

	<b>REQUEST FOR QUOTATION</b> <b># 1124141</b>	<b>PURCHASING OFFICE</b> Department of Fish and Game Division of Administrative Services PO Box 115526 Juneau, AK 99811-5526
	Quotations will be received until 2 p.m., AKST, April 5, 2024.	Page 1 of <u>9</u> Date <u>4.10.2024</u>

**VENDOR NOTICE (This is NOT a Purchase Order)**

This is an informal quotation that will not be read at public opening. The information may be publicly reviewed after award. The terms and conditions should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and the RFQ number on the outside of the return envelope.

**DELIVERY LOCATION:** (Mailing Address): PO Box 115526 Juneau, AK 99811-5526 (Physical Address): 1255 W 8<sup>th</sup> st. Juneau, AK 99801

**BUYER: Eric Verrelli – Procurement Manager**  
 907-465-6178 – [eric.verrelli@alaska.gov](mailto:eric.verrelli@alaska.gov)

**VENDOR QUOTATION**

Item	Description of Supply or Service	Estimated Qty	Unit	Unit Price	Extended Price
1	The Alaska Department of Fish and Game, Division of Commercial Fisheries is soliciting quotes from qualified offerors to provide the 2024 re-supply of Commercial Fisheries Fish Tickets.				
	<b>Series "A" Fish Ticket</b> , Form 11-016, 25 per book	100-150	per	\$	\$
2	<b>Series "B" Fish Ticket</b> , Form 11-037, 50 per book	100-150	per	\$	\$
3	<b>Series "C" Fish Ticket</b> , Form 11-217, 25 per book	100-150	per	\$	\$
4	<b>Series "H" Fish Ticket</b> , Form 11-536, 25 per book	50-100	per	\$	\$
5	<b>Series "J" Fish Ticket</b> , Form 11-019, 25 per book	100-150	per	\$	\$
6	<b>Series "M" Fish Ticket</b> , Form 11-221, 25 per book	100-150	per	\$	\$
7	<b>Series "S" Fish Ticket</b> , Form 11-219, 25 per book	100-150	per	\$	\$
8	<b>Series "T" Fish Ticket</b> , Form 11-216, 25 per book <i>Pricing must include shipping costs to the delivery location specified above.</i> <b>* Quantities are based off the estimated number of books needing to be purchased, the number of books purchased will be based off of pricing submitted and available funding. Bidders will be held to the unit price they submit.</b>	200-250	per	\$	\$
				Total:	\$

**THIS SECTION MUST BE COMPLETED BY VENDOR**

Delivery shall be made \_\_\_\_\_ calendar days after receipt of order.

Payment Terms: \_\_\_\_\_

Company Name	Address	City	State	ZIP Code	Phone Number
Alaska Business License No.	Vendor Tax I.D. No.	Do you qualify for the Alaska Bidders' Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Signature _____ Date _____		Do you qualify for the Alaska Veteran Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Typed Name and Title _____			

**1. REQUEST FOR QUOTATION (RFQ) REVIEW:** Offerors shall carefully review this RFQ for defects and questionable or objectionable material. Offerors' comments concerning defects and questionable or objectionable material in the RFQ must be made in writing and received by the purchasing authority before the date and time set for receipt of quotes. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective quote, upon which award cannot be made, and the resultant exposure of offerors' prices. Offerors' original comments should be sent to the purchasing authority listed on the front of this RFQ.

**2. QUOTATION FORMS:** Offerors shall use this and attached forms in submitting quotes. A photocopied quote may be submitted.

**3. SUBMISSION:** Quotations shall be signed where applicable and received at the designated Purchasing Office no later than as indicated.

**4. QUOTE REJECTION:** The State reserves the right to reject any or all quotes, combinations of items, or lot(s), and to waive defects or minor informalities.

**5. EXTENSION OF PRICES:** In case of error in the extension of prices in the quote, the unit prices will govern; in a lot bid, the lot prices will govern. Negligence by the vendor in preparing the quotation confers no right for the withdrawal of the quotation after it has been opened.

