

STATE OF ALASKA INVITATION TO BID (ITB)



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT DIVISION OF FINANCE AND SUPPORT SERVICES CHILD NUTRITION – USDA COMMODITY PROGRAM DROP POINTS SHIPMENTS

ITB 2025-0500-0001

ISSUE DATE: JANUARY 12, 2024

THE DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT, DIVISION OF FINANCE AND SUPPORT SERVICES - CHILD NUTRITION, USDA COMMODITY PROGRAM IS REQUESTING RATES FOR SHIPMENT OF COMMODITY FOOD PRODUCTS FROM THE SEATTLE/TACOMA AREA TO RECIPIENT AGENCIES IN ALASKA. SHIPMENTS ARE RECEIVED IN SEATTLE/TACOMA AREA IN PARTIAL TO FULL-TRUCK QUANTITIES OF MIXED PRODUCTS BY PROCESSOR SEGREGATED BY PRODUCT TYPE. FREIGHT COMPANIES MUST HAVE A FACILITY IN THE SEATTLE/TACOMA AREA TO RECEIVE, STORE AND DELIVER RECEIVED SHIPMENTS. FREIGHT COMPANIES BIDDING ON TRANSPORTATION OF THESE PRODUCTS MUST BE ABLE TO DELIVER OR MAKE ARRANGEMENTS FOR DELIVERY.

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.

BIDDER'S INFORMATION:

DISNEY RAMOS Procurement Officer	_____ COMPANY SUBMITTING BID	*DOES YOUR BUSINESS QUALIFY FOR THE ALASKA BIDDER'S PREFERENCE? [] YES [] NO
	_____ AUTHORIZED SIGNATURE	*DOES YOUR BUSINESS QUALIFY FOR THE ALASKA VETERAN PREFERENCE? [] YES [] NO
Phone: (907) 269-3484 TDD: 1-800-770-8973	_____ PRINTED NAME	*SEE ITB FOR EXPLANATION OF CRITERIA TO QUALIFY
Email: eed.procurement@alaska.gov	_____ DATE	_____ TELEPHONE NUMBER
_____ ALASKA BUSINESS LICENSE NUMBER	_____ FEDERAL TAX ID NUMBER	_____ E-MAIL ADDRESS

