

STATE OF ALASKA INVITATION TO BID (ITB)



TITLE: FAIRBANKS AREA WINTER MAINTENANCE SERVICE DELIVERY

ITB # 2524N026

DATE ITB ISSUED: OCTOBER 9, 2023

This Invitation to Bid (ITB) is intended to result in multiple as-needed contracts for snow plowing and sanding services, in the Fairbanks area for the Department of Transportation and Public Facilities.

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

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

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

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

Cathy Norum Procurement Officer Phone: (907) 451-2221 TDD: (907) 451-2363 Email: cathy.norum@alaska.gov	1) _____ COMPANY SUBMITTING BID 2) _____ AUTHORIZED SIGNATURE 3) _____ PRINTED NAME 4) _____ DATE	5) _____ TELEPHONE NUMBER 6) _____ ALASKA BUSINESS LICENSE NUMBER (Is name on license the same as Item 1?) 7) _____ FEDERAL TAX ID NUMBER 8) _____ E-MAIL ADDRESS
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SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE ITB

This Invitation to Bid (ITB) is intended to result in multiple as-needed contracts for snow plowing and sanding services, in the Fairbanks area for the Department of Transportation and Public Facilities.

Services will be provided in accordance with the specifications contained in this ITB. The period of performance will be the winter plowing season from contract award through May 15 2024, during the contract period. If plowing and sanding services are required outside of this date range, the project manager and his team will provide the services.

SEC. 1.02 DEADLINE FOR RECEIPT OF BIDS & BID OPENING

Bids must be received no later than 10:00 AM Alaska Time on October 31, 2023, at which time they will be publicly opened. Late bids or amendments will be disqualified and not opened or accepted for evaluation.

SEC. 1.03 PRIOR EXPERIENCE AND EQUIPMENT REQUIREMENTS

In order for bids to be considered responsive, bidders must submit the staffing table included with the bid schedule that confirms the bidder and the offered staff meet or exceed the following minimum prior experience requirements:

- The Contractor's General Manager (GM) must have at least two years of demonstrated experience in snow removal activities of a similar nature.
- Equipment Operators must have at least two years of demonstrated experience in the operation of heavy equipment under similar conditions.
- Dump Truck / Snowplow Drivers must have at least two years of demonstrated experience in the operation of similar equipment.

REQUIRED CONTRACTOR EQUIPMENT: The contractor must, at a minimum, have the following equipment available for use under this contract.

- One, 8/10 cubic yard dump truck with an 8-yard sander, a 12-foot belly blade, and a 12-foot nose plow. Recommended GVWR: 68,000 lbs. or State approved equivalent.
- One, CAT 160 H or equivalent with a wing blade attachment with an operating weight around 51,000 lbs. or State approved equivalent.
- One, CAT 950F or Case 821 C with a 3-4 cubic yard bucket with an operating weight around 36,000 lbs. or State approved equivalent.

An offeror's failure to submit the staffing table with individuals that meet or exceed the above minimum prior experience requirements will cause their proposal to be considered non-responsive and the proposal will be rejected.

SEC. 1.04 BUDGET

DOT&PF, AMHS, estimates a budget of \$350,000.00 dollars for completion of this project. Proposals priced at more than \$350,000.00 will be considered non-responsive.

Payment for the contract is subject to funds already appropriated and identified.

SEC. 1.05 INVITATION TO BID (ITB) REVIEW

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

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF BIDS

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

SEC. 1.07 SUBMITTING BIDS

Bids may be submitted by mailing a hard copy, via email or hand delivered. Faxed or verbal bids will not be accepted. If submitting a hard copy, bidders must submit one hard copy of their bid, in writing, to the procurement officer of record in a sealed package. The sealed bid package must be addressed as follows:

If using U.S. mail or a delivery service:

Department of Transportation & Public Facilities
Procurement

Invitation to Bid (ITB) 2524N026 Fairbanks Area Winter Maintenance Service Delivery

Attention: Cathy Norum
2301 Peger Road
Fairbanks, Alaska 99709

An offeror's failure to submit its bid prior to the deadline will cause the bid to be disqualified. Late bids or amendments will not be opened or accepted for evaluation.

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

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

It is the bidder's responsibility to contact the issuing agency at (907) 451-2221 to confirm that the bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments, bid forms.

