

STATE OF ALASKA

Department of Natural Resources
Division of Support Services



INVITATION TO BID (ITB) 2024-1000-0323 AS-NEEDED PORTABLE TOILETS AND HANDWASH STATIONS

ADDENDUM 1

ISSUED MAY 1, 2024

This addendum is being issued to answer questions from vendors and make changes to the ITB.

Important Note to Offerors: You are required to sign and return this page of the addendum document with your bid. Failure to do so may result in the rejection of your bid. Only the ITB terms and conditions referenced in this addendum are being changed. All other terms and conditions of the ITB remain the same. This Addendum is hereby made part of the ITB and is a total of three pages and attachment Bid Schedule, Revision 1.

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COMPANY SUBMITTING BID

AUTHORIZED SIGNATURE

DATE

QUESTIONS SUBMITTED BY OFFERORS AND ANSWER FROM THE STATE

Question 1: SEC 1.09 Conflict of Interest Statement

What form of statement is required for this section? If a simple statement on letter head is required, what company identifying information is required on the form? If we are unaware of any conflicts of interest, is a form/letter required?

Answer 1: I have included a box on the new bid schedule where you can indicate whether a conflict of interest exists. If there is a conflict, a separate statement of said conflict should be included with your ITB submission. See 'Changes to the ITB' section of this Addendum.

Question 2: SEC 1.17 Supporting Information

What is required in this section? Is this a statement that our offerings are compatible, or is it necessary to provide brand names, pictures, descriptions? Hoping to get more detail on what exactly the ITB is looking for here.

Answer 2: This is boilerplate language. This information can be included on your bid schedule in the 'Type of Unit Offered' column.

Question 3: SEC 2.01 / ATTACHMENT 5 Contract Term

In Section 2.01, the length of the contract is listed as approximately 5 years, and in Attachment 5, it states that prices must remain firm for the duration of the contract. To confirm, no open enrollment periods, or price adjustments will be allowed for the full duration of the contract (May 2029)?

Answer 3: The term of this contract is 5 years from the date of execution of the contract. Previous contracts allowed for open-enrollment periods that were never exercised. I have amended the bid schedule to include pricing for each of the 5 years that this contract will cover. See 'Changes to the ITB' section of this Addendum.

Question 4: SEC 3.03 Prompt Payment for State Purchases

A discount for prompt payment was a previously optional field. To confirm, this is no longer optional? Will there be notification/identification on remittance as such if the discount is applied?

Answer 4: I have removed this language from the ITB. See 'Changes to the ITB' section of this Addendum.

Question 5: PAGE 38 Preference Certification

If a company qualifies for the Alaska Bidder Preference, but does not intend to include it in the bid, how is the Yes or No to be answered? For example, a company qualifies on the basis of the requirements (yes),

but does not complete forms stating such and does not include them in bid, it seems the answer should be no?

Answer 5: This ITB is intended to result in multiple contracts to each responsive and responsible bidder. The Alaska Bidder Preference is only utilized when evaluating bids to determine a low bidder. As that will not be a factor in this solicitation, you may choose to claim the preference, or not. It will not affect the determination of award of a contract. However, be sure to fill out and include Attachment 2 of this ITB if you do intend to claim the preference.

Question 6: SEC 1.09 - INTERPRETED BIDDERS CHECKLIST Bid Forms “Bidders shall use the front page of this ITB and any other forms identified in the ITB for submitting bids.” We were hoping to gain clarification on which forms were required to ensure complete submission. It is understood that all bidders may have different forms based on type of equipment, bidder preference, conflicts etc. but is there a checklist for such? Below is our current interpretation of what should be submitted. If this is not correct, please advise.

Answer 6: Bidders should return the following pages with their bid package:

- Page 1, Cover page of ITB 2024-1000-0323
- Page 31, Attachment 2 - Certification of Entitlement to the Alaska Bidder Preference (If claiming this preference)
- Page 32, Attachment 3 – Certification Regarding Debarment...
- Page 35, Attachment 4 – Certification Regarding Drug-Free Workplace.
- Bid Schedule. See ‘Bid Schedule – Revision 1’ on this Addendum.

CHANGES TO THE ITB

Change 1: Sec. 3.03 Prompt Payment for State Purchases is deleted in its entirety:

~~The State is eligible to receive a 5% discount for all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The State shall consider payment being made as either the date a printed warrant is issued or the date an Electronic Funds Transfer (EFT) is initiated.~~

And is replaced with:

Does not apply to this ITB.

Change 2: ATTACHMENT 5 BID SCHEDULE is being deleted in its entirety and replaced with:

See attachment: Attachment 5 Bid Schedule, Revision 1

END OF ADDENDUM 1

ATTACHMENT 5

BID SCHEDULE, REVISION 1

Bidders must complete and submit this BID SCHEDULE, REVISION 1 for their bid to be considered responsive. Because the Bid Schedule in the ITB has changed, this provision applies to bidders who have already submitted a bid in response to this ITB. Bidders who have already submitted a bid must submit a new bid using the BID SCHEDULE, REVISION 1 attached to this addendum.

