

STATE OF ALASKA REQUEST FOR PROPOSALS



SITKA JANITORIAL SERVICES RFP 2024-1600-0345/1624-084

ISSUED SEPTEMBER 23, 2024

THE ALASKA DEPARTMENT OF HEALTH, DIVISION OF PUBLIC HEALTH IS SEEKING A VENDOR TO PERFORM EVENING AND TWICE-YEARLY JANITORIAL SERVICES AT THE SITKA PUBLIC HEALTH CENTER, LOCATED AT 210 MOLLER AVENUE, SITKA, ALASKA 99835.

ISSUED BY:

DEPARTMENT OF HEALTH
DIVISION OF PUBLIC HEALTH

PRIMARY CONTACT:

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OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.

IMPORTANT NOTICE: IF YOU RECEIVED THIS SOLICITATION FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE PROCUREMENT OFFICER LISTED IN THIS DOCUMENT TO RECEIVE NOTIFICATION OF SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE PROCUREMENT OFFICER MAY RESULT IN THE REJECTION OF YOUR OFFER.

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SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE RFP

The Department of Health, Division of Public Health is soliciting proposals for evening and twice-yearly janitorial services to be performed at the Sitka Public Health Center (PHC).

SEC. 1.02 BUDGET

The Department of Health (DOH), Division of Public Health (DPH) estimates a budget of between \$300,000.00 and \$330,000.00 for completion of this project. Proposals priced at more than \$330,000.00 will be considered non-responsive.

Approval or continuation of a contract resulting from this RFP is contingent upon legislative appropriation.

SEC. 1.03 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must be received no later than **2:30 p.m.** prevailing Alaska time on **October 21, 2024**. Late proposals or amendments will be disqualified and not opened or accepted for evaluation.

SEC. 1.04 MANDATORY REQUIREMENTS

To be considered responsive for this RFP, an offeror must meet the mandatory minimum experience requirements that are provided in **Submittal Form E – Mandatory Requirements**. Failure to meet all these requirements will result in immediate disqualification.

SEC. 1.05 REQUIRED REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material should be made in writing and received by the procurement officer at least ten (10) days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective proposal and exposure of offeror's proposals, upon which award could not be made.

SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF PROPOSALS

All questions must be in writing and directed to the procurement officer and least ten (10) days before the deadline for receipt of proposals.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

SEC. 1.07 RETURN INSTRUCTIONS

Offerors must submit their proposals via email. The technical proposal and cost proposal must be saved as separate documents and emailed to doh.procurement.proposals@alaska.gov as separate attachments clearly labeled "Proposer Name – Technical Proposal" and "Proposer Name – Cost Proposal." ("Proposer Name" is offeror's name.) The email must contain the RFP number in the subject line.

The maximum size of a single email (including all text and attachments) that can be received by the state is 25mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 25 megabytes.

The maximum size of a single email (including all text and attachments) that can be received by the State is twenty (20) megabytes. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than twenty (20) megabytes.

Please note that email transmission is not instantaneous. Similar to sending a hard copy proposal, the State recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of proposals.

It is the offeror’s responsibility to contact the above email address to confirm that the proposal has been received. The State is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.08 ASSISTANCE TO OFFERORS WITH A DISABILITY

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten (10) days prior to the deadline for receipt of proposals.

SEC. 1.09 AMENDMENTS TO PROPOSALS

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the State's request in accordance with 2 AAC 12.290.

SEC. 1.10 AMENDMENTS TO THE RFP

If an amendment is issued before the deadline for receipt of proposals, it will be provided to all who were notified of the RFP and to those who have registered with the procurement officer after receiving the RFP from the State of Alaska Online Public Notice website.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

SEC. 1.11 RFP SCHEDULE

The RFP schedule set out herein represents the State’s best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska time.

ACTIVITY	TIME	DATE
Issue Date / RFP Released		September 23, 2024
Deadline to Submit Questions	2:30 p.m.	October 11, 2024
Deadline for Receipt of Proposals / Proposal Due Date	2:30 p.m.	October 21, 2024
Proposal Evaluations Complete		October 24, 2024
Notice of Intent to Award		October 25, 2024
Contract Issued		November 5, 2024

This RFP does not, by itself, obligate the State. The State's obligation will commence when the contract is approved by the Commissioner of the Department of Health, or the Commissioner's designee. Upon written notice to the contractor, the State may set a different starting date for the contract. The State will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the State.

SEC. 1.12 SITE VISITS

In order to obtain a better understanding of site conditions, scope, and work required, offerors are required to make a site visit. Dates available for site visits are the week of September 30-October 4, 2024 between the hours of 8:30-4:30 and the week of October 7-11, 2024, between the hours of 8:30-4:30. Offerors unable to visit on one of the days of these two weeks must call (907) 747-3255 to arrange an appointment. Hours of operation for the clinic are 8:00am – 4:30pm.