SEC. 1.08 BID FORMS

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

BIDDER'S CERTIFICATION

By signature on the bid, ITB page 1. The bidder certifies that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;

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

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

CONFLICT OF INTEREST STATEMENT

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

SEC. 1.09 PRICES

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

The State of Alaska is also exempt from State Motor Fuel Taxes. The appropriate exemption forms will accompany a contract(s) resulting from this ITB. The state is not exempt from the Federal Superfund Tax.

SEC. 1.10 VENDOR TAX ID NUMBER

If goods or services procured through this ITB 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.

SEC. 1.11 PRE-BID CONFERENCE

No pre-bid conference will be held for this solicitation.

SEC. 1.12 ASSISTANCE TO BIDDERS WITH A DISABILITY

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

SEC. 1.13 AMENDMENTS TO BIDS

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

SEC. 1.14 AMENDMENTS TO THE ITB

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

SEC. 1.15 ITB SCHEDULE

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

ACTIVITY	TIME	DATE
Issue Date / ITB Released		October 9, 2023
Deadline for Receipt of Bids / Bid Opening	10:00 AM Alaska Time	October 31, 2023
Bid Evaluations Complete		November 3, 2023
Notice of Intent to Award		November 3, 2023
Contract Issued		November 14, 2023

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

SEC. 1.16 ALTERNATE BIDS

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

SEC. 1.17 ANNOTATED LITERATURE

Bidders must annotate their product literature to identify for the state the location of the supporting information regarding each product specification set out in this ITB. A bidder's failure to comply with this clause, within the time set by the state, will cause the state to consider the offer non-responsive and reject the bid.

SEC. 1.18 SUPPORTING INFORMATION

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

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

SEC. 1.19 FIRM, UNQUALIFIED, AND UNCONDITIONAL OFFER

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

SECTION 2. CONTRACT INFORMATION

SEC. 2.01 CONTRACT PERIOD

The length of the contract will be from the date of award, approximately November 14, 2023, through May 15, 2024. This contract contains no options to renew.

SEC. 2.02 CONTRACT ADMINISTRATION

The administration of this contract is the responsibility of the procurement officer of record within the Department of Transportation & Public Facilities, Statewide Contracting & Procurement.

SEC. 2.03 CONTRACT FUNDING

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

SEC. 2.04 CONTRACT EXTENSION

Unless otherwise provided in this ITB, the state and the successful bidder/contractor agree: (1) that any extension of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) the procurement officer will provide written notice to the contractor of the intent to cancel the month-to-month extension at least thirty (30) days before the date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

SEC. 2.05 CONTRACT CHANGES – UNANTICIPATED AMENDMENTS

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

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

SEC. 2.06 SUBCONTRACTORS

Subcontractors will not be allowed.

SEC. 2.07 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 2.08 CONTRACT PERFORMANCE LOCATION

The location(s) the work is to be performed, completed and managed is the contractor's place of business.

The state will not provide workspace for the contractor. The contractor must provide its own workspace.

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

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

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

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

SEC. 2.09 RIGHT TO INSPECT PLACE OF BUSINESS

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

SEC. 2.10 DEFINITIONS

Definitions:

- WINTER PLOWING AND SANDING SEASON: The winter Plowing and Sanding season is defined as date of contract award through May 15, 2024.
- PLOWING CYCLE RATE: The Plowing Cycle Rate is the rate charged each time the road is plowed as required in this ITB.
- SANDING CYCLE RATE: The Sanding Cycle Rate is the rate charged each time the road is sanded as required in this ITB.

SEC. 2.11 SCOPE OF WORK AND DELIVERABLES

Scope of Work:

During the course of winter plowing season (date of contract award through May 15, 2024) the following as needed services are required:

Worksite Location:

See Attachment #6 Roadway List By Lot.

Deliverables:

Deliverable #1 Plowing Services:

The contractor shall provide plowing services under the contract 7 days per week including all holidays.

The contractor shall commence snow control plowing upon the direction of the District Superintendent or delegate, ("see work locations in Attachment #6). Note: Depending upon the severity and duration of a storm multiple plow cycles may be needed to meet the required performance targets. If the contractor believes multiple plow cycles will be needed to address a single storm the contractor shall notify the District Superintendent and discuss a storm response plan.

The contractor shall plow both lanes of the roadway out to the edge of the asphalt.

