

**STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES**

**INVITATION FOR QUOTES FOR
A SMALL PROCUREMENT
(CONSTRUCTION RELATED)**

[per AS 36.30.320(a)]

<div>Project Name & No.: <u>Drum Removal and Disposal</u></div> <div>Project # <u>10-018-24</u></div> <div>Location: <u>Fairbanks, Alaska</u></div> <div><div></div><div></div></div>	<div>Procurement Agency and Address:</div> <div><u>DNR/SSD/Procurement Section</u></div> <div><u>550 W 7th Ave. Suite 1330</u></div> <div><u>Anchorage, Alaska 99501</u></div> <div><div></div><div></div></div>
<div>Procurement Officer: <u>Chris Brooks, Procurement Specialist 5</u></div> <div>Date of Issuance: <u>01/22/24</u></div>	
<div>DESCRIPTION OF WORK, REQUIRED COMPLETION DATE, LISTING OF ATTACHMENTS:</div> <div><div></div></div> <div>See Attachment One for scope of work and map of project area.</div> <div><div></div></div>	
<div>The Project cost estimate is: <input type="checkbox"/> under \$10,000 <input checked="" type="checkbox"/> \$10,000 - \$50,000 <input type="checkbox"/> \$50,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$200,000^{1,2}</div> <div>1. Quotes in excess of \$200,000 will be deemed non-responsive. 2. Any project in excess of \$100,000 must be bonded.</div> <div>Davis-Bacon Wages (Title 36.05): are <input checked="" type="checkbox"/> are not <input type="checkbox"/> required on this project.</div>	
<div>The following insurance coverages are required: <input checked="" type="checkbox"/> Workers Comp <input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Automobile</div>	
<div><u>Bonding Requirement:</u></div> <div>Bid Bond, Payment Bond, & Performance Bond are <input type="checkbox"/> are not <input checked="" type="checkbox"/> required on this project.</div>	
<div>Quotes for furnishing all labor, equipment and materials and performing all work for the above Project are invited. To be eligible for consideration, quotes must be received before <u>2:00 PM Alaska Time</u> on the <u>5th</u> day of <u>February</u>, <u>2024</u>. Late quotes cannot be accepted. Disadvantaged Business Enterprises (DBE's) may submit quotes and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an Award which results from this invitation. Any errors, omissions, or questions pertaining to solicitation procedures or Project requirements, requests for additional documents, or inquiries pertaining to site conditions or scheduled visits must be made to: Title: <u>Chris Brooks, Procurement Specialist 5</u> at: christopher.brooks@alaska.gov or 907-269-8666,</div> <div>Applicable provisions of AS 36.30 and 2 AAC 12 govern this solicitation.</div>	
<div>SUBMITTAL OF QUOTES: Quotes for this Project must be submitted in the manner noted below. All Offerors must familiarize themselves with the <i>Instructions to Offerors</i>, page 2 of this form, prior to submitting their quote.</div> <div><div><input type="checkbox"/> - VERBAL QUOTES SHALL BE GIVEN TO _____ AT THE ABOVE NOTED TELEPHONE NUMBER, PRIOR TO THE STATED DEADLINE. (See above Bonding Requirements.)</div><div><input checked="" type="checkbox"/> - WRITTEN QUOTES, INCLUDING AMENDMENTS OR WITHDRAWALS, MUST BE RECEIVED PRIOR TO THE ABOVE NOTED DEADLINE. QUOTES MUST BE SUBMITTED ON FORM SPC-002, QUOTE SUBMITTAL, ATTACHED. (See above Bonding Requirements.)</div></div> <div>Written quotes may be submitted by electronically, hand delivered, or mailed in a sealed envelope. Confidentiality is only assured for sealed quotes. Mailed quotes must allow time for delivery and the envelope must be marked as follows:</div> <div><div><u>Quote for Project:</u></div><div><div>Name: <u>Drum Removal and Disposal</u></div><div>Number: <u>10-018-24</u></div><div>Attn: <u>Chris Brooks, Procurement Specialist 5</u></div></div><div><div><u>Procurement Agency Address:</u></div><div><u>DNR/SSD/Procurement Section</u></div><div>Send quotes to: <u>christopher.brooks@alaska.gov</u></div><div><div></div><div></div></div></div></div> <div>Quote amendments or withdrawals must be made in writing to the individual of the Procurement Agency receiving the quotes, and must be received prior to the time for quote submittal.</div>	

**STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES**

**INVITATION FOR QUOTES FOR
A SMALL PROCUREMENT
(CONSTRUCTION RELATED)**

INSTRUCTIONS TO OFFERORS

The State of Alaska desires that all Offerors submitting quotes on construction contracts are given a fair and equal opportunity to compete. Offerors are required to follow these instructions:

REVIEW THE PROJECT DOCUMENTS: Most construction Projects in excess of \$1,000 will have some type of written documentation prepared expressly for the Work. If you are asked to submit a quote and no written information has been provided, you should ask the procurement Agency for written documentation. If the scope of services have been described to you verbally, and you are selected for Contract Award, you must ensure that the information of the services to be performed (scope of work) is put in writing prior to accepting the Contract. When providing a Quote, carefully review and consider all materials related to the solicitation and work of the contract. **By submitting a quote the Offeror warrants that they are familiar with the Project requirements, have visited or otherwise examined the site, and are aware of the conditions to be encountered.** Offeror's can verify the contents and completeness of their quote documents by contacting the procurement Agency individual named on the front of this form.

SUBMITTING THE QUOTE: The Quote must be submitted in one of the following formats as called for in the Invitation:

1. **ORALLY** - if a verbal quote is solicited, the Offeror must provide, in addition to their quote amount and mailing address -- (1) their valid Alaska Business License number, (2) if applicable, a valid Contractor's Registration number, (3) their status as an Alaskan Bidder (Offeror), (4) their intended use of Alaskan products, (5) the carrier's name and policy number for their Workers' Comp Insurance (or a statement of sole proprietorship, if applicable), and (6) the Employer (Tax) Identification Number or Social Security Number. The Procurement Agency will enter this information on the quote schedule.

2. **WRITTEN** - if a written quote is solicited, the Offeror must complete, in ink or typewritten, the *Small Procurement Quote Submittal*, Form SPC-002. Failure to acknowledge receipt of addenda or to execute the form correctly and completely may disqualify the quote.

NOTE: The Department of Labor requires an Offeror to be licensed and registered for the required type of work prior to submitting a quote. If the procurement Agency determines the Offeror is improperly registered or licensed, their quote may be deemed nonresponsive.

SUBCONTRACTOR LISTING: Subcontractors intended to be utilized on this contract must be listed in the response to the solicitation. Work shall not be awarded to any subcontractor without prior approval from the procurement Agency. Subcontractors may be added or removed only as approved by the procurement Agency.

DETERMINATION OF THE LOWEST RESPONSIBLE QUOTE AND CONTRACT AWARD: Following receipt and determination of all **responsive** oral, written or sealed quotes, the procurement Agency will compare the quotes and determine the lowest Offeror. If the procurement Agency discovers a discrepancy between the unit price amount and the extended amount; the unit price amount will prevail. Conditioned quotes, unless expressly requested, will not be considered. When the quote schedule is composed of a basic amount with alternates, the procurement Agency will base its determination of the low quote and the amount of the Contract Award solely upon those quotes, basic and alternates, that are priced within the extent of available construction funds. Alternates will be considered for Award in the order listed, except that if the order of Offerors is not affected, the Award may include any combination of funded alternates, or none, as may be in the best interest of the procurement Agency.