SEC. 1.13 ALTERNATE PROPOSALS

Offerors may only submit one (1) proposal for evaluation. In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

SEC. 1.14 NEWS RELEASES

News releases related to this RFP will not be made without prior approval of the project director.

SECTION 2. BACKGROUND INFORMATION

SEC. 2.01 BACKGROUND INFORMATION

The Sitka PHC serves Sitka and nearby communities with a wide range of outpatient medical needs. As such, this facility requires janitorial services beyond typical office cleaning to ensure compliance with health and safety standards and to help prevent the spread of illness and provide a clean, safe facility for clinic patients, who include parents and expectant mothers; children of all ages (infants, toddlers, school-age, adolescents, young adult); adults of all ages, including elderly; and State and janitorial staff.

SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

SEC. 3.01 SCOPE OF WORK

The DOH, DPH is soliciting proposals for janitorial services.

A. WORK WEEK/HOURS

- 1) Janitorial services will be performed Monday through Friday, except State-observed holidays (see Attachment 3), after 6:00 p.m. and prior to 6:00 a.m.
- 2) Twice-yearly services will be performed on specific dates agreed upon, in advance, between the project director and the contractor. Any changes to these dates will need to be arranged with project director and any changes may not be acted upon without prior written authorization from project director.

B. BUILDING CHARACTERISTICS:

- 1) One level
- 2) Five (5) offices
- 3) Two (2) exam rooms
- 4) Two (2) storage rooms
- 5) One (1) lab/pharmacy
- 6) One (1) break area
- 7) One (1) conference/training room
- 8) Two (2) restrooms
- 9) Two (2) lobby/waiting rooms
- 10) One (1) janitor room
- 11) Multiple foyers, corridors, hallways/lobbies, entryways

C. AREAS INCLUDED IN THE CONTRACT: All offices, exam rooms, storage rooms, lab/pharmacy, break area, conference/training room, restrooms, lobbies/waiting rooms, janitor room, foyers, corridors, hallways/lobbies, and entryways. This also includes interior windows, partitions, and glass doors, exterior pedestrian entry glass door, exterior entryway glass, and inside surface of exterior windows.

D. CLEANING SUPPLIES: Contractor shall furnish all required cleaning supplies such as disinfectants, all-purpose cleaners, glass cleaner, stainless steel polish. The cost of these supplies shall be the responsibility of the contractor. As all public health centers are fragrance-free; cleaning supplies must not provide a lingering scent that could cause irritation/reactions to staff or clients. The project director will advise contractor if any product is causing an irritating smell and contractor will be responsible for finding another product.

The contractor shall provide standard commercial grade products, supplies, equipment, paper goods, and restroom supplies of types and sizes to fit existing State-provided dispensers. These items are subject to inspection and approval by the State. The contractor may not use alternative restroom product dispensers in lieu of those already in place without the approval of the procurement officer.

E. CONSUMABLE SUPPLIES: Contractor shall furnish all required consumable supplies such as toilet paper, liquid hand soap, paper towels, toilet seat covers, light bulbs, trash can plastic liners, large trash bags for

paper shredder (trash bags must be of heavy plastic that resists tearing when filled). The cost of these supplies shall be the responsibility of the contractor. The contractor will use only State-approved consumable supplies.

F. STANDARD QUALITY: The required consumable supplies furnished by the contractor shall be the brand listed below or equivalent. The equivalent brand must fit the existing dispensers.

- 1) Toilet paper, KC04460
- 2) Trash bags, TYCO PXR33, 24" x 33" and TYCO PXR48, 40" x 48"
- 3) Towels, KC1510 C-fold style
- 4) Soap, Spartan Clean Express Lotionized Liquid Hand Cleaner

G. BUILDING SECURITY: Contractor is required to turn off all lights and lock all outside doors and windows at the end of each work period. The contractor will ensure that outside doors are kept locked at all times except when the building is normally open to the public. Interior foyer doors must remain locked except while work in the immediate area is in progress. All doors are to be locked when the contractor and employees leave the building.

H. KEY CONTROL AND SECURITY: Special emphasis is placed on key control. If contractor or a contract employee loses any key, all locks affected will be re-keyed and all keys will be revised/reissued. This is a very expensive process, and the contractor will be held financially liable for all costs of re-keying and re-issuance. No duplicate keys are to be made by the contractor. The necessary keys will be issued by the designated Sitka PHC staff member.

I. COMMUNICATION AND AUTHORIZED PERSONNEL: The contractor will be responsible for all on-site employees. At least one (1) person who can speak, read, and write English fluently must always be present when work is performed. Persons who are not employed by contractor specifically for the work set out in this RFP are not permitted on the premises during the hours when contractor would be performing the duties of resultant contract. Minors are prohibited from performing work on this contract and are not permitted on the premises when work is being performed.