TABLE OF CONTENTS

SECTION 1. INTRODUCTION & INSTRUCTIONS 4

SEC. 1.01 PURPOSE OF THE ITB 4

SEC. 1.02 DEADLINE FOR RECEIPT OF BIDS 4

SEC. 1.03 PRIOR EXPERIENCE 4

SEC. 1.04 INVITATION TO BID (ITB) REVIEW 4

SEC. 1.05 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF BIDS 4

SEC. 1.06 SUBMITTING BIDS 4

SEC. 1.07 BID FORMS 5

SEC. 1.08 PRICES 6

SEC. 1.09 ASSISTANCE TO BIDDERS WITH A DISABILITY 6

SEC. 1.10 AMENDMENTS TO BIDS 6

SEC. 1.11 AMENDMENTS TO THE ITB 6

SEC. 1.12 ITB SCHEDULE 6

SEC. 1.13 ALTERNATE BIDS 6

SEC. 1.14 SUPPORTING INFORMATION 6

SEC. 1.15 FIRM, UNQUALIFIED, AND UNCONDITIONAL OFFER 7

SECTION 2. CONTRACT INFORMATION 7

SEC. 2.01 CONTRACT TERM 7

SEC. 2.02 CONTRACT ADMINISTRATION 7

SEC. 2.03 CONTRACT FUNDING 7

SEC. 2.04 CONTRACT EXTENSION 7

SEC. 2.05 CONTRACT CHANGES – UNANTICIPATED AMENDMENTS 8

SEC. 2.06 SUBCONTRACTORS 8

SEC. 2.07 JOINT VENTURES 8

SEC. 2.08 CONTRACT PERFORMANCE LOCATION 8

SEC. 2.09 RIGHT TO INSPECT PLACE OF BUSINESS 9

SEC. 2.10 SCOPE OF WORK AND SPECIFICATIONS 9

SEC. 2.11 F.O.B. POINT 11

SEC. 2.12 SHIPPING DAMAGE 11

SEC. 2.13 DELIVERY TIME 12

SEC. 2.14 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES 12

SEC. 2.15	CONTINUING OBLIGATION OF CONTRACTOR	12
SEC. 2.16	ESTIMATED QUANTITIES	12
SEC. 2.17	CONTRACT PRICE ADJUSTMENTS	12
SEC. 2.18	INFORMAL DEBRIEFING	13
SEC. 2.19	INDEMNIFICATION	13
SEC. 2.20	INSURANCE.....	13
SECTION 3.	CONTRACT INVOICING AND PAYMENTS	15
SEC. 3.01	BILLING INSTRUCTIONS	15
SEC. 3.02	PAYMENT FOR STATE PURCHASES	15
SEC. 3.03	THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED.....	15
SECTION 4.	EVALUATION AND CONTRACTOR SELECTION.....	16
SEC. 4.01	EVALUATION OF BIDS.....	16
SEC. 4.02	APPLICATION OF PREFERENCES	16
SEC. 4.03	ALASKA BIDDER PREFERENCE.....	16
SEC. 4.04	ALASKA VETERAN PREFERENCE	17
SEC. 4.05	USE OF LOCAL FOREST PRODUCTS	17
SEC. 4.06	LOCAL AGRICULTURAL AND FISHERIES PRODUCT PREFERENCE	17
SEC. 4.07	ALASKA PRODUCT PREFERENCE.....	17
SEC. 4.08	EMPLOYMENT PROGRAM PREFERENCE	18
SEC. 4.09	ALASKANS WITH DISABILITIES PREFERENCE	18
SEC. 4.10	PREFERENCE QUALIFICATION LETTER	19
SEC. 4.11	EXTENSION OF PRICES.....	19
SEC. 4.12	METHOD OF AWARD	19
SEC. 4.13	CONTRACTOR SELECTION PROCESS.....	19
SEC. 4.14	NOTICE OF INTENT TO AWARD.....	19
SECTION 5.	GENERAL PROCESS AND LEGAL INFORMATION.....	20
SEC. 5.01	ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES.....	20
SEC. 5.02	AUTHORITY.....	20
SEC. 5.03	COMPLIANCE	20
SEC. 5.04	SUITABLE MATERIALS, ETC.	21
SEC. 5.05	SPECIFICATIONS.....	21
SEC. 5.06	CONTRACTOR SITE INSPECTION.....	21
SEC. 5.07	ORDER DOCUMENTS.....	21
SEC. 5.08	HUMAN TRAFFICKING	22
SEC. 5.09	RIGHT OF REJECTION	22
SEC. 5.10	STATE NOT RESPONSIBLE FOR PREPARATION COSTS.....	22
SEC. 5.11	DISCLOSURE OF BID CONTENTS.....	22
SEC. 5.12	ASSIGNMENTS.....	23
SEC. 5.13	FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)	23
SEC. 5.14	DEFAULT	23
SEC. 5.15	DISPUTES	23
SEC. 5.16	SEVERABILITY	23
SEC. 5.17	CONTRACT CANCELLATION.....	24
SEC. 5.18	GOVERNING LAW; FORUM SELECTION	24
SEC. 5.19	SOLICITATION ADVERTISING	24
SEC. 5.20	QUALIFIED BIDDERS.....	24
SEC. 5.21	FEDERALLY IMPOSED TARIFFS	24
SEC. 5.22	PROTEST	25
SECTION 6.	ATTACHMENTS	27
SEC. 6.01	ATTACHMENTS	27

SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE ITB

The Department of Education and Early Development, Division of Finance and Support Services – Child Nutrition, USDA Commodity Program is requesting rates for shipment of commodity food products from the Seattle/Tacoma, Washington area to Recipient Agencies in Alaska. Shipments are received in Seattle/Tacoma area in partial to full-truck quantities of mixed products by processor segregated by product type. Freight companies must have a facility in the Seattle/Tacoma, Washington area to receive, store and deliver received shipments. Freight companies bidding on transportation of these products must be able to deliver or make arrangements for delivery.

SEC. 1.02 DEADLINE FOR RECEIPT OF BIDS

Bids must be received no later than 3:00pm on February 2, 2024, 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

In order for a bid to be considered responsive the bidder must meet these minimum prior experience requirements:

- Five years' experience distributing freight to throughout Alaska.
- Provide three business references consisting of current or previous customers. References must include a contact name, address, telephone number, and email address.
- Freight companies must have a storage facility in the Seattle/Tacoma, Washington area to receive, store and deliver received shipments.