Driveways, bus stops, mailboxes, and other features shall not be adversely impacted as a result of routine plowing services. Snow berms and or hard pack lips shall be maintained throughout the winter. Snow Berms/Piles shall also be monitored to ensure adequate sight distances are maintained. This work will be considered subsidiary to routine plowing services. Damaged incurred as a result of contractor plowing operations to State or privately owned facilities shall be repaired by the Contractor at their expense.

See attached Snow Removal Performance targets including response times further clarification of service delivery requirements.

Deliverable #2 Sanding Services:

Sanding Services are typically performed in conjunction with Plowing Services. The contractor shall apply sand immediately (within 4 hrs.) after plowing or as conditions permits.

The contractor shall sand both driving lanes of the roadway when ice or compact snow conditions are evident unless it is currently snowing heavily. (See attached Snow Removal Performance Targets.)

Storm Event Services: In the event of a winter storm, the contractor shall make every effort to perform plowing service prior to peak traffic movement periods (primarily either morning or evening).

Non-Winter Event Driveway/Shoulder Services: Depending upon the severity of the winter snow accumulation, snow depths may reach levels which require Driveway, Mailbox, Bus stop, or other access point cleaning. Such activities may also be required prior to spring thaw to better control snow melt and runoff. If these services are required, the Superintendent shall give specific direction to perform these services. This work will include hard pack removal and pushing back of any berms or piles to regain snow storage capacity for future winter events or to control drainage. Sight distances shall be maintained throughout such operations.

Deliverable #3 As-Needed Callout Service:

There may be situations where a call out is necessary. In the event of a callout, the state project manager or designee shall contact the contractor's identified point of contact to initiate the call out service. It is anticipated the contractor will need at least one person on call for callout situations.

Deliverable #4 Sand:

Sand shall be of the same specification as currently used by State maintenance forces and shall be applied at an application rate of approximately .5 cubic yards per mile. The contractor and the state project manager shall work cooperatively to ensure sufficient sand is on site.

Deliverable #5 Required Contractor Equipment:

The contractor must, at a minimum, have the following equipment available for use under this contract.

- One, 8/10 cubic yard dump truck with an 8 yard sander, a 12 foot belly blade, and a 12 foot nose plow. Recommended GVWR: 68,000 lbs. or State approved equivalent.
- One, 160 H or equivalent with a snow gate and wing blade attachment with an operating weight around 51,000 lbs. or State approved equivalent.
- One CAT 950F, Case 821 C or equivalent 3-4 cubic yard bucket with an operating weight around 36,000 lbs., or State approved equivalent.

SEC. 2.12 WORKMANSHIP & MATERIALS

All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the work performed.

SEC. 2.13 ALTERATIONS

The contractor must obtain the written approval from the procurement officer prior to making any alterations to the specifications contained in this ITB. The state will not pay for alterations that are not approved in advance and in writing by the procurement officer.

SEC. 2.14 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

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

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

SEC. 2.15 CONTINUING OBLIGATION OF CONTRACTOR

Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance, and parts availability requirements have completely expired.

SEC. 2.16 ESTIMATED QUANTITIES

The quantities referenced in this ITB are sample representative lots and are only for the purpose of evaluation. The state does not guarantee any minimum purchase. All work is weather dependent and will be completed as described in Section 2.11 Scope of Work and Deliverables.

SEC. 2.17 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the procurement officer. If performed, the scope of the debriefing will be limited to the products provided or work performed by the contractor.

SEC. 2.18 INDEMNIFICATION

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis.

“Contractor” and “contracting agency”, as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term “independent negligence” is negligence other than in the contracting agency’s selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor’s work.

SEC. 2.19 INSURANCE

Without limiting the contractor's indemnification, it is agreed that the contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits.

Certificates of Insurance must be furnished to the procurement officer prior to contract approval and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

Proof of insurance is required for the following:

- Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other

statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the state.

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

SEC. 2.20 SERVICE CONTRACT DEFICIENCIES

The contractor's failure to provide a service required by this contract will be grounds for the state to issue a Service Deficiency Claim (SDC) to the contractor. The SDC will be provided to the contractor in writing. The contractor will advise the state, in writing, of the corrective action being taken.

If a deficiency is not corrected within 24 hours, the state may issue another SDC and procure, from another contractor, the services necessary to correct the problem. The contractor will then be obligated to reimburse the state for the amount required to correct the problem.

If a contractor gets more than two substantiated SDCs in a 30-day period or a total of three substantiated SDCs, will be grounds for the state to declare the contractor in default.