The awarded offeror must forward to the procurement officer a list of employees within seven (7) days after the Notice of Intent to Award has been issued. Any changes to the employee list may only be made with the prior written approval of the project director. Contractor employees performing the work outlined in this RFP must be empowered to act for the contractor.

J. CONDUCT OF WORK: All services shall be performed during the frequency schedules prescribed in this RFP. All contract work shall be completed without interfering with the proper performance of State business or work being done by other contractors. The contractor shall prevent employees from disturbing material on the desks; opening drawers or cabinets; or using telephones, copy machines, typewriters, computers, or printers provided for official State use. If removed for cleaning convenience, furniture and wastebaskets will be replaced in their original locations.

- K. MINIMUM EQUIPMENT NECESSARY TO PROVIDE SERVICES:** Upon issuance of Notice of Intent to Award resultant contract, contractor must submit an inventory of supplies and equipment to the procurement officer for approval. All required contractor-owned equipment must be in good working condition and is subject to inspection by the State. The contractor must provide adequate backup equipment to ensure all services are provided as scheduled. The following minimum equipment is required:
- 1) One (1) commercial, dual-motored upright vacuum cleaner with at least seventy (70) inches of static water lift, equipped with beater brush and attachments necessary to clean carpets, edges, and corners; **OR** one (1) commercial backpack vacuum cleaner with at least ninety (90) inches of static water lift and all attachments necessary to clean carpets, edges, and corners;
 - 2) One (1) commercial wet/dry vacuum cleaner with at least ninety (90) inches of static water lift, minimum ten- (10-) gallon tank, and equipped with attachments for vacuuming up stripper solution;
 - 3) One (1) low-speed floor machine (175 RPM) for stripping/scrubbing floors;
 - 4) One (1) high-speed floor machine (1500 RPM or greater) for polishing floors;
 - 5) One (1) commercial-grade carpet extractor, minimum sixteen- (16-) inch cleaning path and eight- (8-) gallon capacity; and
 - 6) All other tools and equipment such as brooms, mops, buckets, sponges, etc., necessary to complete the tasks outlined in this RFP.

- L. SUPPLY AND EQUIPMENT STORAGE:** Limited storage room will be made available to the contractor for storage of equipment, materials, and supplies used in the performance of the contract. The contractor must keep this area neat, orderly, and odor-free at all times.

- M. SMOKING AND EATING:** Smoking is prohibited. Eating and drinking, if necessary, is to be conducted in an area specified by the project director, and contractor/contractor staff must clean up and properly dispose of all resultant debris.

N. MISCELLANEOUS INFORMATION

- 1) Cleaning Agents:
 - i. Never use washing solution stronger than necessary (no bleach).
 - ii. Provide current Material Safety Data (MSD) sheets for all cleaning fluids brought into the facility.
 - iii. Cleaning solutions are to be kept in the provided locked janitor room in the original container or with a copy of the manufacturer's label on container.
 - iv. Apply washing solution only long enough to loosen dirt.
 - v. Rinse clean surfaces with clear, clean water.
 - vi. Do not spill solutions on surfaces not to be cleaned.
 - vii. Use steel wool, scouring powders, and abrasives only when absolutely necessary.
 - viii. Untreated feather dusters are not allowed.
 - ix. Carpet and tile maintenance must be performed in accordance with manufacturer's specifications.
- 2) Personnel must be free from communicable diseases. The State may require removal of any worker from the work area whose continued presence is deemed contrary to the public or the State's best interests.
- 3) All contractual matters must be communicated to the project director.

SEC. 3.02 DELIVERABLES

The contractor will be required to provide the following deliverables in and for all areas referenced in Section 3.01, Scope of Work, C. Areas Included in the Contract:

A. NIGHTLY SERVICES:

- 1) Empty all garbage receptacles and replace used plastic liners with appropriately-sized, new liners. Wash/wipe garbage receptacles thoroughly if they become unsanitary or malodorous. Remove any boxes, containers or other items marked “trash” or “garbage.”
- 2) Secure trash collected from building receptacles in two- (2-) mil thick, twenty- (20-) gallon plastic garbage bags and dispose of garbage bags in the designated on-site container. After disposal, the contractor must close and secure the container lid(s)/door(s).
- 3) Clean and disinfect break area, conference room table, and exam rooms, including counters and exam tables, sinks, and pediatric and baby scales. Use CaviWipes on exam tables to prevent damage to vinyl top.
- 4) Clean all mirrors and interior glass. Leave all interior mirrors and glass in a clean and streak-free condition.
- 5) Dust and wet-wipe down window coverings (blinds) weekly, removing any visible dust or debris.
- 6) Clean with disinfectant all flat surfaces and windowsills. Clean bugs and cobwebs from windows, corners, behind doors, walls, ceilings, and other areas observed.
- 7) Clean all dirt and smudge marks from walls, counters and tables, cabinets, doors, fixtures, and window frames without damaging surfaces. Maintain air vent grills in a dust-, lint-, and cobweb-free condition. Clean baseboards where accessible. Disinfect all light switches, doorknobs, and phone receivers with appropriate tuberculocidal/virucidal/fungicidal/bactericidal disinfectant cleaner.
- 8) Pick up/put away toys in waiting room, child health screening areas, and in exam rooms. Remove gross soiling if present. Disinfect plastic and other non-material/non-paper children’s toys, books, and games. Wipe material toys, books, and games with clean, damp cloth.
- 9) Vacuum and spot clean fabric furniture. Clean and disinfect non-material furniture with appropriate tuberculocidal/virucidal/fungicidal/bactericidal disinfectant cleaner.
- 10) Clean all drinking fountains and bathroom fixtures with liquid disinfectant and disinfect all drinking fountains and bathroom fixtures, leaving in a clean, sanitary, and germ-free condition. Damp wipes all dispensers. Remove mold growth as well as mineral and calcium deposits. Clean toilets and urinals and areas around and under toilets and urinals. Check toilet lid screw connections weekly to make sure they are tight. If loose, notify designated PHC staff.
- 11) Fill all paper, toilet-seat cover, soap, and other dispensers in bathrooms, clinic rooms, and janitor room. Maintain these dispensers in a clean and usable condition in bathrooms, clinic rooms, and janitor room.
- 12) Replace burned-out light fixture bulbs as required.
- 13) Vacuum all carpeted floors, including edges, corners, and behind and under furniture. Foreign materials must be removed from floors manually if not feasible with vacuum.
- 14) Check for spots on all carpeted floors and clean any stains or spots with carpet shampoo.
- 15) Sweep all non-carpeted floors, including at edges, corners, and behind and under furniture (including removing all foreign objects), and mop all non-carpeted floors with liquid detergent, rinse with clean water, and mop dry.

- 16) Provide high quality, safety-designed entry mats at all entryways.
- 17) Maintain all entry mats in a clean; dirt- and foreign object-free; safe; and functional condition. Mats must not present any tripping hazards.

B. TWICE-YEARLY SERVICES (EVERY SIX MONTHS) - The services below are to be performed two (2) times per year on date(s) and time(s) specified by the project director. Changes to previously designated dates must be made in accordance with Section 3.01 – Scope of Work, A. Workweek/Hours, No. 2.

- 1) Wash the inside and outside of all exterior glass (windows, doors, walls, roofs, and skylights); leave all glass in a clean and streak-free condition. Wipe water spots from sills and frames. Use drop cloths as required to protect adjacent surfaces, fixtures, and furniture.
- 2) Remove all light fixture covers from the light fixtures, wash and dry all covers, and replace.
- 3) Shampoo all carpets. Ensure that all shampooed carpets are completely dry prior to the beginning of the State’s normal business hours.
- 4) Strip all wax from all linoleum floors, scrub with detergent and water, rinse with clean water, and mop dry. Apply new wax to all linoleum floors and buff to a luster finish.

SEC. 3.03 CONTRACT TERM AND WORK SCHEDULE

The length of the contract will be from the date of award, approximately November 4, 2024, for one (1) year, with nine (9) additional one- (1-) year renewal options to be exercised at the sole discretion of the State.

Any extension of the contract beyond the exercised renewal options will be upon mutual agreement between the State and the contractor and effected with a contract amendment processed by the procurement officer and signed by both parties. All other terms and conditions of the contract, including those previously amended, shall remain in full force and effect. Unless otherwise agreed to by both parties, the procurement officer will provide written notice to the contractor of the intent to cancel an extension at least thirty (30) days before the desired date of cancellation.
cancellation.

SEC. 3.04 CONTRACT TYPE

This contract is a firm fixed contract.

SEC. 3.05 PAYMENT PROCEDURES

The State will make payments based on a monthly payment schedule. Each billing must consist of an itemized invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

SEC. 3.06 CONTRACT PAYMENT

No payment will be made until the contract is approved by the Commissioner of the Department of Health or the Commissioner's designee. Under no conditions will the State be liable for the payment of any interest charges associated with the cost of the contract. The State is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

Any single contract payment of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

SEC. 3.07 LOCATION OF WORK

The location the work is to be performed, completed, and managed is:

210 Moller Avenue
Sitka, Alaska 99835

Travel to other locations will not be required.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least ten (10) days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the State to reject the proposal as non-responsive or cancel the contract.

SEC. 3.08 SUBCONTRACTORS

Subcontractors will not be allowed.

SEC. 3.09 JOINT VENTURES

Joint ventures will not be allowed.

SEC. 3.10 RIGHT TO INSPECT PLACE OF BUSINESS

At reasonable times, the State may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the State makes such an inspection, the contractor must provide reasonable assistance.

SEC. 3.11 F.O.B. POINT

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

SEC. 3.12 CONTRACT PERSONNEL

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director or procurement officer. Changes that are not approved by the State may be grounds for the State to terminate the contract.