Bidders must complete and submit this BID SCHEDULE for their bid to be considered responsive. Bidders that fail to complete this Bid Schedule shall be considered non-responsive and their bids will be rejected. Bid prices are to remain firm for the duration of the contract and are to include all costs associated with providing services, including, but not limited to, direct expenses, payroll, supplies, equipment, overhead, and profit.

All bidders who have portable toilet and hand wash station units available for rent, regardless of the type of unit, are invited to participate in this competitive bid process.

Bidders may bid on one or more of Items 1 through 4, and may provide a Rental, Delivery, Servicing, or Charging cost or fee at their sole discretion. For example, a bidder offering a bid only on Line 3, Toilet Units, will not be rejected for not bidding on Lines 1, 2, and 4. If no cost is provided for Delivery, Servicing, or Charging the State will consider this to be an offer to provide these services at no cost to the State.

Bidder may include an additional Bid Schedule if desired to provide a bid on additional types of units. For example, a bidder offering “porta-potty” type standalone units may submit an additional Bid Schedule if also offering trailer mounted units.

Bidder must identify the Type of Unit Offered in the space provided on the Bid Schedule. Description should be clear enough that department staff can easily determine the type of unit for ordering purposes. Examples may be “porta-potty,” “trailer mounted,” “standalone hand wash,” etc.

The Delivery and Pick-Up Cost must include all costs or fees required for delivery and pick up the unit(s) from the location specified in the State’s order. This is to be entered as a charge per service and not a charge for both services. For example, the contractor offers a cost of \$50 per unit, per service. They would charge the State \$50 when they delivered the unit, and \$50 when they picked up the unit, for a total cost of \$100. The contractor is to enter the type of rate per (hour, unit, etc.) in the space shown on the Bid Schedule.

The Servicing Cost must include cost of servicing for each unit serviced. For example, the contractor offers a cost of \$50 per unit and is servicing two units at the required location. The contractor would invoice the State \$100 for servicing both units. The contractor is to enter the type of rate per (hour, unit, etc.) in the space shown on the Bid Schedule.

The Charging Fee per unit must include the cost of charging the unit and for replenishing any required liquid hand soap, paper towels, hand sanitizer, toilet paper, chemicals, water, or other supplies for each unit serviced. For example, the contractor offers a cost of \$10 per unit and is servicing two units. The contractor would invoice the State \$20 for servicing both units. The contractor is to enter the cost in the space shown on the Bid Schedule.

Bidder should provide information with their bid on the type of units offered in response to this ITB.

The State does not guarantee a minimum or maximum number of units to be provided or dollar amount to be spent under any contract resulting from this ITB.

A. Contract Year 1: Equipment and Offered Cost.

[illegible]

B. Contract Year 2: Equipment and Offered Cost.

[illegible]

c. Contract Year 3: Equipment and Offered Cost.

[illegible]

D. Contract Year 4: Equipment and Offered Cost.

[illegible]

E. Contract Year 5: Equipment and Offered Cost.

Item	Description	Type of Unit Offered (specify type, i.e., “porta- potty”, trailer mounted, etc.)	Contractor’s Location (City)	Rental Cost Daily per unit	Rental Cost Monthly per unit	Delivery and Pick- Up Cost per (specify hour, etc.)	Servicing Cost per (specify hour, unit, etc.)	Charging Fee per unit
1.	Hand Wash Station			\$	\$	\$	\$	\$
2.	Hand Wash Station - Handicapped Accessible			\$	\$	\$	\$	\$
3.	Toilet Unit			\$	\$	\$	\$	\$
4.	Toilet Unit - Handicapped Accessible			\$	\$	\$	\$	\$
5.	Bidder may include an additional Bid Schedule, Revision 1, if desired to provide a bid on additional units. For example, a bidder offering both “porta-potty” type standalone units may submit an additional Bid Schedule, Revision 1 if also offering trailer mounted units.							

F. Do you, or anyone within your organization have a conflict of interest as outlined in **Sec. 1.09 Bid Forms**: Yes ____ No ____
If yes, please provide a statement indicating the nature of the conflict. Failure to do so will cause your bid to be deemed nonresponsive.

6.	Company Name:
	Authorized Representative’s Printed Name:
	Authorized Representative’s Signature:
	Date Bid Schedule Signed:

PREFERENCE CERTIFICATION:

ITEM	QUESTION	YES	NO
1.	Does your company qualify for the Alaska Bidder’s Preference?		
2.	Does your company qualify for the Alaska Veteran’s Preference? If yes, provide a copy of your DD 214 with your service/social security number, date of birth, and other Privacy Act protected information redacted or “inked” out.		
3.	Does your company qualify for the Alaskans with Disabilities preference? If yes, you must provide a copy of your certification letter issued by the Division of Vocational Rehabilitation to receive this preference.		
4.	Does your company qualify for the Employment Program Preference? If yes, you must provide a copy of your certification letter issued by the Division of Vocational Rehabilitation to receive this preference.		