SECTION 3. CONTRACT INVOICING AND PAYMENTS

SEC. 3.01 BILLING INSTRUCTIONS - INVOICES

The contractor will submit detailed invoices for services performed in accordance with ITB Section 2.11 Scope of Work and Deliverables. The State will pay all invoices within thirty (30) days of invoice approval.

Each invoice must identify the:

- Contractor Name,
- Contract number,
- Date(s) when work was performed,
- Type of work performed,
- Signed certification that the amount invoiced for is for the services described in the Deliverables, during the period of performance of this contract.

Invoices that fail to identify each of these requirements will be rejected for payment until a corrected invoice is resubmitted.

Invoices for services provided under this contract are to be sent to:
dot.nr.accountspayable@alaska.gov

SEC. 3.02 PAYMENT FOR STATE PURCHASES

Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

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

SEC. 3.03 THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED

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

SECTION 4. EVALUATION AND CONTRACTOR SELECTION

SEC. 4.01 EVALUATION OF BIDS

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

SEC. 4.02 APPLICATION OF PREFERENCES

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

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

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

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

SEC. 4.03 ALASKA BIDDER PREFERENCE

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

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

Alaska Bidder Preference Certification Form

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

SEC. 4.04 ALASKA VETERAN PREFERENCE

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

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

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

Alaska Veteran Preference Certification

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

SEC. 4.05 USE OF LOCAL FOREST PRODUCTS

In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state from Alaska forests shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010 and AS 36.30.322.

SEC. 4.06 ALASKA PRODUCT PREFERENCE

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

To qualify for the preference, the product must have received certification from DCCED, be listed in the current published edition of the Alaska Products Preference List, and the bidder must provide the qualified product on a 100% basis. There are no provisions under Alaska Statutes or Regulations that allow for a product exchanges/substitutions or permit the product to be co-mingled with other products. Rather, AS 36.30.330 provides for a penalty for failing to use the designated Alaska products.

Products are classified in one of three categories:

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

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

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

Brand Offered

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

Brand of Product Changes

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

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

SEC. 4.07 LOCAL AGRICULTURE AND FISHERIES PRODUCT PREFERENCE

When agricultural, dairy, timber, lumber, or fisheries products are purchased using state money, a seven percent (7%) preference shall be applied to the price of the products harvested in Alaska, or in the case of fisheries products, the products harvested or processed within the jurisdiction of Alaska, in accordance with AS 36.15.050.

SEC. 4.08 EMPLOYMENT PROGRAM PREFERENCE

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

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

SEC. 4.09 ALASKANS WITH DISABILITIES PREFERENCE

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

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

SEC. 4.10 PREFERENCE QUALIFICATION LETTER

Regarding the Employment Program Preference and the Alaskans with Disabilities Preference, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists companies who

qualify for those preferences. As evidence of a company's right to the preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences, a bidder must be on the appropriate Division of Vocational Rehabilitation list at the time the bid is opened and must attach a copy of their certification letter to their bid. The bidder's failure to provide this certification letter with their bid will cause the state to disallow the preference.

SEC. 4.11 EXTENSION OF PRICES

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

SEC. 4.12 METHOD OF AWARD

Award will be made by lot to the lowest responsive and responsible bidder. There are four (4) lots. In order to be considered responsive for a lot, all items within the lot submitted must be priced.

*Note: Bidders need not respond to all lots, but all items within the lot(s) submitted must be priced. Only lots submitted for the State's consideration are required as a deliverable.

SEC. 4.13 NOTICE OF INTENT TO AWARD

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

SECTION 5. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 5.01 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

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

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

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

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

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

SEC. 5.02 AUTHORITY

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

SEC. 5.03 COMPLIANCE

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

SEC. 5.04 SUITABLE MATERIALS, ETC.

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

SEC. 5.05 BRAND AND MODEL OFFERED

Certain items may be designated brand specific. When an item is so designated no substitutions for the brand and model specified will be allowed. In this ITB. If a brand and/or model is specified, no substitutions will be allowed.

SEC. 5.06 LIQUIDATED DAMAGES

Late performance or, the lack of performance by the contractor will cause unacceptable safety risks to the traveling public. As such, in the event the State of Alaska, DOT&PF must perform the required services, it is mutually agreed that the contractor will pay the state damages at the rate of \$5,000.00 dollars for each time the state must perform the required service.

This payment will be in the form a deduction from the invoice submitted at the end of each month. In the event the contractor's invoice does not include sufficient funding to allow the deduction, the state will invoice the contractor for this cost.

