listed below in accordance with the RFP as the Total Proposed Contract Prices for the work and products described in RFP 662. The representations in the groups below are for evaluation purposes and to establish the prices of each product and work performed by the Contractor throughout the Contract. The prices provided for each product shall be all inclusive and include all costs associated with administration, travel, per-diem, shipping, hardware, supplies, materials, equipment, equipment rentals, repairs, personnel, permits, and all other necessary tools, materials and labor to complete the work and provide the products as required in this RFP. Offerors are to enter the total from page 2 of the Cost Proposal Form below on line 1. and submit both pages of the Cost Proposal Form at the time of the Offerors proposal submission.

1. Total of Proposed Contract Prices: \$ _____

(Total shown here shall match Total of all Products on page 2 of this Cost Proposal Form)

By signature on this Proposal Form, Offerors certify 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 federal government; (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government; (e) all terms and conditions set out in this RFP; (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; (g) that the offers will remain open and valid for at least 90 days from date of submission of offer to Agency; and (h) that programs, services, and activities provided to the general public under the resulting contract will conform to the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government. If an Offeror fails to comply with (a) through (h) of this paragraph, the Agency reserves the right to disregard the proposal.

NAME OF OFFEROR: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ **DATE:** _____

5.04 COST PROPOSAL FORM (page 2 of 2)

Item #	Quantity	Item Name	Fabric, Finish, Hardware	Unit Cost	Ext. Cost
1A	2	Sistema Sofa, 3-Seater	Brisa Cambridge / Graphite Matte		
1B	2	Sistema Sofa, 3-Seater	Brisa Moccasin / Graphite Matte		
1C	3	Sistema Sofa, 3-Seater	Brisa Skyway / Graphite Matte		
2A	3	Mesa L-Shape Section Sofa	Brisa Cambridge / Antique Bronze		
2B	3	Mesa L-Shape Section Sofa	Brisa Moccasin / Antique Bronze		
2C	3	Mesa L-Shape Section Sofa	Brisa Skyway / Antique Bronze		
3A	4	Sistema Loveseat, 2-Seater	Brisa Cambridge / Graphite Matte		
3B	7	Sistema Loveseat, 2-Seater	Brisa Moccasin / Graphite Matte		
3C	6	Sistema Loveseat, 2-Seater	Brisa Skyway / Graphite Matte		
4A	9	Lucas Lounge Chair, 4-leg	CF Stinson Natural World Sapphire / Antique Bronze		
4B	12	Lucas Lounge Chair, 4-leg	CF Stinson Natural World Boysenberry / Antique Bronze		
4C	12	Lucas Lounge Chair, 4-leg	Ultraleather Linen Glacier / Antique Bronze		
5A	6	OFS Ottoman, Padded with Removable Veneer Surface	Brisa Cambridge / Ebony		
5B	9	OFS Ottoman, Padded with Removable Veneer Surface	Brisa Moccasin / Ebony		
5C	9	OFS Ottoman, Padded with Removable Veneer Surface	Brisa Skyway / Ebony		
6A	3	Mesa Ottoman	Brisa Cambridge / Antique Bronze		
6B	3	Mesa Ottoman	Brisa Moccasin / Antique Bronze		
6C	3	Mesa Ottoman	Brisa Skyway / Antique Bronze		
7A	33	Lily Pad Coffee Table, 16" Nesting	Walnut		
7B	33	Lily Pad Coffee Table, 18" Nesting	White Marble		
8	11	Dining Table, 4-Seater	Clay Noce / Black		
9A	9	Dining Table, 2-Seater	Ankara Cherry		
9B	8	Dining Table, 2-Seater	Pewter Pine		
9C	5	Dining Table, 2-Seater	Licorice Groovz		
10	33	Personal/Laptop Table	Virgina Walnut		
11A	28	Slope Dining Chair	Brisa Ash / Black		
11B	30	Slope Dining Chair	Brisa Pompeian / Black		
11C	30	Slope Dining Chair	Brisa Mineral / Black		
12A	1	Queen Platform Bed without Headboard	Ankara Cherry		
12B	1	Queen Platform Bed without Headboard	Pewter Pine		
12C	16	Queen Platform Bed with Headboard	Ankara Cherry		
12D	10	Queen Platform Bed with Headboard	Pewter Pine		
13	5	Queen Murphy Bed with Horizontal Conversion	Textured Black / Brushed Nickel		
14	28	Queen Mattress and Foundation	BeautyRest Hospitality Westbury Plush 13" / Duraforce Double Beam		
15	5	Queen Mattress	Serta Perfect Sleeper Hospitality Master Suite Plush 11"		
16A	17	Malibu Nightstand, 1-Drawer	Ankara Cherry / Oil Rubbed Bronze BP821128BORB		
16B	11	Malibu Nightstand, 1-Drawer	Pewter Pine / Oil Rubbed Bronze 125.67.351		
16C	5	Malibu Nightstand, 1-Drawer	Licorice Groovz / Brushed Nickle 117.97.662		
17A	17	Malibu Dresser, 3-Drawer	Ankara Cherry / Oil Rubbed Bronze BP821128BORB		
17B	11	Malibu Dresser, 3-Drawer	Pewter Pine / Oil Rubbed Bronze 125.67.351		
17C	5	Malibu Dresser, 3-Drawer	Licorice Groovz / Brushed Nickle 117.97.662		
18A	17	Malibu Mirror, Hanging	Ankara Cherry		
18B	11	Malibu Mirror, Hanging	Pewter Pine		
18C	5	Malibu Mirror, Hanging	Licorice Groovz		
Total of all Products (Offeror shall also enter this amount on page 1 of this Cost Proposal Form)					

5.05 PROPOSAL CHECKLIST

Offerors may use boxes at left to check off items when completed.

If an Offeror fails to submit the following items in its proposal, the Agency may consider the proposal non-responsive.

This checklist is intended as a reminder of certain important items and is not intended to be a complete list of what must be included in the proposal.



TO INCLUDE:

- ☐ All pages of the Cost Proposal Form (Attachment 5.04 Cost Proposal Form)
- ☐ A copy signed by the Offeror of each amendment issued by the Agency
- ☐ Alaska Business License and Entity information included within Technical Proposal Cover Letter
- ☐ Three Letters of Reference for Offeror included with Technical Proposal
- ☐ All information and documentation that is required for the proposed products shall be included with Technical Proposal
- ☐ Submission of Technical and Cost Proposals in separately sealed envelopes or PDF attachments