When determining the lowest quote, the procurement Agency will also give a 5% Alaska Offeror's preference and an appropriate Alaska Products preference to quotes designating the applicability of a preference. To qualify for the Offeror's preference (per AS 36.30.170) the Offeror **must** (1) hold a current Alaska Business License, (2) submit the quote under the name appearing on the license, (3) have staffed and maintained a place of business within Alaska for the previous six months and (4) be incorporated or qualified to do business under the laws of the State. In addition, if the Offeror is a partnership or joint venture, all parties must meet the criteria to be eligible for the preference. A booklet fully describing the Alaska Preferences (Bidder, Offeror, Product, Disabilities, Veteran) program is available at <http://doa.alaska.gov/dgs/pdf/pref2.pdf>. A detailed description of the Alaska Products Preference Program is available at <http://www.commerce.state.ak.us/ded/dev/prodpref/prodpref.htm>.

The procurement Agency will make a determination of **responsibility** as required by 2 AAC 12.500. If the lowest Offeror is declared responsible, the procurement Agency will execute the *Notice of Award / Notice to Proceed*, Form SPC-003, and send it to the Offeror for acknowledgement. If the lowest Offeror is found to be nonresponsive, this process will be repeated with the second lowest Offeror -- and so on until the lowest responsive and responsible Offeror is determined.

NOTICE OF AWARD AND PROTEST: A written notice will be provided on all Awards exceeding \$ 25,000 (2 AAC 12.400(h)). All protests must be filed with the Commissioner of the procurement Agency (or designee) and copied to the Procurement Officer. Protest procedures are described in AS 36.30.560 and 2 AAC 12.695. The extent of the protest remedy is limited to quote preparation costs (AS 36.30.585).

INDEMNITY AND INSURANCE – The following insurance is required for all construction contracts:

Article 1. 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.

Article 2. Insurance

Without limiting Contractor's indemnification, it is agreed that 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 Contracting Officer prior to beginning work and must provide for a notice of cancellation, nonrenewal, 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.

2.1 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.

2.2 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 claim.

2.3 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 claim.

**STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
SMALL PROCUREMENT QUOTE SUBMITTAL
(CONSTRUCTION RELATED)
[per AS 36.30.320(a)]**

Project Name & No.: <u>Drum Removal and Disposal</u> <div style="text-align: center;">Project # 10-018-24</div> Location: <u>Fairbanks, Alaska</u> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	Procurement Agency and Address: <u>DNR/SSD/Procurement Section</u> <u>550 W 7th Ave. Suite 1330</u> <u>Anchorage, Alaska 99501</u> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
Procurement Officer: <u>Chris Brooks, Procurement Specialist 5</u> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	Date of Issuance: <u>01/22/24</u> Bid is Due: <u>02/05/24 at 2:00</u> <div style="text-align: right;">PM Alaska Time</div>
<p>QUOTE: Offerors must read all attachments to this schedule. _____</p> <p>See Attachment One for scope of work and map of project area.</p> <p><u>QUOTE AMOUNT FOR TASK ONE, TWO AND THREE:</u></p> <p>\$ _____.</p> <p>I have reviewed the bid documents, with addenda _____, and understand the scope of services and conditions required for Project number _____. I agree to furnish all necessary labor, materials, and equipment for the above amount(s). The Work shall be accomplished in a professional manner acceptable to the Procurement Officer.</p> <p>Contractor _____ Contractor Reg. No. _____</p> <p>Authorized Signature _____ Title _____</p> <p>Address _____</p> <p>Business License # _____ EIN or SSN _____ Phone # _____</p> <p>Offeror is Claiming: <input type="checkbox"/> Alaska Bidder's Preference <input type="checkbox"/> Alaska Products Pref. (worksheet)</p> <p style="margin-left: 100px;"><input type="checkbox"/> Alaska Veteran Preference (SPC-007)</p>	
<div style="border-top: 1px dotted black; margin-top: 20px;"> <div style="text-align: center;">Procurement Officer: _____</div> <div style="text-align: center;">Date of Receipt of Bid: _____</div> </div>	