SEC. 5.07 CONTRACTOR SITE INSPECTION

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

SEC. 5.08 ORDER DOCUMENTS

Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The state is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the state under this ITB. Unless otherwise specified in this ITB, the State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.

SEC. 5.09 HUMAN TRAFFICKING

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

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

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

SEC. 5.10 RIGHT OF REJECTION

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

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

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;

- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.
A bid from a debarred or suspended bidder shall be rejected.

SEC. 5.11 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

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

SEC. 5.12 DISCLOSURE OF BID CONTENTS

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

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

SEC. 5.13 ASSIGNMENTS

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

SEC. 5.14 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)

The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party.

For the purposes of this ITB, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

SEC. 5.15 DEFAULT

In case of default by the contractor, for any reason whatsoever, the state may procurement the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

SEC. 5.16 DISPUTES

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

SEC. 5.17 SEVERABILITY

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

SEC. 5.18 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 bid the bidder 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 and Workforce Development, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.

SEC. 5.19 CONTRACT CANCELLATION

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

SEC. 5.20 GOVERNING LAW; FORUM SELECTION

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

SEC. 5.21 SOLICITATION ADVERTISING

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

SEC. 5.22 QUALIFIED BIDDERS

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

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

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

SEC. 5.23 PROTEST

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

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

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

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

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

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

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

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

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

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

SECTION 6. ATTACHMENTS

SEC. 6.01 ATTACHMENTS

Attachments:

- 1) Bid Response Deliverables Checklist
- 2) Alaska Bidders Preference Certifications Form
- 3) Ordering Information Form
- 4) Bid Schedule
- 5) Project Performance Targets
- 6) Roadway List By Lot

BID RESPONSE DELIVERABLES CHECKLIST:

This checklist is not intended to be an all-inclusive list for all requirements of the ITB. It is the offerors responsibility to ensure all required items and information are addressed in their Bid.

BID RESPONSE CHECKLIST ITEMS:

- Completed ITB -Page 1
- Completed Conflict of Interest Statement –Page 6 & 25
- Bid Response Deliverables Checklist – Attachment #1, Page 25
- Alaska Bidders Preference Certification Form (if applicable) - Attachment #2, Pages 26-28
- Ordering Information Form – Attachment #3, Page 29
- Completed Bid Schedule for each lot or lots offered. –Attachment #4, Pages 30-38
- All mandatory return Amendments

***Note:**

Award will be made by lot to the lowest responsive and responsible bidder. There are four (4) lots. In order to be considered responsive for a lot, all items within the lot submitted must be priced.

*Note: Bidders need not respond to all lots, but all items within the lot(s) submitted must be priced. Only lots submitted for the State’s consideration are required as a deliverable.

Conflict of Interest Statement:

Does the company or any individual working on the contract have a possible conflict of interest No Yes
If yes, please explain the nature of that conflict.



ALASKA BIDDER PREFERENCE CERTIFICATION

AS 36.30.321(A) / AS 36.30.990(2)

BUSINESS NAME: _____

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

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

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

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

Alaska Bidder Preference Questions:

- 1) Does your business hold a current Alaska business license per [AS 36.30.990\(2\)\(A\)](#)
 YES **NO**

If **YES**, enter your current **Alaska business license number**: [Click or tap here to enter text.](#)
- 2) Is your business submitting a bid under the name appearing on the Alaska business license noted in **Question 1** per [AS 36.30.990\(2\)\(B\)](#)
 YES **NO**
- 3) Has your business maintained a **place of business** within the state **staffed by the bidder or offeror** or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid per [AS 36.30.990\(2\)\(C\)](#)?
 YES **NO**

If **YES**, please complete the following information:
 A. **Place of Business**
 Street Address: _____
 City: _____
 ZIP: _____

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

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

YES **NO**

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

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

YES **NO**

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

YES **NO**

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

YES **NO**

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

YES **NO**

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

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

YES **NO**

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

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

YES **NO**

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

YES **NO**

Please identify each member by name: _____

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

YES **NO**

Please identify each partner by name: _____, _____,
_____, _____, _____

Alaska Veteran Preference Questions:

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

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

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

(A) Served in the

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

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

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

YES NO

SIGNATURE

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

Printed Name _____

Title _____

Date _____

Signature _____

ORDERING INFORMATION:

Company Name: _____

Address: _____

Contact Name: _____

Phone: _____

Toll Free: _____

Fax: _____

Email: _____

SCHEDULE

TITLE: Fairbanks Area Winter Maintenance Service Delivery

ATTACHMENT #4

Award will be made by lot to the lowest responsive and responsible bidder. There are four (4) lots. In order to be considered responsive for a lot, all items within the lot submitted must be priced.