**6. ALASKA PROCUREMENT CODE:** The Procurement Code (AS.36.30) and its Regulations (2 AAC Ch. 12), are made a part of this document as if fully set forth herein. Note: AS.36.30 and 2 AAC Ch. 12 are available at most public libraries and legislative information offices; and both are available for review at Alaska State Purchasing Offices.

**7. PRICES:** The offeror shall state prices in the units of issue on this RFQ. Prices quoted for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices quoted for services must be quoted in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost. Prices quoted must be exclusive of federal, state, and local taxes. If the offeror believes that certain taxes are payable by the State, the offeror may list such taxes separately, directly below the bid price for the affected item. The State is exempt from Federal Excise Tax except the following:

- Coal - Internal Revenue Code of 1986 (IRC), Section 4121 - on the purchase of coal;
- "Gas Guzzler" - IRC, Section 4064 - on the purchase of low m.p.g. automobiles, except that police and other emergency type vehicles are not subject to the tax;
- Air Cargo - IRC, Section 4271 - on the purchase of property transportation services by air;
- Air Passenger - IRC, Section 4261 - on the purchase of passenger transportation services by air carriers;
- Leaking Underground Storage Tank Trust Fund Tax (LUST) - IRC, Section 4081 - on the purchase of Aviation gasoline, Diesel Fuel, Gasoline, and Kerosene.

**8. 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 which establishes a lower interest rate or precludes the charging of interest.

**9. PAYMENT DISCOUNT:** Discounts for prompt payment will not be considered in evaluating the price you quote. However, the State shall be entitled to take advantage of any payment discount(s) offered by the vendor provided payment is made within the discount period. Payment discount periods will be computed from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice.

**10. VENDOR TAX ID NUMBER:** If goods or services procured through this RFQ are of a type that is required to be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the State of Alaska before payment will be made.

**11. 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.

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

**13. TITLE:** Title passes to the State for each item at FOB destination.

**14. FILING A PROTEST:** An offeror shall attempt to informally resolve a dispute with the procurement officer regarding a small procurement. If the attempt is unsuccessful, the vendor may protest the solicitation or the award of a small procurement contract under AS 36.30.320. The protest must be filed in writing with the commissioner of the purchasing agency or the commissioner's designee and include the following

information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) the form of relief requested. The protester must file a copy of the protest with the procurement officer for the purchasing agency. Protests will be treated in accordance with AS 36.30.550 and 2 AAC 12.695.

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

**16. SUITABLE MATERIALS, ETC.:** Unless otherwise specified, all materials, supplies or equipment offered by an offeror shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.

**17. SPECIFICATIONS:** Unless otherwise specified in the RFQ, product brand names or model numbers 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.

**18. FIRM OFFER:** For the purpose of award, offers made in accordance with this RFQ must be good and firm for a period of ninety (90) days from the date of quote opening.

**19. QUOTE PREPARATION COSTS:** The State is not liable for any costs incurred by the offeror in quote preparation.

**20. CONSOLIDATION OF AWARDS:** Due to high administrative costs associated with processing of purchase orders, a single low quote of \$50 or less may, at the discretion of the State, be awarded to the next low offeror receiving other awards for consolidation purposes. This paragraph is not subject to the protest terms enumerated in "FILING A PROTEST" above.

**21. CONTRACT FUNDING:** Offerors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

**22. CONFLICT OF INTEREST:** An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.

**23. ASSIGNMENT(S):** Assignment of rights, duties, or payments under a contract resulting from this RFQ is not permitted unless authorized in writing by the procurement officer of the contracting agency. Quotes that are conditioned upon the State's approval of an assignment will be rejected as nonresponsive.

**24. SUBCONTRACTOR(S):** Within five (5) working days of notice from the state, the apparent low bidder must submit a list of the subcontractors that will be used in the performance of the contract. The list must include the name of each subcontractor and the location of the place of business for each subcontractor and evidence of each subcontractor's valid Alaska business license.

**25. FORCE MAJEURE** (Impossibility to perform): The parties to a contract resulting from this RFQ 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 Agreement, 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.

**26. LATE QUOTES:** Late quotes are quotes received after the time and date set for receipt of the quotes. Late quotes will not be accepted.

**27. CONTRACT EXTENSION:** Unless otherwise provided in this RFQ, the State and the successful offeror/contractor agree: (1) that any holding over 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) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

**28. DEFAULT:** In case of default by the contractor, for any reason whatsoever, the State of Alaska 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.