SEC. 3.13 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The State may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director or procurement

officer may instruct the contractor to make corrections or modifications if needed to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the State to terminate the contract. In this event, the State may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

SEC. 3.14 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the procurement officer has secured any required State approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Health or the Commissioner's designee.

SEC. 3.15 NONDISCLOSURE AND CONFIDENTIALITY

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to, and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the State in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to, or use of, the confidential information.

Confidential information, as used herein, means any data, files, software, information, or materials (whether prepared by the State or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled, or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the State to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained, or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc.).

Additional information that the contractor shall hold as confidential during the performance of services under this contract include: **Contractor shall prevent their employees from disturbing material on the desks; opening drawers or cabinets; or using telephones, copy machines, typewriters, computers, or printers provided for official State use.**

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the State with written notice of the requested disclosure (to the extent such notice to the State is

permitted by applicable law) and giving the State opportunity to review the request. If the contractor receives no objection from the State, it may release the confidential information within thirty (30) days. Notice of the requested disclosure of confidential information by the contractor must be provided to the State within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the State, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

SEC. 3.16 INDEMNIFICATION

The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any third-party claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "contracting agency," as used within this and the following article, include the employees, agents, and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

SEC. 3.17 INSURANCE REQUIREMENTS

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 procurement officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

Workers' Compensation Insurance: The contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

Commercial General Liability Insurance: covering all business premises and operations used by the contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

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.

SEC. 3.18 TERMINATION FOR DEFAULT

If the project director or procurement officer determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the State may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

The procurement officer may also, by written notice, terminate the contract under Administrative Order 352 if the contractor supports or participates in a boycott of the State of Israel.

This clause does not restrict the State's termination rights under the contract provisions of Appendix A, attached in **SECTION 7. ATTACHMENTS**.

SECTION 4. PROPOSAL FORMAT AND CONTENT

SEC. 4.01 RFP SUBMITTAL FORMS

This RFP contains Submittal Forms, which must be completed by the offeror and submitted as their proposal. An electronic copy of the forms is posted along with this RFP. **Offerors shall not re-create these forms, create their own forms, or edit the format structure of the forms unless permitted to do so.**

Unless otherwise specified in this RFP, the Submittal Forms shall be the offeror’s entire proposal. **Do not include any marketing information in the proposal.**

Any proposal that does not follow these requirements may be deemed non-responsive and rejected.

SEC. 4.02 SPECIAL FORMATTING REQUIREMENTS

The offeror must ensure that their proposal meets all special formatting requirements identified in this section.

Documents and Text: All attachment documents must be written in the English language, be single sided, and be single spaced with a minimum font size of ten (10). Pictures or graphics may be used if the offeror feels it is necessary to communicate their information; however, be aware of the below requirements for page limits.

Page Limits: Some Submittal Forms listed below have maximum page limit requirements. Offerors must not exceed the maximum page limits. Note, the page limit applies to the front side of a page only (for example, ‘1 Page’ implies that the offeror can only provide a response on one side of a piece of paper).

Submittal Form	Anonymous Document	From 1 Pg. Up to Max. No. of Pages
Submittal Form A – Offeror Information and Certifications		N/A
Submittal Form B – Experience and Qualifications	NO	5
Submittal Form C – Understanding of the Project	NO	5
Submittal Form D – Management Plan and Methodology Used for the Project	NO	3
Submittal Form E – Mandatory Requirements		N/A
Submittal Form F – Cost Proposal		N/A

Any Submittal Form that is being evaluated and does not follow these instructions may receive a ‘1’ score for the evaluated Submittal Form, or the entire response may be deemed non-responsive and rejected. Failure to submit any of the Submittal Forms will result in the proposal being deemed non-responsive and rejected.

SEC. 4.03 OFFEROR INFORMATION AND CERTIFICATIONS (SUBMITTAL FORM A)

The offeror must complete and submit this Submittal Form. The form must be signed by an individual authorized to bind the offeror to the provisions of the RFP.

By signature on the form, the offeror certifies they comply with the items listed in the Certifications section of the Submittal Form. If the offeror fails to comply with these items, the State reserves the right to disregard the proposal, consider the contractor in default, or terminate the contract.

The Submittal Form also requests the following information:

- a) The complete name and address of offeror’s firm along with the offeror’s Tax ID.

- b) Information on the person the State should contact regarding the proposal.
- c) Names of critical team members/personnel.
- d) Addenda acknowledgement.
- e) Conflict of interest statement.
- f) Federal requirements.
- g) Alaska preference qualifications.

An offeror's failure to provide this information may cause the proposal to be determined to non-responsive and rejected.

SEC. 4.04 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B)

Offerors must provide a resume for primary project manager and a narrative detail of key personnel's specific one (1) year of experience, within the last ten (10) years, performing janitorial services. Offerors must provide a description of the organization of the project team and personnel roster that identifies the individual(s) responsible and accountable for the completion of each component and deliverable of this RFP.