*Note: Bidders need not respond to all lots, but all items within the lot(s) submitted must be priced. Only lots submitted for the State's consideration are required as a deliverable.

Instructions:

1. Bidders must offer a lump sum per cycle rate for each plowing session and each sanding session for each lot bid.
2. Offered plowing and sanding costs will be added together to equal the total evaluated cost for determination of low bidder and contract award by Lot.
3. Bidders must offer a per Cycle cost to provide Non-Winter Event Driveway/Shoulder Service for each lot bid. This will not be part of the evaluated cost for low bidder and or contract award.

The offered rate per each plowing and sanding cycle and Non-Winter Event Driveway/Shoulder Service shall be all inclusive and shall include all costs associated with providing the required services.

There are no minimum or maximum number of times the road will be serviced as it is on an as needed basis based on the specifications as seen in this ITB. The contractor shall be compensated monthly by submitting an invoice with the number of plowing and sanding occurrences as well as the monthly equipment costs.

SCHEDULE

TITLE: Fairbanks Area Winter Maintenance Service Delivery

ATTACHMENT #4

LOT #1 Bid SCHEDULE

LOT #1			
Item	Description	Billing Method	Cost Per Cycle/Month
1	Plowing Cycle	Per Cycle	\$
2	Sanding Cycle	Per Cycle	\$
Total Evaluated Cost			\$

Cost Not Evaluated, but must be completed.

Non-Winter Event Driveway/Shoulder Services	Per Cycle	\$
---	-----------	----

LOT #1 EQUIPMENT LIST**EQUIPMENT LIST:** In the space below, please list the equipment to be used to perform the required services.

Piece of Equipment #	Brand	Model	Operating Weight
1			
2			
3			
4			
5			
6			
7			
8			

SCHEDULE

TITLE: Fairbanks Area Winter Maintenance Service Delivery

ATTACHMENT #4

LOT #1 CONTINUED STAFFING TABLE
--

STAFFING TABLE: In the space below, enter the staff to be used to perform the required services and the number of years of experience with each category of equipment.

Staff Category	Name	Number of years of experience with Snow Removal Activities of a similar nature. (Minimum Qualification is 2 years)
General Manager		

Staff Category	Name	Number of years of experience with the operation of heavy equipment under similar conditions. (Minimum Qualification is 2 years)
Equipment Operator		
Equipment Operator		
Equipment Operator		
Equipment Operator		
Equipment Operator		

Staff Category	Name	Number of years of experience with the operation of heavy equipment under similar conditions. (Minimum Qualification is 2 years)
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		

SCHEDULE

TITLE: Fairbanks Area Winter Maintenance Service Delivery

ATTACHMENT #4

LOT #2 Bid SCHEDULE

LOT #2			
Item	Description	Billing Method	Cost Per Cycle/Month
1	Plowing Cycle	Per Cycle	\$
2	Sanding Cycle	Per Cycle	\$
Total Evaluated Cost			\$

Cost Not Evaluated but must be completed.

Non-Winter Event Driveway/Shoulder Services	Per Cycle	\$
---	-----------	----

LOT #2 EQUIPMENT LIST**EQUIPMENT LIST:** In the space below, please list the equipment to be used to perform the required services.

Piece of Equipment #	Brand	Model	Operating Weight
1			
2			
3			
4			
5			
6			
7			
8			

SCHEDULE

TITLE: Fairbanks Area Winter Maintenance Service Delivery

ATTACHMENT #4

LOT #2 CONTINUED STAFFING TABLE
--

STAFFING TABLE: In the space below, enter the staff to be used to perform the required services and the number of years of experience with each category of equipment.

