



**STATE OF ALASKA  
DEPARTMENT OF PUBLIC SAFETY**

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

[per AS 36.30.320(a)]

Project Name & No.: <u>Galena Fuel Tank 25AC0702A</u>	Procurement Agency and Address: <u>Dept. of Public Safety</u>
Location: <u>Coordinates 64.74618, 156.95025</u> <u>Galena, Alaska</u>	<u>5700 E Tudor Road</u> <u>Anchorage, Alaska 99507</u>

Procurement Officer: <u>Olivia Jewell</u>	Date of Issuance: <u>10-01-2024</u>
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**DESCRIPTION OF WORK, REQUIRED COMPLETION DATE, LISTING OF ATTACHMENTS:** | |  
 Install new 300-gallon double walled above ground fire rated fuel tank including UL required venting and a ladder on the fill end of the tank. All exterior surfaces are sandblasted and coated white Direct-to-Metal Polyurethane Epoxy and to allow the FUEL DRAW to be above the WATER DRAW level. Tank shall be installed with skids. Fabricate and install AVGAS Fueling System Cabinet and manual Hose Reel with a 75' arctic cold weather hose. Elevated steel stand, bolt the hose reel to the stand and the stand to the metal skid for the tank. Install new equipment from pump to nozzle. Purge and test system. See Appendix A Scope of Work for full project details.

The Project cost estimate is:  under \$10,000  \$10,000 - \$50,000  \$50,001 - \$100,000  \$100,001 - \$200,000<sup>1,2</sup>  
 1. Quotes in excess of \$200,000 will be deemed non-responsive. 2. Any project in excess of \$100,000 must be bonded.  
 Davis-Bacon Wages (Title 36.05): May be required on this project (if project exceeds \$25,000.00).

The following insurance coverages are required: Workers Comp  General Liability  Automobile

**Bonding Requirement:**  
 Bid Bond (25D-14), Payment Bond (SPC-005) Performance Bond (SPC-006) & are  are not required on this project.

Quotes for furnishing all labor, equipment and materials and performing all work for the above Project are invited. To be eligible for consideration, quotes must be received before **3PM local time on the 23<sup>rd</sup> day of October, 2024**. Late quotes cannot be accepted. Disadvantaged Business Enterprises (DBE's) may submit quotes and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an Award which results from this invitation. Any errors, omissions, or questions pertaining to solicitation procedures or Project requirements, requests for additional documents, or inquiries pertaining to site conditions or scheduled visits must be made to:  
 Title: Facilities Manager, at: Olivia.Jewell@alaska.gov  
 Telephone: (907) 269-5647  
 Applicable provisions of AS 36.30 and 2 AAC 12 govern this solicitation.

**SUBMITTAL OF QUOTES:** Quotes for this Project must be submitted in the manner noted below. All Offerors must familiarize themselves with the *Instructions to Offerors*, page 2 of this form, prior to submitting their quote.

- VERBAL QUOTES SHALL BE GIVEN TO \_\_\_\_\_ AT THE ABOVE NOTED TELEPHONE NUMBER, PRIOR TO THE STATED DEADLINE. (See above **Bonding Requirements**.)
- WRITTEN QUOTES, INCLUDING AMENDMENTS OR WITHDRAWALS, MUST BE RECEIVED PRIOR TO THE ABOVE NOTED DEADLINE. QUOTES MUST BE SUBMITTED ON FORM SPC-002, QUOTE SUBMITTAL, ATTACHED. (See above **Bonding Requirements**.)

Written quotes may be submitted by electronically, hand delivered, or mailed in a sealed envelope. Confidentiality is only assured for sealed quotes. Mailed quotes must allow time for delivery and the envelope must be marked as follows:

**Quote for Project:**

**Procurement Agency Address:**

Name:	Galena Fuel Tank
Number:	PR25AC0702A
Attn:	Olivia Jewell Olivia.jewell@alaska.gov

Department of Public Safety
5700 E Tudor Road
Anchorage, Alaska 99507

Quote amendments or withdrawals must be made in writing to the individual of the Procurement Agency receiving the quotes and must be received prior to the time for quote submittal.



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**INSTRUCTIONS TO OFFERORS**

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

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

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

- ORALLY** - if a verbal quote is solicited, the Offeror must provide, in addition to their quote amount and mailing address -- (1) their valid Alaska Business License number, (2) if applicable, a valid Contractor's Registration number, (3) their status as an Alaskan Bidder (Offeror), (4) their intended use of Alaskan products, (5) the carrier's name and policy number for their Workers' Comp Insurance (or a statement of sole proprietorship, if applicable), and (6) the Employer (Tax) Identification Number or Social Security Number. The Procurement Agency will enter this information on the quote schedule.
- WRITTEN** - if a written quote is solicited, the Offeror must complete, in ink or typewritten, the *Small Procurement Quote Submittal*, Form SPC-002. Failure to acknowledge receipt of addenda or to execute the form correctly and completely may disqualify the quote.