Offeror to Complete this Portion

Attachment One

Scope of Work

Drum Removal and Disposal – Project # 10-018-24

Fairbanks (Martin Subdivision Parcel ADL 412883), Alaska

Scope of Work

The Department of Natural Resources (DNR), Division of Mining, Land, and Water (DMLW) requires the following services. The Martin Subdivision is located within the Fairbanks North Star Borough (FNSB) north of Fairbanks in a rural area with low density residential development. Parcel ADL 412883 within Martin Subdivision was occupied in 1986 via the Homesite Program, but came back to the State in 1993. The former occupant partially developed a house, but did not meet the construction and occupancy requirements of the Homesite Program. DNR deemed the parcel unsuitable for sale in late 1993 due to the presence of potentially hazardous materials. In 2000, two 55-gallon drums were to be removed by the Department of Environmental Conservation (DEC), however, it is unclear if any such action was taken. It appears that the parcel was never reoffered for sale, presumably due to the presence of drums containing potentially hazardous materials.

Based on 2023 field inspections, the partially constructed house is in very poor condition, with a collapsed roof and vegetation growing within the house footprint. Access within the parcel appears to have been established from Old Murphy Dome and Cascade Roads, but both access pathways are blocked by thick vegetative regrowth. Two collections of drums are located within the northern portion of the parcel: one with four drums, another with five drums. One drum is open and empty, but the remaining eight drums appear to contain at least several gallons of unknown liquids. One drum is liquid full of a dark liquid that resembles used motor oil, which is observable because of a missing bung lid. It appears that all the drums containing liquids remain intact, as no evidence of a spill was observed, although this is not known with certainty because many of the drums are too heavy to move by hand and are surrounded by leaf litter and/or tree slash.

To avoid the release of hazardous substances on State land and to provide a path for selling the parcel, DNR needs to characterize the drum contents, remove the drums, and dispose of the contents in a manner consistent with federal hazardous waste laws. Accessing the drums for removal will require clearing trees and establishment of temporary access from a borough-maintained roadway.

Project Location and Road Access

The FNSB assigned street address for ADL 412883 is 5520 Cascade Road. The property description is:

Lot 12 in Block 1 of ASLS 84-21, Martin Subdivision, containing 6.370 acres, more or less, according to the plat filed in the Fairbanks Recording District on December 4, 1984 as Plat 84-275.

The drums are within ADL 412883 and/or Tract B of the Martin Subdivision. Both Tract B and ADL 412883 are DNR owned property.

ADL 412833 is located within the Martin Road Service Area, administered by FNSB Rural Services. While legal access to the parcel is from Cascade Road, there is approximately 115-125 feet of elevation gain from Cascade Road to the drums and a horizontal distance of 500 – 600 feet. In contrast, there is approximately 20 – 30 feet of elevation drop from Old Murphy Dome Road to the drums and a horizontal distance of 200 – 250 feet.

Task One – Establish access to drums:

FNSB Rural Services indicated to DNR that they will allow establishing temporary access to Tract B and ADL 412883 from Old Murphy Dome Road. The contractor will acquire a driveway permit from FNSB Rural Services for temporary access from Old Murphy Dome, which will include the requirement to remove the access improvements after work is completed. The contractor will adhere to all permit stipulations.

The contractor will construct a temporary connection to Old Murphy Dome Road and clear a path through Tract B with the minimum amount of disturbance necessary for equipment to safely access the drums. Within ADL 412883 and in the immediate vicinity of the drums, vegetative regrowth may be cleared and the ground leveled as needed to operate and stage equipment. The white and blue drums are located at the top of a vertical cut and are approximately 10 feet above the level ground created for the house within ADL 412883.

Task Two- Drum stabilization and waste characterization:

The contractor will provide staff experienced with the segregation, testing, fluid handling, containerizing, labeling, manifesting, and shipping hazardous waste products.