A bidder's failure to meet these minimum prior experience requirements will cause their bid to be considered non-responsive and rejected.

SEC. 1.04 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. 1.05 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF BIDS

All questions must be 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.. Other questions may be more complex and may require a written amendment to the ITB. The procurement officer will make that decision. Questions are due no later than January 26, 2024.

SEC. 1.06 SUBMITTING BIDS

When submitting a bid via email, the bid may be emailed to eed.procurement@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.

The procurement officer will attempt to confirm receipt of bid via email in a timely manner, however, it is ultimately the bidder's responsibility to contact the issuing agency at eed.procurement@alaska.gov or 907-269-3484 to confirm that the bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.07 BID FORMS

Bidders shall complete the **Bidder's Certification** located on page two of this ITB and complete two (2) attachments as noted in Sec. 6.01. 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, 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

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. 1.08 PRICES

The bidder shall state prices in the units of issue on this ITB. 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.

SEC. 1.09 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. 1.10 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. 1.11 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. 1.12 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	3:00pm	1/12/2024
Questions Due	3:00pm	1/26/2024
Deadline for Receipt of Bids	3:00pm	2/2/2024
Bid Evaluations Complete	3:00pm	2/2/2024
Notice of Intent to Award	3:00pm	2/2/2024
Contract Issued	3:00pm	3/1/2024

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 Education and Early Development, 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. 1.13 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. 1.14 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. 1.15 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 TERM

The length of the contract will be from the date of award, approximately July 1, 2024, through June 30, 2025, with the option to renew for eight (8) additional one-year terms under the same terms and conditions, as the original contract with the price adjustments listed below. Renewals will be exercised at the sole discretion of the state.

SEC. 2.02 CONTRACT ADMINISTRATION

The administration of this contract is the responsibility of the procurement officer or person appointed by the Department of Education and Early Development, Division of Finance and Support Services, Child Nutrition Program.

SEC. 2.03 CONTRACT FUNDING

Department of Education and Early Development, Division of Finance and Support Services – Child Nutrition, estimates a budget of up-to **\$25,000,000.00** dollars for this contract over the 9 possible terms. Bids priced at more than **\$25,000,000.00** will be considered non-responsive.

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 the course of 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 may be used to perform work under this contract.

Subcontractor experience **SHALL NOT** be considered in determining whether the bidder meets the requirements set forth in SEC. 1.03 PRIOR EXPERIENCE.

Note that if the subcontractor will be performing work within Alaska, they will be required to hold an Alaska business license.

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 are in Seattle/Tacoma, Washington and Alaska.

Orders are shipped in partial to full-truck quantities of mixed products by processor segregated by product type. Freight companies must have a facility in the Seattle/Tacoma, Washington area to receive, store and deliver received shipments.

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 SCOPE OF WORK AND SPECIFICATIONS

The Alaska Department of Education and Early Development, Division of Finance and Support – Child Nutrition, USDA Commodity Program is requesting rates for shipment of commodity food products from the Seattle/Tacoma, Washington area to Recipient Agencies in Alaska.

Schedule I- Drop Point Rates: Commodity food items will be sent to only thirteen (13) communities in Alaska. Further transportation to Recipient Agencies beyond the drop point communities is at the Recipient Agencies request and expense. Quotes on this schedule are only to the 13 drop points. See Attachment A.

Contractor may select preferred third party carriers to the 13 drop point communities; however contractor will be provided a list of preferred contract carriers provided by the Recipient Agencies for delivery outside of the drop points by July 1, 2015. Drop point locations should be fully utilized to reduce recipient agency expenses for further transportation. Contractor is responsible for payment to the selected third party carrier for delivery of products.

Shipments are received in the Seattle/Tacoma area generally by full-truck, estimated weight 40,000 pounds of same product. Information on Schedule I shipments will be transmitted to contractor via State Agency by drop point location. Freight companies must have a facility in the Seattle/Tacoma area to receive, store and deliver received shipments.

Attachment A: Drop Point Shipments and Tentative Calendar of All Schedule I. The cost of all transportation expenses, fuel surcharge and supplies such as burlaps sacks and pallets must be included in the price bid. Include any additional accessorial charges such as “Keep from Freezing”.

