

**NORTHERN REGION MAINTENANCE & OPERATIONS
AIRPORT MAINTENANCE**

INSTRUCTIONS TO BIDDERS

1. SPECIAL INFORMATION

A. Location: Kiana Airport, Kiana, Alaska

B. Equipment: Equipment at this location shall be: State Furnished.

C. Job Site Visit: Bidders are strongly encouraged to visit the work site(s) prior to the scheduled bid opening to inform themselves of all conditions under which work is to be performed.

2. Bidders are requested to carefully review this invitation. Questions, objections or comments should be made in writing and received by the Contracting Officer no later than ten (10) days prior to the Bid Opening, so that any necessary amendments may be published and distributed to bidders to prevent the opening of a defective bid upon which award cannot be made, but which will result in the exposure of bidders' prices. Bidders' pretests based upon any omission, or errors, or the content of the Invitation for Bids may be disallowed if not made known prior to the Bid Opening.

Do not put the bid number and opening date on the envelope if you are requesting bid information. Envelopes with bid numbers will not be opened until the scheduled date and time. Do not include in the envelope any bids for other work.

3. Pursuant to AS 36.30.560 and AS 36.30.565 an interested party may protest award of this contract. The protest shall be filed with the Procurement Officer in writing and include the following information:

- (1) 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;
- (5) The form of relief requested.

The protest must be filed within 10 days after a notice of Intent to Award the contract is issued.

4. PREPARATION OF BIDS

- A. Bidders are instructed to use the attached bid forms for submitting bids. Bids shall be submitted on the forms furnished or copied thereof, and must be manually signed in ink. If erasures or other changes appear on the forms, each such erasure or change must be initialed by the person signing the proposal. The bidder shall specify in form proposal a price in figures.
- B. Conditional or alternative bids will be rejected as non-responsive.
- C. Bids, amendments or withdrawals may be submitted by fax, hand delivered, or mailed in a sealed envelope. Confidentiality can only be assured for sealed quotes. Facsimile communications must be addressed to the Contracting Officer listed on the bid. ***Facsimile No. (907) 451-2313. It is strongly suggested that a follow up call be made to insure that all bids submitted by fax have been received.*** Facsimile modifications of bids already submitted will be considered, provided they are received at the DOT&PF bid receipt location prior to the time set for opening the bids.

5. BIDDERS QUALIFICATIONS

Before a bid is considered for award, the bidder may be requested by the Department to submit a statement of facts, in detail, as to Bidder's previous experience in performing comparable work, the Bidder's business and technical organization, financial resources, and equipment available to be used in performing the contemplated work.

Prior to award of the contract, a State representative may inspect the equipment the Bidder proposes to use in fulfilling his obligations under the contract. If, at the discretion of the inspector, the equipment is determined to be inadequate to perform the contract, the Bidder shall be given a five (5) day correction period to repair or replace the equipment and to be re-inspected. Failure after the second inspection will result in rejection of the bid and award will be made to the next lowest bidder, subject to inspection as stipulated above.

The Department reserves the right to disqualify a bidder or refuse to issue a proposal for any of the following reasons:

- A. Uncompleted work of a bidder which, in the judgment of the Department, might hinder or prevent the prompt completion of additional work if awarded.

- B. Failure to pay, or satisfactorily settle, all bills due for labor and material on previous contracts in force at the time of issuance of proposals.
- C. Failure to comply with any qualification requirements of the Department.
- D. Default under previous contracts, or fraud or dishonesty in the performance of previous contracts.
- E. Unsatisfactory performance on previous work.
- F. Failure to reimburse the State for monies owed on any previous contracts.
- G. More than one bid for the same work from an individual, firm, or corporation under the same or different name.
- H. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the Department until any such participant shall have been reinstated as a qualified bidder.

Nothing contained in this section shall deprive the Department of its discretion in the matter of determining the lowest responsive, responsible bidders.

6. SUBMISSION OF BIDS

All bids including any amendments or withdrawals must be received prior to bid opening. Bids shall be submitted on the form furnished and must be in a sealed envelope married and addressed as follows:

YOUR ADDRESS AND PHONE NUMBER

Kotlik Airport Maintenance

Bid Number: **2524N013**

Bid amendments or withdrawals may be submitted by fax, hand delivered, or mailed in a sealed envelope. Confidentiality can only be assured for sealed quotes. Bids transmitted by mail must be received at the above specified address no later than the scheduled time of bid opening. Facsimile communications must be addressed to **Eric Johnson**, Facsimile No. (907) 451-2313.

7. ADDENDA REQUIREMENTS

The bid documents provide for acknowledgement individually of all addenda to the invitations and/or specifications on the signature page or the Proposal. All addenda shall be acknowledged on the Proposal or by facsimile prior to the scheduled time of Bid Opening.

Every effort will be made by the Department to insure that Plan holders receive all addenda when issued. Addenda will be sent to the address of the individual or company requesting proposal and Contract documents. Failure of a Bidder to acknowledge receipt of any addenda could result in the rejection of their proposal.