The contractor will assess the integrity of all drums and provide appropriate containment for any drums deemed at risk of leaking at any point of the contract. The contractor will provide a unique identification for each drum and document the condition of all drums onsite by providing photographs, descriptions of the drum condition and contents, evidence (if any) of potential leaks, and an estimated volume of contents for each drum.

A DNR representative will be onsite during the initial assessment of the drums and when the drums have been moved to document the condition of the underlying soils. The contractor will coordinate with the DMLW Project Manager for the timing of these site visits.

The contractor will perform all work in accordance with applicable federal and state laws and regulations, and will document any release of drums contents or evidence of a prior release and promptly report it to DNR. DNR will be responsible for any releases that occurred prior to the initiation of Task 2, such as an unnoticed leak from a corroded drum. The contractor will be responsible for any release that may occur during the handling, transport, and storage of the drums. The contractor will report a release to DEC immediately if it meets the conditions of 18 AAC 75.300(1); DNR will report to DEC any other type of release, if necessary.

The contractor will acquire waste characterization samples from all drums containing liquids and have them analyzed by a qualified analytical laboratory as necessary to determine appropriate disposal methods. The contractor will provide the laboratory analytical reports to DNR.

During this phase of the project, the drums may be stored onsite as a temporary storage facility of hazardous materials or at offsite facilities under the control of the contractor.

Task Three- Waste disposal:

Once the drum contents have been characterized, the contractor will transport, label, manifest, and ship the hazardous substances recovered and/or prepare products recovered for local recycling. DNR has no generator knowledge about the wastes; the contractor is solely responsible for determining the appropriate disposal method of the wastes. The contractor will dispose of empty drums and containers at the FNSB landfill or other landfill as appropriate for final disposal.

Site Inspection

Potential bidders are encouraged to visit the work site so that they can see the conditions under which the work described will be performed. Bidder's failure to visit the work site will in no way relieve the bidder of the responsibility of performing the work in strict compliance with the true intent and meaning of the terms, conditions and specifications of this solicitation. The site may be inspected by contacting DMLW Project Manager Colin Craven (Phone: 907-451-2730 / Email: colin.craven@alaska.gov).

Project Completion Deadline

This project must be completed no later than September 30, 2024.

Contractor Responsibilities

1. Provide equipment and operator capable of performing work;
2. Mobilization/Demobilization;
3. Obtaining all required permits and licenses prior to beginning work;
4. Dispose of any hazardous drums and/or material in accordance with Federal, State of Alaska and local laws and regulations;
5. Demobilize and clean-up of work site. All areas will be left in as clean or better condition than when the contractor arrived. All construction debris is to be removed from the construction site;
6. Adhere to indemnification and insurance requirements outlined in this solicitation during the life of the contract.

Pre-Construction Meeting

A pre-construction meeting will be required before the contractor begins construction services. DMLW will coordinate a date/time with the contractor to conduct the pre-construction meeting.

Invitation for Quotes - Questions

Questions regarding this Invitation for Quotes shall be sent to Chris Brooks, Procurement Specialist 5 at christopher.brooks@alaska.gov. The deadline for submission of questions is January 29, 2024 at 2:00 PM AK Time.

Invitation for Quotes – Deadline for Receipt of Quotes

Quotes shall be sent to Chris Brooks, Procurement Specialist 5 at christopher.brooks@alaska.gov. The deadline for submission of quotes is February 5, 2024 at 2:00 PM AK Time. Quotes received after this deadline shall be deemed non-responsive.

Contract Award

Award shall be made based on the lowest responsive and responsible quote for the total cost of Task One, Task Two and Task Three and DMLW available funding.

DMLW - Invoice Recipient

Contractor shall send invoices to:

Attn: Colin Craven, Natural Resource Specialist 3

3700 Airport Way

Fairbanks, Alaska 99709

Phone: 907-451-2730

E-mail: colin.craven@alaska.gov

Questions concerning payment must be addressed to the DMLW point of contact identified above.