**29. DISPUTES:** If a contractor has a claim arising in connection with a contract resulting from this RFQ that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

**30. GOVERNING LAW; FORUM SELECTION:** A contract resulting from this RFQ is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 29 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

**31. CONSUMER ELECTRICAL PRODUCT:** AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this quote the offeror certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.

**32. CONTINUING OBLIGATION OF CONTRACTOR:** Notwithstanding the expiration date of a contract resulting from this RFQ, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

**33. ORDER DOCUMENTS:** Except as specifically allowed under this RFQ, 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 RFQ. 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 RFQ.

**34. BILLING INSTRUCTIONS:** Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.

**35. OFFERORS WITH DISABILITIES:** The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this procurement should contact the procurement officer named on the cover page of this RFQ as soon as possible, but no later than the date and time quotations are due to make any necessary arrangements.

**36. COMPLIANCE WITH ADA:** By signature of their quote the bidder certifies that they comply with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government. Services or activities furnished to the general public on behalf of the State must be fully accessible. This is intended to ensure that agencies are in accordance with 28 CFR Part 35 Section 35.130 and that services, programs or activities furnished to the public through a contract do not subject qualified individuals with a disability to discrimination based on the disability.

**37. ALASKA BIDDER PREFERENCE:** The award of a contract based on a Request for Quotation (RFQ) will be made to the lowest responsive and responsible bidder after an Alaska bidder preference of five percent (5%) has been applied. An "Alaska bidder" is a person who: (1) holds a current Alaska business license; (2) submits a bid for goods, services, or construction under the name as appearing on the person'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 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. AS 36.30.170, AS 36.30.321(a) and AS 36.30.990(2)

**38. ALASKA VETERAN PREFERENCE:** If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska veteran preference of five percent (5%). The preference will be given to a (1) sole proprietorship owned by an Alaska veteran; (2) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans; (3) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or (4) corporation that is wholly owned by individuals and a majority of the individuals are Alaska veterans, and may not exceed \$5,000. 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 governments, or the general public. AS 36.30.321(i)

**39. 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 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.

**40. LOCAL AGRICULTURAL AND FISHERIES PRODUCTS 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.

**41. ALASKA PRODUCT PREFERENCE:** A bidder that designates the use of an Alaska Product which meets the requirements of the RFQ specification and is designated as a Class I, Class II or Class III Alaska Product by the Department of Commerce & Economic Development shall receive a preference in the bid evaluation in accordance with AS 36.30.332 and 3 AAC 92.010.

**42. EMPLOYMENT PROGRAM PREFERENCE:** If a bidder qualifies for the Alaska bidder preference, under AS 36.30.321(a) and AS 36.30.990(2), and is offering goods or services through an employment program as defined under 36.30.990(12), they will be awarded an Employment Program Preference of fifteen percent (15%) in accordance with AS 36.30.321(b).

**43. ALASKANS WITH DISABILITIES PREFERENCE:** If a bidder qualifies for the Alaskan bidder's preference under AS 36.30.321(a) and AS 36.30.990(2), and is a qualifying entity as defined AS 36.30.321(d), they will be awarded an Alaskans with Disabilities Preference of ten percent

(10%) in accordance with AS 36.30.321(d). A bidder may not receive both an Employment Program Preference and an Alaskans with Disabilities Preference.

**44. PREFERENCE QUALIFICATION LETTER:** Regarding preferences 42 and 43 above, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists of Alaskan: [1] employment programs that qualify for preference and [2] individuals who qualify for preference as Alaskan's with disabilities. In accordance with AS 36.30.321(i), in order to qualify for one of these preferences, a bidder must add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, a bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public.

As evidence of an individual's or a business' qualification for a certain preference, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences 42 or 43 above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list at the time the quote is opened, and must attach a copy of their certification letter to their quote. The bidder's failure to provide this certification letter with their quote will cause the State to disallow the preference.