Attachment B: Reference Form. Bidder must complete the Reference form. Failure to supply proof of experience and references will cause the State to declare the bidder non-responsive and reject the bid.

By submitting a bid, the contractor agrees to the following:

1. Contractor must provide verification of cases received by the Recipient Agency prior to billing the State of Alaska.
2. Contractor must provide each Recipient Agency 48 hours’ notice of delivery including products shipped by third party carrier.
3. Contractor must provide each Recipient Agency with a Bill of Lading for each individual delivery including products shipped by third party carrier.
4. Contractor must deliver products segregated by product code if applicable.
5. Contractor must assure delivery of products to one single Recipient Agency preferred receiving area. If the Recipient Agency requests further delivery, those arrangements must be made by the Recipient

Agency and those costs incurred by the Recipient Agency. The state will not assume costs for further redistribution of products.

6. Contractor shall provide delivery of products 15 calendar days after receipt of products in Seattle/Tacoma unless receive prior approval from the State Agency. Delivery in excess of 30 days, without prior approval from the state, may cause a claim for commodity loss to be filed.
7. Commodity foods that are delivered to the wrong destination may not be redelivered to the original destination. Any commodity foods that were refused by a Recipient Agency cannot be broke down and repackaged and delivered to another Recipient Agency. Erroneous or refused deliveries will result in a claim for commodity loss. Any misdelivered or refused foods that have been backhauled and remain in the carrier's warehouse and may not be discarded or donated to a Non-Profit organization without prior approval from the state.
8. Contractor shall not deliver commodity foods in partial shipments. Shipments short of balance may cause a claim for commodity loss to be filed. Shipments received short of balance will be verified with the State Agency for further instructions.
9. Recipient Agencies may request that their orders be consolidated until a desired weight is met for reduced shipping rates or hold orders for "will call" status, however the Contractor shall provide to the state written notice within 30 days of the Recipient Agency request.
10. Contractor may or the Recipient Agency request that orders be consolidated until a desired weight is met for reduced shipping rates or hold orders for "will call" status, however the Contractor shall provide to the state details of which products are being consolidated for the specific Recipient Agency along with the date of final delivery of consolidated orders within 30 days of initial product receipt.
11. Any cost incurred by storage, holding, or consolidation of orders will be the responsibility of the Recipient Agency. The state will not assume the costs of storage of the held or consolidated products.
12. Contractor will notify the state and the Recipient Agency when a shipment will be sent via bypass mail.
13. To meet the requirements of federal regulation 7 CFR 250.12(b), distributing agencies (State of Alaska, EED) shall enter into written agreements with all carriers, or other entities to which distributing agencies deliver donated foods under their distribution program.

1) The carrier agrees that the distribution of donated foods is in accordance with 7CFR Part 250 and 251,

- A. Ensure storage, management, and transportation of donated foods in a manner that properly safeguards them against theft, spoilage, damage, or other loss in accordance with the standards specified in 250.12(a) and (b) as detailed below:

- maintain foods in sanitary conditions.
- maintain foods at proper storage temperature, humidity, and with adequate air circulation.

- B. Ensure compliance with all Federal, State, or local requirements relative to food safety and health, including required health inspections, and procedures for responding to a food recall.

2) The carrier, to whom donated foods are delivered by the distributing agency, are responsible to the distributing agency for any improper distribution or use of donated foods or for any loss of, or damage to, donated foods caused by their fault or negligence,

3) Sub-distributing agencies and recipient agencies have and preserve a right to assert claims against carriers to whom donated foods are delivered for care, handling, or distribution, and

4) Sub-distributing agencies and recipient agencies will take action to obtain restitution in connection with claims for improper distribution, use or loss of, or damage to, donated foods.

SEC. 2.11 F.O.B. POINT

Final destination, freight charged-back to the state as a separate item on the state's invoice. The F.O.B. final destination point for this contract will be per shipment to each drop point for Schedule I items. Contractor receipt of items will be Seattle or Tacoma, Washington. The location is dependent on the processor delivery. The contractor will be required to prepare the items for shipping and to ship them to the final destination specified in the state's order. Bids should include additional accessorial charges such as "Keep from Freezing".