DMLW - Project Manager

The DMLW Project Manager is responsible for monitoring the operations and performance of the contractor for contract compliance, and to coordinate actions and communications between DMLW and the contractor. The DMLW Project Manager for this project is:

Attn: Colin Craven, Natural Resource Specialist 3

3700 Airport Way

Fairbanks, Alaska 99709

Phone: 907-451-2730

E-mail: colin.craven@alaska.gov



- A. Recommended temporary access location.
- B. "X" marks the approximate location of four drums with **blue and white** markings.
- C. "X" marks the approximate location of five drums with **yellow and white** markings.





STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES

ALASKA BIDDER PREFERENCE CERTIFICATION

In response to the advertised procurement for:

Project Name and Number: _____

Bidder/Proposer (company name): _____

Operation of Alaska Bidder Preference

Procurement preferences under the Alaska Procurement Code are benefits that the State grants only to qualified bidders. Under AS 36.30.990(2), if a bidder is an eligible "Alaska Bidder", the Department will apply a five percent preference to the price of the bidder's proposal.

Instructions regarding Alaska Bidder Preference

A bidder that claims the Alaska Bidder Preference must review and then certify that each statement appearing under the heading "Alaska Bidder Certification" is true. The individual that signs the certification shall include his/her printed name and position within bidder's organization, *e.g.*, sole proprietor, partner, etc. If a bidder fails to submit a signed certification, the Department will not apply the claimed preference.

Alaska Bidder Certification

The bidding entity for which I am the duly authorized representative:

- (A) Holds a current Alaska business license;
- (B) Is submitting a bid or proposal for goods, services, or construction under the name appearing on the bidder's current Alaska business license;
- (C) Has maintained a place of business in the State staffed by the bidder or an employee of the bidder for a period of six months immediately preceding the date of the proposal;
- (D) 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 organized under AS 10.50 and all members are residents of the State, or is a partnership under former AS 32.05, AS 32.06, or AS 32.11 and all partners are residents of the State; and
- (E) If a joint venture, is composed entirely of ventures that qualify under the four preceding paragraphs of this Alaska Bidder Certification.

By applying my signature below, I certify under penalty of perjury that I am the duly appointed representative of this bidder, which has authorized and empowered me to legally bind it concerning its proposal, and that the foregoing statements are true and correct.

By (signature)

Date

Printed name

Alaska Business License Number

Title:

(See Reverse Side for Instructions)

Bid Phase: _____ Bidder: _____

1. This worksheet accurately reports the type and quantity of product(s) that: (a) qualify for application of the Alaska Product Preference under AS 36.30.321 *et seq.* and (b) this bidder will use in performing the advertised project, if awarded the contract; and
2. All listed product(s) are specified for use on the project and will be permanently incorporated; and
3. I am the duly appointed representative of this bidder, which has authorized and empowered me to legally bind it concerning its proposal.

Date

TOTAL

INSTRUCTIONS FOR ALASKA PRODUCTS PREFERENCE WORKSHEET

Special Notice: All procurements, except those funded from Federal sources, shall contain Contract provisions for the preference of Alaska products. To be considered for the Alaska Product Preference, each product listed by the Bidder on this worksheet must have current certification from the Alaska Products Preference Program at the time of Bid Opening or the proposal due date. A product with expired certification at the bid opening or proposal due date will not be considered eligible. Products that are not specified for use on the project will not be considered eligible.

The Alaska Product Preference Program List of certified products is available online at:

<https://www.commerce.alaska.gov/web/dcra/AlaskaProductPreferenceProgram.aspx> or may be obtained by contacting Dept. of Commerce & Economic Development Alaska Division of Community and Regional Affairs, Alaska Products Preference Program, 550 W. 7th Ave., Suite 1650, Anchorage AK 99501-3510; Phone: (907) 269- 4501 Fax: (907) 269-4563, E-mail: madeinalaska@alaska.gov

BIDDERS INSTRUCTIONS:

A. General. The contracting Agency may request documentation to support entries made on this form. False presentations may be subject to AS 36.30.687. All Bidder's entries must conform to the requirements covering bid preparations in general. Discrepancies in price extensions shall be resolved by multiplying the declared total value times the preference percentage and adjusting any resulting computation(s) accordingly.