## Request for Quotation Project Specifications

The Fish Tickets described herein are used by the Department of Fish and Game to track the catch of various species of fish by commercial fishermen. Tickets are bound into carbon/carbon-less sets which are then bound into a book which have various covers. The books are authorized for use by fish processors and buyers who use them to document harvest or purchase of the fishery resource. Each commercial fisherman has a "Permit Card", similar to a plastic credit card, which must be imprinted on the fish tickets when fish are sold. A metal code plate must also be imprinted on the ticket. Position of print is critical.

**F.O.B. POINT:** Final destination, Juneau, Alaska, at the address specified on the order.

**DELIVERY:** Delivery is preferred on or before June 30, 2024 for all initial quantities. Awarded contractor can negotiate this delivery date if needed, however Contractor shall contact the Department of Fish and Game regarding these negotiations no later than May 1, 2024. Contractor shall ship via air at Contractors expense, if necessary, to meet the required delivery date.

**PURCHASE INTENT:** The Alaska Department of Fish and Game, Division of Commercial Fisheries is soliciting quotes from qualified offerors to provide the 2024 re-supply of Commercial Fisheries Fish Tickets.

**BACKGROUND INFORMATION:** Commercial seafood harvesters and purchasers must record each commercial landing on an ADF&G Fish Ticket (5 AAC 39.130 (c)). Fish Tickets are comprised of 3 carbon copy pages and one copy is submitted to the Department for data entry. Seafood processors and purchasers can only obtain fish tickets from the Department. The Department uses internal funds to purchase fish tickets and provides them to the industry free of charge.

**SUBSEQUENT ORDERS:** Should the demand for tickets exceed the initial order, supplementary orders may be placed. Size of supplementary orders shall not be less than 3M tickets of a specified "Series" and shall not exceed 50% of the initial annual order. Contractor shall furnish any subsequent orders at the same unit price as the basic order, F.O.B. Juneau, Alaska. Delivery is required within 30 days after receipt of order (ARO).

**MODIFIED ORDERS:** The State may make revisions to the text each year. Contractor will be notified of any changes at least 45 days prior to the required delivery date. The State may also require new ticket series issued, other than the Series listed herein. The new tickets will be of similar size and design as existing tickets. Orders for a new ticket series will not be less than 10M tickets.

**SAMPLES:** Sample pages of ticket books may be requested from:

Attn. Rachel Deehan  
Alaska Department of Fish and Game  
Commercial Fisheries Division  
PO Box 115526  
Juneau, AK 99811  
Phone: 907-267-2157

Sample permit cards (similar to a plastic credit card) and complete ticket books may be viewed in Juneau at the address above.

**WORKMANSHIP & MATERIALS:** All work shall be performed in a thorough and workmanship-like manner. Unless otherwise specified, press work and composition shall be of good quality as indicated in the Franklin Catalog, producing a clean, clear, sharp impression. The Contractor shall be held responsible for the quality of the finish work. If any job is rejected because of error attributed to the Contractor or Subcontractor, or less quality than called for, the State shall, at its option, receive a no cost reprint, negotiate a lower price, or hold the Contractor in default.

**ARTWORK AND FINAL PROOFS:** Any original copy, including form proofs, supplied or generated as a result of this bid shall become or remains the property of the State and shall be returned along with the job.

**ALTERATIONS:** The Contractor shall obtain the approval of the Contracting Officer, in writing, prior to performing any requested alterations which are not within the scope of the specifications contained herein. Any extra charges for alterations, not approved by the Contracting Officer, shall be denied.

**QUANTITIES:** The total quantities referenced in this ITB reflect the estimated amount of the State's initial purchase, however, the State does not guarantee any minimum purchase. Actual initial quantities will not be known until the order is placed.

**OVER/UNDERRUN:** No over/under-run shall be accepted. The State will only pay for quantities ordered and received.

**ALASKA PRODUCT PREFERENCE:** Bidders who have received certification for their products by the Department of Community and Economic Development **and have products listed in the current published edition of the "Alaska Products Preference List"** will receive this preference. Products are classified in one of three categories. Class I products receive a three percent preference. Class II products receive a five percent preference. Class III products receive a seven percent preference. Bidders must check the correct preference box beneath each line item. When the bids are evaluated, the preference percentage will be deducted from the price bid. If a bidder fails to check one of the product preference boxes, no preference will be given.