SEC. 2.12 SHIPPING DAMAGE

The state will not accept or pay for damaged goods. The contract must comply with the following standards for refusal:

- a) Signs of thaw
 - i. Presence of large ice crystals
 - ii. Liquid or water-stains on bottoms of cartons
- b) Crushed layers (over stacked)
- c) Structural failure of case (collapsed sides)
- d) Exposed product (punctured/torn lining)
- e) Evidence of pest infestation
- f) Evidence of leakage in canned products (rusty cans, water stains on cases)
- g) Other questionable integrity of product should be reviewed with the State of Alaska, Department of Education & Early Development.

The contractor should break down pallets to prevent "hidden" damage (e.g. in the middle of a pallet). Claims for freight that is damaged upon arrival at recipient agency are filed against the contractor; therefore, damaged products should be refused in Seattle/Tacoma.

State will file claims against the contractor to recover the value of donated commodities, fee-for-service billed by processor, Child Nutrition Programs administrative fees and freight/shipping costs. The contractor must respond to claims within 30 days. Failure to respond will be regarded as nonresponsive and may be grounds for termination of the contract.

If the contractor refuses damaged products in Seattle/Tacoma, the damaged product is returned to processor at processor's expense. The contractor notifies state & processor of the product damage. The state will adjust

shipment breakdown and advise contractor of revision. The contractor must adjust invoicing to reflect actual products shipped. The state will notify the recipient agency of any shortage.

SEC. 2.13 DELIVERY TIME

Indicate the time required to make delivery after the receipt of an order. Failure to make an entry in the space provided will be construed as an offer to deliver within **15 -30** calendar days after the receipt of products in Seattle. Bids that specify deliveries in excess of **31** calendar days after the receipt of an order will be considered non-responsive and the bids will be rejected.

SEC. 2.14 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for providing 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 the state's estimated requirements and may vary more or less from the quantities actually purchased. The state does not guarantee any minimum or maximum purchase. Orders will be issued throughout the contract period on an as-needed basis.

SEC. 2.17 CONTRACT PRICE ADJUSTMENTS

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

Consumer Price Index (CPI): Contract prices will remain firm through June 30 of each contract term.

The Contractor or State may request price adjustments, no sooner than 12 months from the Contract execution date, and no more than once per contract year. Contractors must submit a request to the State at least thirty (30) days prior to the end of the current term. All Requests must be in writing and must be received 30 days prior to the Contract renewal date.

- a. If the Contractor or State fail to request a CPI price adjustment 30 days prior to the Contract renewal date, the adjustment will be effective 30 days after the State or Contractor receives their written request.

- b. Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor, Bureau of Labor and Statistics, Consumer Price Index (CPI-U) for All Urban Consumers, All Items, Urban Alaska.
- c. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year reported HALF1 (January through June 2023) (depends on the timing, may be HALF2 for July-December); and each HALF1 (or HALF2) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. All price adjustments must be approved by the Procurement Officer prior to the implementation of the adjusted pricing. Approval shall be in the form of a Contract Amendment issued by the Procurement Officer.
- d. Approval for all price increases is dependent upon full compliance with the terms of the Contract including reporting requirements.

FUEL SURCHARGE: If the services specified require transaction privilege or use of a fuel surcharge, they shall be described and itemized separately on the Offer, fuel surcharge cost shall not be considered for the evaluation. Fuel surcharges in effect at the time of the shipment will be added to the agreed upon rates. Additionally, the methodology used to establish the Fuel Surcharge must be provided; adjustments to the Fuel Surcharge during the year must be approved.

SEC. 2.18 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. 2.19 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. 2.20 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.

SECTION 3. CONTRACT INVOICING AND PAYMENTS

SEC. 3.01 BILLING INSTRUCTIONS

All invoices produced by the contractor must contain the following information at a minimum:

1. USDA Product Name and Code Number
2. Consignee Name (School District, Residential Childcare Institute, Childcare Agencies or TEFAP agencies)
3. Destination Community OR Freight Prepaid Drop Point
4. Quantity
5. Weight
6. Base Rate
7. Fuel Surcharge Percentage
8. Total Number of Cases Shipped

Further transportation to Recipient Agencies destination community beyond the freight prepaid drop point communities is at the Recipient Agencies request and expense and must be billed directly by the contractor.

Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order. The state will make payment after it receives the goods or services and the invoice. Questions concerning payment must be addressed to the ordering agency.