Staff Category	Name	Number of years of experience with Snow Removal Activities of a similar nature. (Minimum Qualification is 2 years)
General Manager		

Staff Category	Name	Number of years of experience with the operation of heavy equipment under similar conditions. (Minimum Qualification is 2 years)
Equipment Operator		
Equipment Operator		
Equipment Operator		
Equipment Operator		
Equipment Operator		

Staff Category	Name	Number of years of experience with the operation of heavy equipment under similar conditions. (Minimum Qualification is 2 years)
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		

SCHEDULE

TITLE: Fairbanks Area Winter Maintenance Service Delivery

ATTACHMENT #4

LOT #3 Bid SCHEDULE

LOT #3			
Item	Description	Billing Method	Cost Per Cycle/Month
1	Plowing Cycle	Per Cycle	\$
2	Sanding Cycle	Per Cycle	\$
Total Evaluated Cost			\$

Cost Not Evaluated, but must be completed.

Non-Winter Event Driveway/Shoulder Services	Per Cycle	\$
---	-----------	----

LOT #3 EQUIPMENT LIST

EQUIPMENT LIST: In the space below, please list the equipment to be used to perform the required services.

Piece of Equipment #	Brand	Model	Operating Weight
1			
2			
3			
4			
5			
6			
7			
8			

SCHEDULE

TITLE: Fairbanks Area Winter Maintenance Service Delivery

ATTACHMENT #4

**LOT #3 CONTINUED
STAFFING TABLE**

STAFFING TABLE: In the space below, enter the staff to be used to perform the required services and the number of years of experience with each category of equipment.

Staff Category	Name	Number of years of experience with Snow Removal Activities of a similar nature. (Minimum Qualification is 2 years)
General Manager		

Staff Category	Name	Number of years of experience with the operation of heavy equipment under similar conditions. (Minimum Qualification is 2 years)
Equipment Operator		
Equipment Operator		
Equipment Operator		
Equipment Operator		
Equipment Operator		

Staff Category	Name	Number of years of experience with the operation of heavy equipment under similar conditions. (Minimum Qualification is 2 years)
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		

SCHEDULE

TITLE: Fairbanks Area Winter Maintenance Service Delivery

ATTACHMENT #4

LOT #4 Bid SCHEDULE

LOT #4			
Item	Description	Billing Method	Cost Per Cycle/Month
1	Plowing Cycle	Per Cycle	\$
2	Sanding Cycle	Per Cycle	\$
Total Evaluated Cost			\$

Cost Not Evaluated but must be completed.

Non-Winter Event Driveway/Shoulder Services	Per Cycle	\$
---	-----------	----

LOT #4 EQUIPMENT LIST**EQUIPMENT LIST:** In the space below, please list the equipment to be used to perform the required services.

Piece of Equipment #	Brand	Model	Operating Weight
1			
2			
3			
4			
5			
6			
7			
8			

SCHEDULE

TITLE: Fairbanks Area Winter Maintenance Service Delivery

ATTACHMENT #4

LOT #4 CONTINUED STAFFING TABLE
--

STAFFING TABLE: In the space below, enter the staff to be used to perform the required services and the number of years of experience with each category of equipment.

Staff Category	Name	Number of years of experience with Snow Removal Activities of a similar nature. (Minimum Qualification is 2 years)
General Manager		

Staff Category	Name	Number of years of experience with the operation of heavy equipment under similar conditions. (Minimum Qualification is 2 years)
Equipment Operator		
Equipment Operator		
Equipment Operator		
Equipment Operator		
Equipment Operator		

Staff Category	Name	Number of years of experience with the operation of heavy equipment under similar conditions. (Minimum Qualification is 2 years)
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		
Plow Truck Operator		

Priority Level III






Priority Level III is primarily assigned to major local roads (collector roads) in larger urban communities or as determined by the District Superintendent.

- Within 24 hours following the storm, fair winter driving conditions (Performance Target B/C; see attached Table) should prevail.
- Appropriate snow control operations should begin after 2" of accumulation.
- The primary goal will be to remove excess snow and snowpack from the travel lanes and shoulders.
- Sanding operations should begin when ice or compact snow conditions are evident, and no additional plowing is planned.
- Generally, abrasives are only applied at specific locations (i.e., steep grades, curves, intersections, bridge decks, etc.) to enhance traffic safety. At intersections, begin applying abrasives no less than 3 car lengths before stop signs.

Priority Level IV

Priority Level IV applies primarily to minor local roads as determined by the District Superintendent. These roads typically provide residential or recreational access.