In accordance with 3 AAC 92.060(b), a dispute regarding classification of, or certification of, an Alaska product or regarding any other aspect of the Alaska product preference list must be resolved under 3 AAC 92.010(e) and is not grounds for a protest to a procurement officer under AS 36.30.560 - 36.30.699 of a contract award, proposed award, or solicitation by an agency.

Classification determination for printing and duplication in accordance with 3 AAC 92.070:

- (a) If a section of a larger publication or document is printed outside Alaska but all other steps are performed in Alaska, the product will be classified as a Class II Alaska product.
- (b) If printing of a publication or document is performed in Alaska but a finish step including binding, finishing, and trimming is performed outside Alaska, the product will be classified as a Class II Alaska product.
- (c) If printing of a publication or document is performed in Alaska but steps executed by a color trade house including preparation and proofing of plate ready film occur outside Alaska, the product will be classified as a Class II Alaska product.

By signature on page one (1) of this bid and by checking the appropriate box in the bid schedule, the bidder certifies under penalty of law that; a) the product furnished in the bid schedule meets the classification checked in accordance with 3 AAC 92 and b) the bidder whose company name appears on page one (1) of this bid has received certification by the Department of Commerce and Economic Development.

**RECYCLED PRODUCT PREFERENCE:** A recycled product preference shall be applied to paper that meets specifications of the bid and minimum recycled content. A 5% reduction in the price of the paper, for evaluation purposes, shall be applied to an individual item. To qualify for the recycled product preference, the paper used must contain a minimum of 50% "Waste Paper". Bidders shall indicate in the BID SCHEDULE if they are offering a recycled paper product and the total price of the paper used in the job.

"Waste Paper": Any of the following "recovered materials":

Postconsumer Materials:

- paper, paperboard, and fibrous waste from retail stores, office buildings, homes, and so forth, after they have been passed through their end usage as a consumer item, including used corrugated boxes, old newspapers, old magazines, mixed waste paper, tabulating cards, and used cordage and
- all paper, paperboard, and fibrous waste that enter and are collected from municipal solid wastes.

Manufacturing, Forest Residues, and Other Wastes:

- dry paper and paperboard wastes generated after completion of the paper making process (i.e., those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets), including envelope cuttings, bindery trimmings, and other paper and paperboard wastes resulting from printing, cutting, forming, and other converting operations; bag, box, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock and
- finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others.

**CERTIFICATION:** Bidders offering recycled paper must identify the mill and brand offered and provide a certificate from the mill that the brand offered contains the specified recycled waste paper content.

## **GENERAL SPECIFICATIONS**

### A. Forms List:

Series A Fish Tickets, Form 11-016  
 Series B Fish Tickets, Form 11-037  
 Series C Fish Tickets, Form 11-217  
 Series G Fish Tickets, Form 11-218  
 Series H Fish Tickets, Form 11-536  
 Series J Fish Tickets, Form 11-019  
 Series M Fish Tickets, Form 11-221  
 Series S Fish Tickets, Form 11-219  
 Series T Fish Tickets, Form 11-216

B. Ply:

Three (3) part snap-out, carbon/carbon-less set, bound in books at bottom, with stub at top.

C. Stock:

Part 1 through 3. 15# bond in three different paper colors  
 Instruction sheet 100# TAG, White  
 Book cover. 100# TAG, White  
 Book backing. 60# Chipboard

D. Carbon/carbon-less:

One-time use, black. Carbon/carbon-less paper will end 1/16<sup>th</sup> inch below the signature line to allow for at least 7/16<sup>th</sup> inch of the paper forms to extend below the carbon/carbon-less copy paper.

E. Color Sequence:

White (Purchaser), Yellow (Fish & Game),  
 Pink (Seller)

F. Form Size:

Series A,B:	5-1/2" x 9" detached (between perforations). 5-1/2" x 10-1/4" (including perforations).
Series C, G, H, J, M, S, and T	8-1/2" x 11" detached (between perforations). 8-1/2" x 12-1/4" (including perforations).

G. Perforation:

All parts perforated horizontally edge to edge at top to detach from stub. Top stub will measure 3/4". All parts perforated at bottom horizontally edge to edge to detach from book. Bottom stub to measure 1/2".