8. RECEIPT AND OPENING OF BIDS

- A. All bids, including any amendment or withdrawal, must be received by the Department prior to the scheduled time of Bid Opening. Any bid, amendment, or withdrawal which has not been actually received by the Department prior to the time of the scheduled bid opening will not be considered.
- B. No responsibility will attach to any officer or employee for the Department for the premature opening of, or failure to open a bid improperly addressed or identified.
- C. The Department reserves the right to waive any technicality in bids received when such waiver is deemed by the Contracting Officer to be in the best interest of the State.

9. WITHDRAWAL OF BIDS

Bids may be withdrawn by written or facsimile request received from a bidder prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

10. BIDDERS PRESENT

At the time fixed for bid opening, bids will be made public for examination and the information of bidders and others properly interested, who may be present either in person or by representative.

11. BIDDERS INTERESTED IN MORE THAN ONE BID

If more than one bid is offered by any one party, by or in the name of his or their clerk or partner, all such bids will be rejected. A party who has quoted prices to a bidder is not thereby disqualified from quoting prices to other bidders or from submitting a bid directly for the work.

12. REJECTION OF BIDS

The Department reserves the right to reject any and all bids when such rejection is deemed by the Contracting Officer to be in the best interest of the State; to reject the bid of a bidder who has previously failed to perform properly, or complete on

time, contract of a similar nature; to reject the bid of a bidder who is not, in the opinion of the Contracting Officer, in a position to perform the Contract; and to reject a bid as non-responsive where the bidder fails to furnish the required documents listed on the Required Document Page, fails to complete required documents in the manner directed, makes unauthorized alterations to the bid documents, or is otherwise determined to be an unqualified bidder.

13. AWARD OF CONTRACT

- A. The Letter of Award, if the Contract is to be awarded, will be issued to the lowest responsive, responsible, and qualified bidder as soon as practical and usually within 40 calendar days after opening of proposals.
- B. All bidders will be notified of the Department's Intent to Award the Contract and the successful Bidder will be requested to execute certain documents, including, but not limited to, the Contract form.
- C. The Contract will be awarded to the successful bidder following receipt by the Department of all required documents, properly executed, within the time specified in the Intent to Award. Failure to enter into a Contract within the time specified in the Intent to Award shall be grounds for forfeiture of the bid security (if required) and consideration of the next bidder for award.
- D. For the purpose of award, offers made in accordance with this Invitation for Bids shall be good and firm for a period of Ninety (90) days from the date of bid opening.

14. Pursuant to AS 36.30.115(a) prior to the close of business on the fifth working day after the apparent low bidder has been identified in the notice of intent to award, the apparent low bidder must complete the Subcontractor List provided in this invitation and submit it to the Department. If the apparent low bidder does not intend to subcontract any work on this contract, a statement to that effect is required prior to the due date of the list. Failure to submit the list with all required information by the due date shall result in the bidder being declared non-responsible.

A Bidder may replace a listed Subcontractor who:

- (1) Fails to comply with AS 08.18;
- (2) Files for bankruptcy or becomes insolvent;
- (3) Fails to execute a contract with the Bidder involving performance of the work for which the Subcontractor was listed and the Bidder acted in good faith;

- (4) Fails to obtain bonding, if required;
- (5) Fails to obtain insurance acceptable to the Department, if required;
- (6) Fails to perform the Contract with the Bidder involving work for which the Subcontractor was listed;
- (7) Must be replaced in order for the prime Contractor to satisfy required State and/or Federal affirmative action requirements;
- (8) Refuses to agree or abide with the Bidder's labor agreement; or
- (9) Is determined by the Contracting Officer not to be responsible.

A bidder who attempts to circumvent the requirements of AS 36.30.115 by listing as a subcontractor another who, in turn sublets the majority of the work required under the contract violates AS 36.30.115.

If the contract is awarded to a bidder who violates this section, the Contracting Officer may:

- (1) cancel the contract; or
- (2) after notice and a hearing, assess a penalty on the bidder in an amount that does not exceed 10 percent of the value of the subcontract at issue.

15. ALASKA BIDDERS PREFERENCE

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

- 1) holds a current Alaska business license prior to the deadline for receipt of bids;
- 2) submits a bid for goods or services under the name appearing on the bidder's current Alaska business license;
- 3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Certification Form

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

16. ALASKA VETERANS PREFERENCE

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

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

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

17. DELEGATION OF PROCUREMENT AUTHORITY

This procurement is being processed and administered under the DOT & PF delegation of procurement authority in accordance with AS 36.30.270, COB # 03-006, and is a commodity code assigned to DOT & PF by the Department of Administration, Office of Procurement and Property Management for procurement action.

REQUIRED DOCUMENTS

Required for Bid

Bids will not be considered if the following documents are not completely filled out and submitted at the time of bidding.

1. Proposal Form, (prices are to be entered on this document and **page 2 must be signed**).
2. Contractor's Questionnaire
3. Contract Technical Specifications— *Each page of the Contract Technical Specifications **MUST be initialed by the Contractor showing that they have read, understand and will comply with the terms of the contract. If this document is not fully initialed your bid may be deemed non-responsive and rejected.***

Required for Award

In order to be awarded the contract, the successful bidder must completely fill out and submit the following documents within the time specified in the Intent to Award letter:

1. Alaska Business License
2. Copy of current Insurance Certificate (may be waived).