

STATE OF ALASKA ITB #2024-2000-0183
AMENDMENT #2

RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:



Department of Corrections
Division of Administrative Services
550 W 7th Ave, Suite 1800
Anchorage, AK 99501

THIS IS NOT AN ORDER.

DATE AMENDMENT ISSUED: 12/13/2023.

ITB TITLE: MISCELLANEOUS PAPER PRODUCTS

ITB OPENING DATE AND TIME: JANUARY 4, 2024, 2:00 PM AKST.

This amendment is being issued to address changes and additions to the ITB as well as a Q&A between the State and a potential bidder:

ADDITIONS:

1. The following section is added under **SECTION 2. CONTRACT INFORMATION:**

SEC. 2.26 SECURITY & PERSONNEL CHECK

Vehicle and personnel checks required: All vehicles and personnel will be subject to identification and/or search in accordance with State law. No weapons, drugs, alcoholic beverages, or other items considered contraband will be permitted inside institution boundaries. Violators will be subject to prosecution under State law. Contractor will ensure that only licensed drivers shall make deliveries.

Security: Security at all Alaska correctional facilities is the first priority. Contractors can expect delays in conducting business within the facility and/or its grounds. "Contractor" is defined as: delivery personnel, couriers, or service providers. Prisoner counts, emergencies of any type, prisoner movement, other deliveries, or other factors may delay or restrict contractor entry or movement within the perimeter. Security staff will facilitate contractors in conducting their business, but contractors must at all times respect security staff instructions. Contractors must follow all lawful instructions and directives of any staff member while on facility grounds. The State will at all times retain the exclusive right to restrict contractor access to the facility, or portions of the facility, for any reason.

Contractors must at all times have in their possession a valid Alaska Driver's License or State provided identification card and be prepared to provide it to any staff whenever requested. Contractors must never leave their tools or personal effects unattended or unsecured. Knives, cellular telephones, toxic/hazardous chemicals, alcohol, tobacco, drugs and paraphernalia, weapons of any kind, and explosives are prohibited at all times. All other items (i.e., tools, repair parts, cameras, paperwork, boxes) entering the facility are subject to inspection and must be approved by security staff. Contractor tools and other items may be inventoried upon entering and exiting the facility. Giving prisoners access to driver's licenses, credit cards, telephone numbers, family pictures, etc. is a breach of security. Contractors must fully cooperate with facility staff to prevent escape, sabotage, assault, any disturbance, or the importation of contraband. There is

no confidentiality when it comes to security at one of the correctional facilities. Information regarding impending riots, escape plans, assaults, and other such matters that come to you in what would otherwise be considered a confidential exchange must be passed on to security staff immediately. To withhold information such as this could endanger you and others as well as lead to criminal charges. Nothing within this section limits a specific facility's superintendent or security staff member from modifying or imposing alternate security requirements for contractors and their staff.

Security Check: All personnel (both contractor and subcontractors) will be required to undergo a security check prior to commencement of work. A mandatory security briefing will be provided to the contractor staff prior to start of on-site work.

1. The contractor will complete a Request for Clearance form to submit to the facility security staff for review at least 48 hours prior to commencement of work. The form requires the following information from each person working on site:
 - a. Full name.
 - b. Residence address.
 - c. Telephone Number.
 - d. Date of birth.
 - e. Social Security Number.
 - f. Valid driver's license and state of issue, or other photo identification bearing social security number.
 - g. The names of any relatives, friends or acquaintances that are currently incarcerated within the facility.
2. The security check will look for recent or frequent past convictions or for outstanding warrants. Security staff reserve the right to disqualify anyone from access to the work site. A past conviction will not automatically disqualify.
3. Once a Request for Clearance has been approved and is on file it is not necessary for the contractor to complete a new form each time, they request to enter the facility grounds.

Personnel Access:

1. Access to the work site, which is within a correctional facility, will be monitored and controlled by the Department of Corrections in order to prevent importation of contraband and escape of inmates. At no time will contractor staff enter areas of the facility that are off-limits to them, nor drive vehicles along the perimeter fence or other unauthorized areas unless directed to do so by security staff.
2. Contractor staff will report to the visitor's reception area at the beginning of each shift to obtain their identification badge or visitor's badge and sign in on the contractor's log. At the end of each shift, contractor staff will return their badges to this area and sign out of the contractor's log. If workers leave the compound at lunch, they will all leave at the same time. Contractors should encourage their staff to bring a lunch and to eat within the designated work area or cafeteria.
3. Contractors, Subcontractors, Employees may be denied access or be removed from the facility for the following reasons:
 - a. Contractors or workers that are incompetent, careless or otherwise detrimental to the work or the security of the facility.
 - b. Security requirements.
 - c. Disruptive, abrasive, and/or argumentative conduct.
 - d. Being under the influence of Alcohol, Drugs and/or any substance that is considered contraband by the Facility (including use of Tobacco Products).
 - e. Refusal to submit to search of personal property/belongings or themselves.