B. Form Completion – BASIC BIDS.

- (1) Enter project number and name, the words "Basic Bid" and the CONTRACTOR'S name in the heading of each page as provided.
- (2) The Bidder shall compare those candidate products appearing on the preference listing (see Special Notice comments above) against the requirements of the technical specifications appearing in the contract documents. If the Bidder determines that a candidate product can suitably meet the contract requirements, then that product may be included in the worksheet as follows.
- (3) For each suitable product submitted under the "Basic Bid" enter:
 - The product name, generic description and its corresponding technical specification section number under the heading "PRODUCT",
 - The company name of the Alaska producer under the heading "Manufacturer", and
 - The product class (I, II, or III) and preference percentage (3, 5, or 7% respectively) under the "CLASS/% heading.
- (4) For each product appearing on the list and to be utilized by the CONTRACTOR enter:
 - Under the heading "TOTAL DECLARED VALUE" the manufacturer's quoted price of the product, (caution: this value is to be the manufacturer's quoted price at the place of origin and shall not include costs for freight, handling or miscellaneous charges of incorporating the product into the Work,) and
 - The resulting preference – i.e. the preference percentage times the total declared value amount – under the heading "REDUCTION AMOUNT".
- (5) Continue for all "suitable" basic bid products. If the listing exceeds one page enter the words "Page # __ SUB" in front of the word "TOTAL" and on the first line of the following pages enter "SUBTOTAL OF REDUCTION AMOUNT FROM PREVIOUS PAGE".
- (6) On the final page of the listing enter "BASIC BID PREFERENCE GRAND" immediately before the word "TOTAL".
- (7) Total the entries in the "REDUCTION AMOUNT" column for each page by commencing at the first entry for that page. If a continuation page exists, ensure that the subtotal from the previous page is computed into the running total. Number pages as appropriate.
- (8) Compute a Grand Total for the Basic Bid Preference. Enter the amount on the final page of the worksheet. (Note: When solicitations require written bids this amount should also be entered on line "C" of the Basic Bid Schedule.) Submit worksheet(s) with the Bid Schedule.

C. Form Completion – ALTERNATE BIDS.

- (1) Enter project number and name, the words "ALTERNATE BID #__", and CONTRACTOR'S name in the heading of each page as provided.
- (2) On the first entry line enter "ADDITIONAL ALASKA PRODUCTS FOR ALTERNATE BID #__", and repeat procedures 2 through 5 under part B these Bidder's instructions except that references to "Basic Bid" shall be replaced with the words "Alternate Bid #__."
- (3) Following the listing of all additional Alaska products enter the words "ADDITIONAL PRODUCTS PREFERENCE FOR ALTERNATE BID #__ - SUBTOTAL" and enter a subtotal amount for all additional products as listed. Subtotal amount to be determined by adding all additional product entries in the "REDUCTION AMOUNT" column.
- (4) Skip three lines and enter "LESS THE FOLLOWING NON-APPLICABLE ALASKA PRODUCTS:
- (5) Beginning on the next line, enter the product name and manufacturer of each Alaska Product appearing on the "Basic Bid" listing which would be deleted or reduced from the Project should the "Alternate Bid" be selected. Details of entry need only be sufficient to clearly reference the subject product. (i.e. "Pre-hung doors by Alaska Door Co., Anchorage.") Products being reduced shall specify the amount of the reduction. Should no products require deletion enter "None". When a product is listed as a "NON-APPLICABLE ALASKA PRODUCT" for this alternate bid and if under the basic bid the Bidder received a preference on his basic bid as a result of that product, then the applicable entries under the headings "TOTAL DECLARED VALUE" and "REDUCTION AMOUNT" (for each product and from the basic bid listing) shall also be entered into the corresponding headings of this form. Where only a portion of the products has been deleted, the entry (which will differ from those on the basic bid listing) may be "pro-rated" or as otherwise substantiated.
- (6) Following the listing of all non-applicable Alaska products enter the words "NON-APPLICABLE PRODUCTS PREFERENCE FROM BASIC BID __ SUBTOTAL" and enter a subtotal amount for all non-applicable products listed. Subtotal amount to be determined by adding all non-applicable entries in the "REDUCTION AMOUNT" column.
- (7) At the bottom of the final page enter the words "ALTERNATE BID #__ PREFERENCE GRAND" immediately before the word "TOTAL".
- (8) Compute a Grand Total for the Alternate Bid Preference (for Alternate #__) by subtracting the non-applicable product preference subtotal from the additional product preference subtotal. Enter on the final page. (Note: When solicitations require written bids this amount should also be entered on line "C" of the Alternate Bid Schedule.) Submit separate worksheet(s) with each Alternate Bid



STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES

**ALASKA VETERAN PREFERENCE
CERTIFICATION**

In response to the advertised procurement for:

Project Name and Number _____,

Bidder (Contractor) _____

Operation of Alaska Veteran Preference

Procurement preferences under the Alaska Procurement Code are benefits that the State grants only to qualified bidders. Under AS 36.30.321, an eligible entity receives a five percent preference to the price of in the bidder's proposal if the bidder meets three requirements.

The bidder must be:

1. an "Alaska Veteran";
2. a "Qualifying Entity"; and
3. an "Alaska Bidder".

Unless a bidder satisfies all three requirements and furnishes corresponding certifications, it is not eligible for the Alaska Veteran Preference. This preference may not exceed \$5,000.

Instructions regarding Alaska Veteran Preference

A bidder that claims the Alaska Veteran Preference must review and complete the "Alaska Veteran Certification", the "Qualifying Entity Certification", and the "Alaska Bidder Certification". The individual that signs a certification shall include his/her printed name and position within bidder's organization, *e.g.*, sole proprietor, partner, etc. If a bidder fails to submit properly completed certifications, the Department will not apply the claimed preference.

Alaska Veteran Certification

(To be completed by individual(s) upon whom the bidder relies in claiming the Alaska Veteran status. If bidder is a partnership, limited liability company, or corporation, then a majority of partners, members, or shareholders who are Alaska Veterans must sign this Alaska Veteran Certification for the Bidder to be eligible for this preference.)

I hereby represent to the Department that:

I served in the armed forces of the United States, a reserve unit of the United States armed forces, the Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Naval Militia; and

I was separated from service under a condition that was not dishonorable; and

I am Alaska resident in that I am physically present in the State of Alaska with the intent to remain in the State indefinitely and to make a home in the State.

I certify under penalty of perjury that the foregoing statements are true and correct as they apply to me.

By (signature)

Date

Printed name

Title

Qualifying Entity Veteran Certification

The bidding entity for which I am the duly authorized representative is a:

(Check the appropriate box)

- ☐ sole proprietorship owned by an Alaska Veteran;
- ☐ partnership under AS 32.06 or AS 32.11 and a majority of the partners are Alaska Veterans;
- ☐ limited liability company organized under AS 10.50 and a majority of the members are Alaska Veterans;
or
- ☐ corporation that is wholly owned by individuals and a majority of the individuals are Alaska Veterans.

By applying my signature below, I certify under penalty of perjury that I am the duly appointed representative of this bidder, which has authorized and empowered me to legally bind it concerning the proposal and that the statement I have acknowledged above by checking the appropriate box is true and correct.

By (signature)

Date

Printed name

Title

Alaska Bidder Certification

(To complete your claim for the Alaska Veteran Preference, you must also submit an Alaska Bidder Certification, which the bidder can view, download, and print from the AKDOT&PF's Bid Express Proposal page.)