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:

- 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 proposals. Bidders must attach a copy of their certification letter to the proposal. **A bidder's failure to provide this certification letter with their proposal 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 LOCAL AGRICULTURAL 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. 4.07 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. 4.08 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 to the lowest responsive and responsible bidder. In order to be considered responsive, bidders must bid on all items.

SEC. 4.13 CONTRACTOR SELECTION PROCESS

Once the contracts are established this selection process will be used. When the state needs security services the lowest priced contractor for that location will be contacted first. If, for any reason, the lowest contractor is not available to perform the needed service, the state will contact the next lowest priced contractor for that location. This process will continue until a contractor who can perform the service is located. The location of the contractor initially contacted will be determined by the starting location of the call-out. For instance, if there was a need to transport a person from Anchorage to Fairbanks and then guard the person for two days in Fairbanks, the agency would contact Anchorage contractors, even though a substantial portion of the actual service would be performed in Fairbanks.

SEC. 4.14 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.

1. To meet the requirements of federal regulation 7 CFR 250.12(b), distributing agencies (State of Alaska, EED) shall enter into written agreements with all carriers, or other entities to which distributing agencies deliver donated foods under their distribution program.

1.)The carrier agrees that the distribution of donated foods is in accordance with 7CFR Part 250 and 251,

a. Ensure storage, management, and transportation of donated foods in a manner that properly safeguards them against theft, spoilage, damage, or other loss in accordance with the standards specified in 250.12(a) and (b) as detailed below:

- maintain foods in sanitary conditions
- maintain foods at proper storage temperature, humidity, and with adequate air circulation.

b. Ensure compliance with all Federal, State, or local requirements relative to food safety and health, including required health inspections, and procedures for responding to a food recall.

2), The carrier, to whom donated foods are delivered by the distributing agency, are responsible to the distributing agency for any improper distribution or use of donated foods or for any loss of, or damage to, donated foods caused by their fault or negligence,

3) Sub-distributing agencies and recipient agencies have and preserve a right to assert claims against carriers to whom donated foods are delivered for care, handling, or distribution, and

4) Sub-distributing agencies and recipient agencies will take action to obtain restitution in connection with claims for improper distribution, use or loss of, or damage to, donated foods

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 SPECIFICATIONS

Unless otherwise specified in this ITB, product brand names or model numbers specified in this ITB are examples of the type and quality of product required, and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

SEC. 5.06 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. 5.07 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. 5.08 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. 5.09 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 ITB;
- 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. 5.10 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. 5.11 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.

The Office of Procurement and Property Management (OPPM), or their designee recognizes that some information an offeror submits might be confidential under the United States or the State of Alaska Constitution, a federal statute or regulation, or a State of Alaska statute: i.e., might be confidential business information (CBI). *See, e.g.*, article 1, section 1 of the Alaska Constitution; AS 45.50.910 – 45.50.945 (the Alaska Uniform Trade Secrets Act); *DNR v. Arctic Slope Regional Corp.*, 834 P.2d 134, 137-39 (Alaska 1991). For OPPM or their designee to treat information an offeror submits with its proposal as CBI, the offeror must do the following when submitting their proposal: (1) mark the specific information it asserts is CBI; and (2) for each discrete set of such information, identify, in writing, each authority the offeror asserts make the information CBI. If the offeror does not do these things, the information will become public after the Notice of Intent to Award is issued. If the offeror does these things, OPPM or their designee will evaluate the offeror's assertion upon receiving a request for the information. If OPPM or their designee reject the assertion, they will, to the extent permitted by federal and State of Alaska law, undertake reasonable measures to give the offeror an opportunity to object to the disclosure of the information.

SEC. 5.12 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. 5.13 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. 5.14 DEFAULT

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

SEC. 5.15 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. 5.16 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. 5.17 CONTRACT CANCELLATION

The state reserves the right to cancel the contract at its convenience upon 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. 5.18 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. 5.19 SOLICITATION ADVERTISING

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

SEC. 5.20 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. 5.21 FEDERALLY IMPOSED TARIFFS

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased federal excise tax or duty that may result in either an increase or decrease in the contact price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
 - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract;
 - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.

- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment [taxes](#), that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
- **State's Ability to Make Changes:** The state reserves the right to request verification of federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
- **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

SEC. 5.22 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:

- A. Drop Point Shipments and Tentative Calendar of All Schedule I
- B. References