Offerors must also provide detail on the primary project manager's specific experience in projects of a similar nature along with the directly related experience of the overall project team identified in Submittal Form A. Offerors may provide detail on their experience performing janitorial duties in non-medical settings, including but not limited to administrative offices environments, schools, malls, restaurants, and retail stores.

Finally, offerors must provide two (2) letters of reference from previous clients that each address reliability; acceptable and timely completion of tasks within budget; and professionalism. Resumes and letters of reference do not count against pages limitations.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. This Submittal Form cannot exceed the page limit (as described in Section 4.02).

SEC. 4.05 UNDERSTANDING OF THE PROJECT (SUBMITTAL FORM C)

Offerors must provide a narrative statement that details offeror's understanding of the purpose and scope of the project, the deliverables the State expects it to provide, and how they will meet the needs of the State.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. This Submittal Form cannot exceed the page limit (as described in Section 4.02).

SEC. 4.06 MANAGEMENT PLAN AND METHODOLOGY USED FOR THE PROJECT (SUBMITTAL FORM D)

Offerors must provide detail that demonstrates the methodology they will employ and how the methodology will serve to accomplish the work and meet the State's needs. Offerors must also provide detail that demonstrates the management plan they intend to follow and how the plan will serve to accomplish the work and meet the State's needs. This narrative must include contingency plans for situations such as:

- project director notifies contractor that a task was done incorrectly or not at all;
- personnel do not show up for work or call in sick at the last minute;
- contractor or contractor's staff member breaks an item in the building; or

- a staff member resigns, with or without notice.

Offerors must also identify any potential issues, risks, or problems they foresee with this project and how they will address them.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is (e.g., use “Title”, “Position”, “The Company”) and cannot exceed the page limit (as described in Section 4.02).

SEC. 4.07 MANDATORY REQUIREMENTS (SUBMITTAL FORM E)

Offerors must complete and submit this Submittal Form.

SEC. 4.08 COST PROPOSAL (SUBMITTAL FORM G)

Offerors must complete and submit this Submittal Form. Proposed costs must all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit. The costs identified on the cost proposal are the total amount of costs to be paid by the State. No additional charges shall be allowed.

SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

SEC. 5.01 SUMMARY OF EVALUATION PROCESS

The State will use the following steps to evaluate and prioritize proposals:

- 1) Proposals will be assessed for overall responsiveness. Proposals deemed non-responsive will be eliminated from further consideration.
- 2) A proposal evaluation committee (PEC), made up of at least three (3) State employees or public officials, will evaluate specific parts of the responsive proposals.
- 3) The Submittal Forms, from each responsive proposal, will be sent to the PEC. No cost information will be shared or provided to the PEC.
- 4) The PEC will independently evaluate and score the documents based on the degree to which they meet the stated evaluation criteria.
- 5) After independent scoring, the PEC will have a meeting, chaired by the procurement officer, where the PEC may have a group discussion prior to finalizing their scores.
- 6) The evaluators will submit their final individual scores to the procurement officer, who will then compile the scores and calculate awarded points as set out in Section 5.03.
- 7) The procurement officer will calculate scores for cost proposals as set out in Section 5.08 and add those scores to the awarded points along with factoring in any Alaska preferences.
- 8) The procurement officer may ask for best and final offers from offerors susceptible for award and revise the cost scores accordingly.
- 9) The State will then conduct any necessary negotiations with the highest scoring offeror and award a contract if the negotiations are successful.

SEC. 5.02 EVALUATION CRITERIA

Proposals will be evaluated based on their overall value to the State, considering both cost and non-cost factors as described below. Note: An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

Overall Criteria	Weight
Responsiveness	Pass/Fail
Mandatory Requirements Compliance (Submittal Form E)	

Qualifications Criteria		Weight
Experience and Qualifications	(Submittal Form B)	175
Understanding of the Project	(Submittal Form C)	175
Management Plan and Methodology Used for the Project	(Submittal Form D)	150
	Total	500

Cost Criteria		Weight
Cost Proposal	(Submittal Form F)	400
	Total	400

Preference Criteria	Weight
Alaska Offeror Preference (if applicable)	100
Total	100

TOTAL EVALUATION POINTS AVAILABLE: 1000

SEC. 5.03 SCORING METHOD AND CALCULATION

The PEC will evaluate responses against the questions set out in Sections 5.04 through 5.07 and assign a single score for each section. Offerors’ responses for each section may be rated comparatively against one another with each PEC member assigning a score of 1, 5, or 10 (with 10 representing the highest score, 5 representing the average score, and 1 representing the lowest score). Responses that are similar or lack dominant information to differentiate the offerors from each other will receive the same score. Therefore, it is the offeror’s responsibility to provide dominant information and differentiate themselves from their competitors.