- f. Health problems.
- g. Failure to show proper identification.
- h. Failure to follow the direction of Correctional Officers and/or staff members.
- i. Having any unauthorized contact or interaction with inmates.
- j. Failure to pass security check.
- k. Failure to secure tools and work areas. (If no personnel are physically present in the work area, the work area and/or tools must be secured prior to leaving the area.)

Vehicle Access:

- 1. No privately-owned vehicles may enter inside the security fence without approval of the DOC on-site security staff member. Contractor vehicles can be parked in the employee/visitor parking lot outside the security fence and must be locked at all times.
- 2. Authorized work vehicles, i.e., job site trailers and trucks may be left inside the fence in a location IF they can be secured and upon the approval of security staff.
- 3. Privately owned and/or contractor vehicles are prohibited from entering unauthorized areas unless directed to do so by security staff.

Tool Control:

- 1. Do not leave prisoner-accessible work areas unattended without first removing or securing all tools and objects which would be considered contraband.
- 2. At the end of each workday, remove all tools and equipment from inmate-accessible work areas and store them within locked cabinets, locked containers, or locked storage trailers.
- 3. Maintain written inventory of tools and equipment daily. Tools and equipment which cannot be accounted for at the end of each workday shall be brought to the immediate attention of a security staff member.

Contraband:

The mailing, bartering, introducing, exchanging or buying of items between inmates and contractors or their employees is strictly prohibited without the written consent of the Superintendent of the facility. The following quotes are from Alaska Statutes and are provided so as to inform the CONTRACTOR.

Title 11 -Alaska Statutes, Section 11.56.375, Promoting contraband in the first degree.

- a. A person commits the crime of promoting contraband in the first degree if the person violates AS 11.56.380 and the contraband is:
 - 1) A deadly weapon or a defensive weapon.
 - 2) An article that is intended by the defendant to be used as a means of facilitating an escape.
 - 3) A controlled substance.
- b. Promoting contraband in the first degree is a class C felony.
- c. A person commits the crime of promoting contraband in the second degree if the person:
 - 1) Introduces, takes, conveys, or attempts to introduce, take, or convey contraband into a correctional facility.

- 2) Makes, obtains, possesses, or attempts to make, obtain, or possess anything that person knows to be contraband while under official detention within a correctional facility.

d. Promoting contraband in the second degree is a Class A misdemeanor.

- 1) Effective August 26, 1999, contraband includes tobacco products.

AS 11.56.390, definition:

In AS 11.56.300-11.56.390, "contraband" means any article or thing which persons confined in a correctional facility are prohibited by law from obtaining, making, or possessing in that correctional facility."

CHANGES:

1. **Amendment #1 - SEC. 2.19 CONTRACT PRICE ADJUSTMENTS** is deleted in its entirety to include the PPI and is replaced by the following language:

SEC. 2.19 CONTRACT PRICE AND PRICE ADJUSTMENTS

A contract resulting from this ITB will include the following price adjustment clause:

Initial contract price shall remain firm through January 31, 2025.

The contractor shall contact the department and discuss with the procurement officer if price increase occurs.

The contractor may request price adjustments, in writing, 30 days prior to the contract renewal date. Requests must be in writing and must be received 30 days prior to the contract renewal date. If the contractor fails to request a price adjustment 30 days prior to the contract renewal date, the adjustment will be effective 30 days after the state receives their written request.

The contractor must provide the contracting officer clear and convincing evidence, satisfactory to the State, that all of the following conditions exist:

1. The increase is the result of increased costs at the manufacturer's level and not costs under the contractor's control, and that.
2. The increase will not produce a higher profit margin for the contractor than that on the original contract, and that.
3. The increase affects only certain items that are clearly identified by the contractor.

All price adjustments must be approved by the procurement officer prior to the implementation of the adjusted pricing. Approval shall be in a form of a contract amendment issued by the procurement officer. In the event the contractor and the state do not mutually agree with the price adjustments, the state will have the right to terminate the contract.