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

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

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

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

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

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

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

### **Article 1. Indemnification**

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

### **Article 2. Insurance**

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a notice of cancellation, nonrenewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

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

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

**2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.



**STATE OF ALASKA**  
**Department of Public Safety**  
**Division of Administrative Services, Supply Section**

**SCOPE OF WORK**

Project Name: Galena Fuel Tank Project/SR No: #25AC0702A Location: Coordinates <u>64.74618, 156.95025</u> , Galena, Alaska	Procurement Agency and Address: Department of Public Safety Administrative Services, Supply Section 5700 E. Tudor Road Anchorage, Alaska 99507
Procurement Officer: Olivia Jewell Title: Facilities Manager	Date: 10-01-2024

**SECTION 1: Project Outline:**

The Department of Public Safety (DPS) is seeking a contractor to install a new 300-gallon AVGAS tank located in Galena, Alaska Coordinates 64.74618, 156.95025.

The contractor shall provide all materials, labor, tools, equipment, supervision, and overhead required to complete installation and ensure safe operational condition.

**SECTION 2: Scope of Work**

The scope of work for this project includes but is not limited to the following:

Install new 300-gallon double walled above ground fire rated fuel tank including UL required venting and a ladder on the fill end of the tank. All exterior surfaces are sandblasted and coated white Direct-to-Metal Polyurethane Epoxy and to allow the FUEL DRAW to be above the WATER DRAW level. Tank shall be installed with skids. Fabricate and install AVGAS Fueling System Cabinet and manual Hose Reel with a 75' arctic cold weather hose. Elevated steel stand, bolt the hose reel to the stand and the stand to the metal skid for the tank. Install new equipment from pump to nozzle. Purge and test system.

Reference conceptual illustration and photos corresponding to scope of work are enclosed and listed as,



The contractor is recommended to take actual on-site measurements of job site for bidding purpose.

**2.1. Demolition:** Demolition non applicable

### **SECTION 3: Deliverables:**

#### **3.1.Design and Code**

1. All construction work shall comply with Alaska Department of Transportation and Public Facilities (AK DOT&PF), and Americans with Disabilities Act (ADA) Standards).

#### **3.2.Submittals**

1. The Contractor shall submit shop drawings and product data, catalog cuts, etc. for the scope of work mentioned.
2. Shop drawing and product data submissions shall be made to the procurement officer. Material samples also shall be sent to the project manager.
3. Product data for each type of product shall include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of panel and accessory.
4. Shop drawings shall include fabrication and installation layouts of all products including the details of accessories.

#### **3.3.Inspections and Tests**

1. As applicable, the Contractor shall perform inspections and tests throughout the design and construction process, including design support (existing conditions/needs assessments), construction installation (placement/qualification measurements), and final inspections/tests (commissioning/performance certification).

#### **3.4.As-Built Drawings and Operation Manuals**

1. The Contractor shall provide "As-Built Drawings" and documents based upon actual site installation, as should be reflected within latest Record Drawings/documents. Should Record Drawings not represent As-Built conditions, the Contractor shall perform field measurements and/or shop drawing takeoffs as required to support accurate As-Built drawings.
2. The Contractor shall provide operation manuals for the equipment installed and provide on-field demonstration of operation of equipment.

### **SECTION 5: Work Schedule:**

1. The contractor shall provide a work schedule to be approved by the project manager.
2. The contractor shall be awarded and a Notice of Award (NOA). The work cannot be started until Notice to Proceed (NTP).
3. The contractor shall provide a schedule within 10 days of Notice to Proceed.

### **SECTION 6: Material Handling on Site:**

1. The contractor is responsible for handling and storage of all materials associated with this project.
2. All materials and debris removed during project will be the responsibility of the contractor to remove from job site for proper disposal. Arrangement of Dumpster for disposal of debris is the contractor's responsibility.
3. All materials and debris must be stored and disposed in the designated areas only to ensure safe operations. Continuous policing of debris is mandatory to allow continued safe operative environment.
4. Contractors must comply with OSHA Safety Standards, clean the work area on a daily basis and, provide safety barriers, dust control and access to be maintained during the project.
5. All work is to be performed in accordance with industry Standards and all applicable codes.

End of Scope of Work

**STATE OF ALASKA  
DEPARTMENT OF PUBLIC SAFETY**

**SMALL PROCUREMENT QUOTE SUBMITTAL  
(CONSTRUCTION RELATED)**

[per AS 36.30.320(a)]

Project Name & No.: <u>25AC0702A</u>	Procurement Agency and Address: <u>Dept of Public Safety</u>
Location: <u>Coordinates 64.74618, 156.95025</u>	<u>5700 E Tudor Road</u>
<u>Galena, Alaska</u>	<u>Anchorage, Alaska 99507</u>

Procurement Officer: <u>Olivia Jewell</u>	Date of Issuance: <u>10-01-2024</u>
<u>Facilities Manager, Olivia.jewell@alaska.gov</u>	Bid is Due: <u>10-23-2024</u>

**QUOTE:** Offerors must read all attachments to this schedule.

I have reviewed the bid documents, with addenda \_\_\_\_\_, and understand the scope of services and conditions required for Project number \_\_\_\_\_. I agree to furnish all necessary labor, materials, and equipment for the above amount(s). The Work shall be accomplished in a professional manner acceptable to the Procurement Officer.

Contractor \_\_\_\_\_ Contractor Reg. No. \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Business License # \_\_\_\_\_ EIN or SSN \_\_\_\_\_ Phone # \_\_\_\_\_

Offeror is Claiming:  Alaska Bidder's Preference  Alaska Products Pref. (worksheet)  
 Alaska Veteran Preference (SPC-007)

↑  
**Offeror to Complete this Portion**  
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Procurement Officer: \_\_\_\_\_

Date of Receipt of Bid: \_\_\_\_\_