After the PEC has scored each section, the scores for each section will be totaled and the following formula will be used to calculate the amount of points awarded for that section:

- 1) Maximum Points Available / Maximum Combined PEC Score Possible
- 2) Combined PEC Score x Result of 1)

Example (Maximum Points Available for the Section = 100):

	PEC Member 1 Score	PEC Member 2 Score	PEC Member 3 Score	PEC Member 4 Score	Combined Total Score	Points Awarded
Offeror 1	10	5	5	10	30	75
Offeror 2	5	5	5	5	20	50
Offeror 3	10	10	10	10	40	100

Offeror 1 was awarded 75 points:

$$\frac{\text{Maximum Points Available (100)}}{\text{Maximum Combined PEC Score Possible (40)}} = 2.5$$

$$\text{Combined PEC Score (30)} \times 2.5 = \text{Points Awarded (75)}$$

Offeror 2 was awarded 50 points:

$$\frac{\text{Maximum Points Available (100)}}{\text{Maximum Combined PEC Score Possible (40)}} = 2.5$$

$$\text{Combined PEC Score (20)} \times 2.5 = \text{Points Awarded (50)}$$

Offeror 3 was awarded 100 points:

$$\frac{\text{Maximum Points Available (100)}}{\text{Maximum Combined PEC Score Possible (40)}} = 2.5$$

Combined PEC Score (40) x 2.5 = Points Awarded (100)

SEC. 5.04 EXPERIENCE AND QUALIFICATIONS (17.5%)

This portion of the offeror’s proposal will be evaluated against the following questions:

- 1) How well did the offeror detail their specific one (1) year of experience in performing janitorial services?
- 2) How well did the offeror detail the primary project manager’s experience in projects of a similar nature and the directly related experience of the overall project team identified in Submittal Form A?
- 3) To what extent does primary project manager’s resume demonstrate a background that would be desirable for individuals engaged in the work the project requires?
- 4) How well did the offeror describe the organization of the project team and the individual(s) responsible for and accountable for the completion of each component and deliverable of the RFP?

SEC. 5.05 UNDERSTANDING OF THE PROJECT (17.5%)

This portion of the offeror’s proposal will be evaluated against the following question:

- 1) To what degree has the offeror demonstrated an understanding of the purpose and scope of the project, as well as the deliverables the State expects it to provide and how they will meet the needs of the State?

SEC. 5.06 MANAGEMENT PLAN AND METHODOLOGY USED FOR THE PROJECT (15%)

This portion of the offeror’s proposal will be evaluated against the following questions:

- 1) How well did the offeror demonstrate the methodology they will employ and how the methodology will serve to accomplish the work and meet the State’s needs?

SEC. 5.07 CONTRACT COST (COST PROPOSAL)

Overall, a minimum of **40%** of the total evaluation points will be assigned to cost. After the procurement officer applies any applicable preferences, the offeror with the lowest total cost will receive the maximum number of points allocated to cost per 2 AAC 12.260(c). The point allocations for cost on the other proposals will be determined using the following formula:

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Cost of Each Higher Priced Proposal})$$

Example (Max Points for Contract Cost = 400):

Step 1

List all proposal prices, adjusted where appropriate by the application of applicable preferences claimed by the offeror.

Offeror #1	\$40,000
Offeror #2	\$42,750
Offeror #3	\$47,500

Step 2

In this example, the RFP allotted 40% of the available 1,000 points to cost. This means that the lowest cost will receive the maximum number of points.

Offeror #1 receives 400 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 400 points.

Offeror #2 receives 374.3 points.

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$42,750 \text{ cost of Offeror \#2's proposal} = 374.3$

Offeror #3 receives 336.8 points.

$\$40,000 \text{ lowest cost} \times 400 \text{ maximum points for cost} = 16,000,000 \div \$47,500 \text{ cost of Offeror \#3's proposal} = 336.8$

SEC. 5.08 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the following website:

- <https://oppm.doa.alaska.gov/media/1453/pref1.pdf>
- Alaska Products Preference – AS 36.30.332
- Recycled Products Preference – AS 36.30.337
- Local Agriculture and Fisheries Products Preference – AS 36.15.050
- Employment Program Preference – AS 36.30.321(b)
- Alaskans with Disabilities Preference – AS 36.30.321(d)
- Alaska Veteran's Preference – AS 36.30.321(f)
- Alaska Military Skills Program Preference – AS 36.30.321(l)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. **An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

SEC. 5.09 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the price in the proposal. The preference will be given to an offeror who:

- 1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- 2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- 3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- 4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- 5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Bidder Preference Certification Form

In order to receive the Alaska Bidder Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 5.10 ALASKA VETERAN PREFERENCE

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- A. sole proprietorship owned by an Alaska veteran;
- B. partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- C. limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- D. corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

Alaska Veteran Preference Certification

In order to receive the Alaska Veteran Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 5.11 ALASKA MILITARY SKILLS PROGRAM PREFERENCE

An Alaska Military Skills Program Preference of 2%, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and:

- A. Employs at least one person who is currently enrolled in, or within the previous two years graduated from, a United States Department of Defense SkillBridge or United States Army career skills program for service members or spouses of service members that offers civilian work experience through specific industry training, pre-apprenticeships, registered apprenticeships, or internships during the last 180 days before a service member separates or retires from the service; or
- B. has an active partnership with an entity that employs an apprentice through a program described above.

