

**STATE OF ALASKA ITB # 2024-0200-0257 / 02-118-24
AMENDMENT ONE**



Department of Administration
Office of Procurement and Property Management
515 E Dahlia Ave, Ste 140
Palmer, AK 99645

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: April 12, 2024

ITB Number: 2024-0200-0257 / 02-118-24

ITB TITLE: DMV Contract Agent Services Nome, Alaska

ITB OPENING DATE AND TIME: April 18, 2024, 2:00 PM AKST

This amendment is being issued to provide questions and answers and provide changes to the ITB.

Important Note to Offerors: It is the bidder's responsibility to review all amendments to this solicitation. Only the ITB terms and conditions referenced in this amendment are being changed. All other terms and conditions of this ITB remain the same.

Lisa Trombi
Procurement Specialist
Email: doa.oppm.procurement@alaska.gov

NAME OF COMPANY

SIGNATURE

DATE

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Questions Submitted by potential offerors and answers from the state:

Question 1: (a) If I put a bid in and say I can visit a village every other month, or maybe visit once a month in the summer when there isn't as many weather delays, would that be acceptable?
(b) Or is that something that could be added to the bid?

Answer 1: (a) The ITB's scope of work (SOW) does not include this service. Bids in response to the ITB should only include the services in the ITB's SOW. The state will not evaluate any bids that contain pricing for services not contained in the ITB's SOW or included on the ITB's Attachment Five – Bid Schedule. Modifications and any additions / deletions to the bid schedule are not allowed. Bids shall be considered non-responsive if any adjustments are made to the bid schedule.
(b) No, this is not something that will be added the SOW of this ITB.

Question 2: (a) Would it be reasonable to borrow the DMV mobile travel unit every other month for a day and get it shipped here and back to Anchorage?
(b) What is the mobile unit like?

Answer 2: (a) Yes, DMV can ship the mobile travel unit however we would need to work around DMV staff who will be visiting locations approximately once or twice a month. If a contractor supplied a set of dates, DMV could potentially work around their staff's travel dates to accommodate a contractor's requested date.
(b) The mobile unit is two large cases that has everything needed to process credentials.

Question 3: Section 2.04 - Payment for State Purchase: can you explain?

Answer 3: For every day that a contractor processes transactions, they retain the fees that they have collected up until they have reached the amount bid within their contract. If the contractor does not reach their contracted bid amount through the DMV fees that were collected throughout the year, then the contractor would receive a check to make sure that the total bid amount is met.

Question 4: (a) Is the \$210,000.00 contract budget for the initial two years?
(b) Is the life of contract equal to two years plus one, plus one?

Answer 4: (a) The contract budget is for the life of contract which includes the initial contract term and all renewal options.
(b) The life of contract is equal to the initial two-year term plus the three one-year renewal option. Five years total.

Changes to the ITB:

Change 1: ITB Section 1.02 Budget, REMOVE:

The Department of Administration, Division of Motor Vehicles, estimates a budget of **\$210,000.00** for the life of the contract. Bids priced at more than **\$210,000.00** will be considered non-responsive.

REPLACE:

The Department of Administration, Division of Motor Vehicles, estimates a budget of **\$350,000.00** for the life of the contract. Bids priced at more than **\$350,000.00** will be considered non-responsive.

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Change 2: ITB Section 1.03 Deadline for Receipt of Bids, REMOVE:

Bids must be received no later than **2:00 PM** Alaska Time on **April 18, 2024**, at which time they will be publicly opened. Late bids or amendments will be considered non-responsive and will not be opened or accepted for evaluation.

REPLACE:

Bids must be received no later than **2:00 PM** Alaska Time on **April 18, 2024**. Late bids or amendments will be considered non-responsive and will not be opened or accepted for evaluation.

End of Amendment One