H. Copy:

Digital copy provided by the State is camera ready. Each series shall have different copy. Each ply within a series will have identical copy, except that, ply 2 will contain one additional box and all ply's will have different marginal words (distribution instructions, in red). Copy prints front side only.

I. Proofs:

Two sets of proofs of each form shall be sent to the following address, via Express Mail, for approval prior to printing.  
 Attn: Rachel Deehan  
 Alaska Department of Fish and Game  
 Commercial Fisheries Division  
 PO Box 115526  
 Juneau, AK 99811  
 Phone: 907-267-2157

J. Ink:

Text:	Black with up to three marginal words in red
Numbering:	Last six digits (e.g., 000001) shall be red.
Instruction sheet:	Black
Wrap Around Cover:	Black

K. Numbering:

Each series shall be consecutively numbered, without any missing numbers, beginning with the year followed by the number (i.e., 24-000001). Crash numbering is acceptable. The year ("24") is included in the text and shall be in black ink. Numbers should always equal six digits, use leading zero's if required.



M. Binding:

Bound into books of 25 or 50 sets. The preponderance of forms purchased will be in books of 25.

Each book consists of 25 or 50 sets of fish tickets, an instruction sheet, a chipboard back and a matchbook wrap around cover, bound at bottom with staples. White wrap-around cover (front and back) must be cut to a special length 1/4" short of complete wrap around (exact length will depend on thickness of book). Outside back cover/ instructions sheet will be folded to reveal the front cover. Series G have printing on the wrap around cover whereas the other series of tickets do not.

Series A, B:	3 staples
Series C, G, H, J, M, S, and T:	4 staples

N. Packaging:

**Fish tickets must be packaged in cardboard boxes of sufficient strength to meet U.S. Postal Regulations for first class delivery, and of sufficient strength to protect the contents from damage to allow stacking of boxes over a period of time. Boxes must be appropriately sized to encase the contents snugly without additional packing materials (no voids or rattles).**

Labels shall be affixed to the end panels of the boxes identifying the ticket series, ticket year, and ticket serial numbers (from - to) of the tickets enclosed. The boxes shall also be labeled with the Contract Award number.

Series A: 25 sets of forms per book; 10 (25's) books per package; 4 packages per box.

Series B: 50 sets of forms per book; 5 (50's) books per package; 4 packages per box

Series C, G, H, J, M, S, and T: 25 sets of forms per book; 10 (25's) books per package; 2 packages per box.

Each package of ticket books shall be shrink wrapped and sealed for protection against moisture as the boxes are frequently exposed to damp conditions. Each package shall have all ticket books oriented in the same direction.

Damaged shipments will not be paid for.

O. Delivery:

The fish tickets must be delivered to the Alaska Department of Fish and Game Headquarters building at 1255 W 8<sup>th</sup> St, Juneau, AK 99802. Contact the Department of Fish and Game Procurement at ([dfg.contracting@alaska.gov](mailto:dfg.contracting@alaska.gov)) to schedule the delivery.

P. Copy Specifications:

Samples provided as attachment 1 through 4 are provided as examples of style only. Actual text and spacing for each series will be provided by the State in digital and paper format.

Contractor shall provide proofs to the State for review prior to printing.

Tickets are used with imprinters. Commercial Fisheries Entry Commission permit cards, which make impressions on the ticket, are 3.375" x 2.125".

Each book of tickets will have a one page instruction sheet on top of tickets. Series B, C, G, H, M, S, and T will have printing on both sides of the instruction sheet. J will have printing on one side only of the instruction sheet.

Each book will have a wrap-around cover that is 1/4" short of a complete wrap around. Exact length will depend on thickness of book. Cover shall be creased to fit squarely around edges of the book. Series G covers shall have printing on one side. All other covers are unprinted.

Q. Form and Stub Size:

Series A, B:	5-1/2" x 10-1/4"
Series C, G, H, J, M, S, and T	8-1/2" x 12-1/4"

**AWARD:** Award will be made to one bidder for all items based upon the largest total quantity with a total extended price for all items less than or equal to \$18,000. The awarded bid will be calculated by multiplying the unit bid price for each item by the estimated quantity for that item to arrive at a total extended price for all items.