- Within 30 hours following the storm, fair winter driving conditions (Performance Target C; see attached Table) should prevail.
- Appropriate snow control operations should begin after 2" of accumulation.
- The primary goal will be to remove excess snow and snowpack from the travel lanes and shoulders.
- Sanding operations should begin when ice or compact snow conditions are evident, and no additional plowing is planned.
- Generally, abrasives are only applied at specific locations (i.e., steep grades, curves, intersections, bridge decks, etc.) to enhance traffic safety. At intersections, begin applying abrasives no less than 3 car lengths before stop signs.

Performance Target	Performance Target Description	Illustration
A (Good Winter Driving Conditions)	Bare pavement is the primary goal. Good winter driving conditions exist when snow and ice have been removed from the driving lanes and excessive loose snow has been removed from the shoulders and centerline of the highway. Short sections of ice and packed snow are acceptable and can be expected within the driving lanes between the wheel paths, as well as on centerline. Bare pavement may not be possible in the Northern and Central Region’s during periods of extreme cold weather. Generally loose snow has been cleared and traction is good for most vehicles properly equipped for winter driving. If required for traction, 100% of roadway has sand present.	
B (Fair to Good Winter Driving Conditions)	Roads are passable with varying conditions. Drivers may encounter some standing water, packed snow, and icy patches covering the surface. Generally loose snow has been cleared from the travelway and traction is adequate for most vehicles properly equipped for winter driving. If required for traction, sand is applied to hills, curves, intersections, and bridge decks. Performance target B represents a fair to good level of service, which ranges from targets of bare pavement as much as possible on higher-standard or highly traveled highways to snow-pack or icy conditions on northern region roads as well as on lower-standard or low-volume roads. Traffic moves at reduced speed, with isolated slowdowns or delays.	
C (Fair to Poor Winter Driving Conditions)	Roads are generally passable with varying conditions. Drivers may encounter some standing water, loose snow, snow drifts, packed snow, and icy patches covering the surface. Patches of snow or ice exist even on the highest-standard roads, and these conditions may degenerate to predominately snow-packed or icy conditions throughout, with accompanying slowdowns or delays. On lower-standard or low-volume roads the surface is snow-covered (up to 2”) with substantial traffic delays.	
D (Poor Winter Driving Conditions)	Travel is challenging for most vehicles properly equipped for winter driving. Moderate snow accumulation on roads may be up to 4”. Performance target D represents a marginal level of service where traffic moves slowly with substantial delays. Traction is marginal even for vehicles properly equipped for winter driving.	
E (Hazardous Winter Driving Conditions)	Travel is not advised. Considerable snow accumulation on roads may be 4” or more. Drivers may encounter snow drifts, berms, freezing rain, and glare ice. Traction is extremely poor even for vehicles properly equipped for winter driving.	

**Fairbanks Area Winter
 Maintenance Contract - LOT #1**

Road	Road Miles	Performance Target
Yankovich	1.7	C
Dalton Trail	1.1	C
Lawlor	0.6	C
Miller Hill	0.7	C
Auburn	0.9	B/C
Grenac	1.1	C
Crossman	0.3	C
Skyline	2.0	B/C
Skyridge	1.4	B/C
McGrath	2.9	C
Farmers Loop Spur	0.5	C
Fideler / Echo Acres	2.0	C
LOT #1 Total Road Miles Per Cycle	15.2	

**Fairbanks Area Winter
 Maintenance Contract - LOT #2**

Road	Road Miles	Performance Target
Murphy Dome	15.4	C
Spinach Creek	4.4	C
Ester Dome	4.3	C
St. Patricks	2.9	C
LOT #2 Total Road Miles Per Cycle	27.0	

**Fairbanks Area Winter
 Maintenance Contract - LOT #3**

Road	Road Miles	Performance Target
Rainbow	0.6	C
Bennett	1.5	C
Steele Creek	3.7	C
Steele Creek Spur	0.1	C
Old CHSR	0.5	C
Bias	0.1	C
Bridge	0.2	C
Gilmore Trail	4.4	C
Alberta	0.4	C
LOT #3 Total Road Miles Per Cycle	11.5	

**Fairbanks Area Winter
Maintenance Contract - LOT #4**

Road	Road Miles	Performance Target
Nelson	3.0	B/C
Lyle	0.5	C
Gordon	0.6	C
Hurst (Nelson to Badger)	2.8	B/C
Dawson	1.3	B/C
Lineman	0.5	C
Newby	1.2	C
Mission	1.0	C
Mistletoe	1.1	B/C
Laurence (Rich Hwy to Nelson)	0.7	B/C
LOT #4 Total Road Miles Per Cycle	12.7	