2. The current Bid Schedule (ITB #2024-2000-0183 A1.pdf) is deleted in its entirety and is replaced by the new attached Bid Schedule (ITB #2024-2000-0183 A2 Bid Schedule.xlsx). The new Bid Schedule can also be found at: [ITB #2024-2000-0183 Miscellaneous Paper Products - Amendment #1 - Alaska Online Public Notices \(state.ak.us\)](https://www.state.ak.us/onlinepublicnotices/ITB%2024-2000-0183%20Miscellaneous%20Paper%20Products%20-%20Amendment%20%231%20-%20Alaska%20Online%20Public%20Notices%20(state.ak.us))

Q&A:

1. I have a concern about the language in section 1. "Initial contract prices shall remain firm through January 31, 2025."

The Department is firm on the January 31, 2025, date.

2. We would like to bid the same we are servicing the corrections facilities now, which is a firm per case fee over our landed inbound cost. Is this possible to submit the bid the same way?

No, bids must be submitted per the instructions on the Bid Schedule.

3. If the bid is submitted by email, does that mean that a hard copy, in writing, in a sealed package is not necessary? Is DocuSign acceptable? Or does it have to be an original, wet signature?

Per SEC. 1.06 SUBMITTING BIDS: "Bidders must submit one hard copy of their bid, in writing, to the procurement officer in a sealed package. However, you may submit your bid via email to the procurement officer listed for this ITB." "If submitting a bid via email, the bid may be emailed to benjamin.baker@alaska.gov and must contain the ITB number in the subject line of the email." If submitting by email, a hard copy is not necessary and vice-versa. Also, if submitting by email, DocuSign is accepted but must be received in PDF format. The Bid Schedule shall be submitted as is in Excel format.

4. What is the procedure for the State approved equivalent if we would like to propose a substitute for a particular line item? Are we able to propose multiple substitutes for a particular line item for your consideration and approval?

*As of now, the Department requires to propose one brand and model per item. Substitutes that are similar to the ITB specifications will be considered. The Department will review the brand and model offered (State approved equivalent or substitute) during the evaluation process and will either be accepted as such or will be rejected. See **SEC. 2.10 SCOPE OF WORK AND SPECIFICATIONS** for further information.*

5. Will bids that don't include the "5% discount for all invoices paid within 15 business days from the date of receipt of the commodities" as stated in **SEC. 3.03 PROMPT PAYMENT FOR STATE PURCHASES** be considered unresponsive?

SEC. 3.03 PROMPT PAYMENT FOR STATE PURCHASES has been removed in its entirety from the ITB.

6. What is the percentage of the recycled products preference that would be applied to the total bid price?

As per AS 36.30.337, a 5% reduction will be applied to a bid if all products offered meet the Recycled Products Preference.

7. On Amendment #1, how would we determine the value for the "Total Group Cost"? Is the "Estimated Annual Usage" for all four Groups?


The Total Group Cost is determined by combining all Unit Prices for that specific item. The Estimated Annual Usage column has been updated on the new Bid Schedule (ITB #2024-2000-0183 A2 Bid Schedule.xlsx). The new Bid Schedule breaks down the estimated usages per group.

8. Can the State provide the final tabulation / results for the following prior bids: ITB #2020-2000-4379 and ITB #2020-2000-4338?

No contract was awarded for ITB #2020-2000-4379 so no Bid Abstract can be provided. The Bid Abstract for ITB #2020-2000-4338 can be found below:

LOT #	ITEM	Waxie Total	Waxie Alaska	Alaska	Alaska Automated	Lot Awarded To
		Estimated Annual Cost	Bidder Preference (-5%)	Automated Laundry Total	Laundry Alaska Bidder Preference (-5%)	
1	LAUNDRY	\$ 213,613.40	\$ 202,932.73	\$ 229,379.69	\$ 217,910.71	Waxie
2	WAREWASHING	\$ 59,735.62	\$ 56,748.84	\$ 53,665.12	\$ 50,981.87	Alaska Automated Laundry
3	JANITORIAL	\$ 290,813.08	\$ 276,272.42	\$ 216,984.34	\$ 206,135.12	Alaska Automated Laundry
4	PAPER	\$ 785,669.03	\$ 746,385.58			Waxie
5	PLASTIC	\$ -	\$ -	\$ -	\$ -	No Bid
6	TOILETRIES	\$ -	\$ -	\$ -	\$ -	No Bid

END OF AMENDMENT #2



Benjamin Baker
Procurement Officer
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NAME OF COMPANY

AUTHORIZED AGENT OF COMPANY

SIGNATURE

DATE

NOTE TO BIDDERS: Bidders are required to sign and return this page with their bid.

FOR STATE USE ONLY - THIS AMENDMENT COVERS PR #20-058-24