Alaska Military Skills Program Preference Certification

In order to receive the Alaska Military Skills Program Preference, the proposal must include the Alaska Bidder Preference Certification Form attached to this RFP. An offeror's failure to provide this completed form with their proposal will cause the state to disallow the preference.

SEC. 5.12 ALASKA OFFEROR PREFERENCE

Per 2 AAC 12.260, if an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points, which will be added to the offeror’s overall evaluation score.

Example:

Step 1

Determine the number of points available to qualifying offerors under this preference:

1000 Total Points Available in RFP x 10% Alaska Offeror preference = 100 Points for the preference

Step 2

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska Offeror preference. For the purpose of this example, presume that all proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1	830 points	No Preference	0 points
Offeror #2	740 points	Alaska Offeror Preference	100 points
Offeror #3	800 points	Alaska Offeror Preference	100 points

Step 3

Add the applicable Alaska Offeror preference amounts to the offerors’ scores:

Offeror #1	830 points
Offeror #2	840 points (740 points + 100 points)
Offeror #3	900 points (800 points + 100 points)

Offeror #3 is the top scoring offeror.

SEC. 5.13 OFFEROR NOTIFICATION OF SELECTION

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award and send copies of that notice to all offerors who submitted proposals. The notice will list the names of all offerors and identify the offeror selected for award.

SECTION 6. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 6.01 INFORMAL DEBRIEFING

When the contract is completed, an informal debriefing may be performed at the discretion of the project director or procurement officer. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

SEC. 6.02 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaska Offeror Preference, an offeror must hold a valid Alaska business license **prior to the deadline for receipt of proposals**. Offerors should contact the Department of Commerce, Community and Economic Development, **Division of Corporations, Business, and Professional Licensing** for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

SEC. 6.03 STANDARD CONTRACT PROVISIONS

The contractor will be required to sign the State's Standard Contract Form for Goods and Non-Professional Services. This form is attached with the RFP for your review. The contractor must comply with the Appendix A contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law, and the state reserves the right to reject a proposal that is non-compliant or takes exception with the contract terms and conditions stated in the Agreement. Any requests to

change language in this document (adjust, modify, add, delete, etc.) must be set out in the offeror’s proposal in a separate document. Please include the following information with any change that you are proposing:

- 1) Identify the provision that the offeror takes exception with.
- 2) Identify why the provision is unjust, unreasonable, etc.
- 3) Identify exactly what suggested changes should be made.

SEC. 6.04 QUALIFIED OFFERORS

Per 2 AAC 12.875, unless provided for otherwise in the RFP, to qualify as an offeror for award of a contract issued under AS 36.30, the offeror must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the RFP.

If the offeror leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the offeror as a qualified offeror under AS 36.30.

SEC. 6.05 PROPOSAL AS PART OF THE CONTRACT

Part of all of this RFP and the successful proposal may be incorporated into the contract.

SEC. 6.06 ADDITIONAL TERMS AND CONDITIONS

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

SEC. 6.07 HUMAN TRAFFICKING

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State’s Trafficking in Persons Report.

The most recent United States Department of State’s Trafficking in Persons Report can be found at the following website: <https://www.state.gov/trafficking-in-persons-report/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive or cancel the contract.

SEC. 6.08 RIGHT OF REJECTION

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest. **A proposal from a debarred or suspended offeror shall be rejected.**

SEC. 6.09 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

SEC. 6.10 DISCLOSURE OF PROPOSAL CONTENTS

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

SEC. 6.11 ASSIGNMENT

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

SEC. 6.12 DISPUTES

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SEC. 6.13 SEVERABILITY

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

SEC. 6.14 SUPPLEMENTAL TERMS AND CONDITIONS

Proposals must comply with Section 6.08 Right of Rejection. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

If conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

If the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

SEC. 6.15 SOLICITATION ADVERTISING

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

SEC. 6.16 SITE INSPECTION

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

SEC. 6.17 CLARIFICATION OF OFFERS

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

SEC. 6.18 DISCUSSIONS WITH OFFERORS

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

SEC. 6.19 CONTRACT NEGOTIATION

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals.

If the selected offeror:

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

The state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

SEC. 6.20 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of

the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

SECTION 7. ATTACHMENTS

SEC. 7.01 ATTACHMENTS (ATTACHED SEPARATELY)

Attachments:

- 1) Submittal Forms A-E
- 2) Submittal Form F – Cost Proposal
- 3) State Calendar of Holidays Observed
- 4) Example Contract Form for Goods and Non-Professional Services