



**PRICE AND METHOD OF PAYMENT**

- A Price Estimate is NOT required with your proposal.** The selected Offeror shall submit a Price Estimate within **one** business day following a request from the Contracting Agency.
- A Price Estimate is required with your proposal.**

A Price Estimate shall include all tasks to perform the contract and be prepared in the format shown below. Note that a Price Estimate is not a bid. It is a negotiable offer. A Fixed Price contract is desirable; however, a Cost Reimbursement contract may result if a Fixed Price cannot be negotiated.

PRICE ESTIMATE FORMAT (if required per above)						
1. *	<u>Direct Costs of Direct Labor</u> (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"):					
	<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate (\$/hr) *</u>	<u>Estimated Cost (\$)</u>	<b>Total DCDL \$ _____</b>
2. *	<u>Indirect Costs</u> (IDC).				<b>IDC Rate: _____%</b>	<b>Total IDC \$ _____</b>
3.	<u>Subcontracts</u> . List each, the amount for each and <b>attach an estimate in this format for each.</b>					<b>Total Subcontracts \$ _____</b>
4.	<u>Expenses</u> . (Equipment, transportation, food and lodging, reproduction, etc. - if not included in Indirect Costs.) Amounts shall be based on actual cost to the Offeror, without any profit or other markup. Provide a table with the following columns:					
	<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Estimated Cost (\$)</u>	<b>Total Expenses \$ _____</b>	
5. *	<u>Total Estimated Cost</u> . Sum of DCDL + IDC + Subcontracts + Expenses.					<b>Total Cost \$ _____</b>
6. *	<u>Proposed Fee</u> . List a proposed <b>amount</b> (not a percentage) for profit.					<b>Fee \$ _____</b>
7.	<u>Total Estimated Price</u> . Sum of Total Estimated Cost Plus Proposed Fee.					<b>Total Price \$ _____</b>
* Sole proprietorships and small firms that do not maintain an accounting system that separately identifies costs for "payroll" benefits and overhead, for routine allocation of such costs to jobs, may omit items 2, 5, & 6 if the Rates (\$/hr) in Item 1 are proposed as Billing Rates (DCDL + IDC + FEE). <b>Firms that routinely allocate Indirect Costs to projects may not use Billing Rates for this estimate.</b>						

SUBMITTAL DEADLINE AND LOCATION		
DATE: 12/3/2024	PREVAILING TIME: 2:00 PM	Email: <a href="mailto:fcs.facilities@alaska.gov">fcs.facilities@alaska.gov</a>
Hand deliver proposal directly to following location, and person, if named, or via Email above:		
<u>DFCS/FMS Facilities 240 Main St, Juneau AK, 99801 Ste. 500</u>		
Late proposals will not be considered. <b>Offerors</b> are responsible to assure timely delivery and receipt and <b>are encouraged to respond at least four business hours prior to the above deadline.</b> Any addendum issued less than 24 hours prior to a Deadline will extend that Deadline by a minimum of an additional 24 hours. The Contracting Agency shall not be responsible for any communication equipment failures or congestion and will not extend the deadline for any proposals not received in their entirety prior to the deadline. Except for hand delivered proposals, confirmation of receipt by telephone or other means four hours or less prior to deadline will <b>not</b> be provided. (An out-of-town/state Offeror may electronically transmit their proposal to a local personal representative who may reproduce a copy of it and deliver it "in person" to the submittal location prior to the deadline.)		

**BASIS OF SELECTION**

This solicitation does not guarantee that a contract will be awarded. All proposals may be summarily rejected. Our intent, however, is to select a Contractor based on the following criteria:

- 1) Demonstrated comprehension of required services and proposed strategy for performance.
- 2) Relevant experience and credentials of proposed personnel including any subcontractors.
- 3) Reasonableness of proposed schedule for performance.
- 4) Price Estimate (**if** required with proposal).
- 5) Other (specify):

Proposals will be evaluated per Chapter 2 of the DOT&PF PSA Manual.

END OF PART A

SMALL PROCUREMENT DOCUMENTS
PART B - PROPOSAL FORM

THIS COMPLETED FORM MUST BE THE FIRST PAGE. NO OTHER COVER SHALL BE USED.

Project Title: Sitka Sidewalk Renovation Plan 25-N0890-P
RFP No.: 26253002

PROPOSAL REQUIREMENTS

Proposals shall demonstrate comprehension of the objectives and services for the proposed contract; include a brief overview of what will be done; and show a sequence and schedule for each important task.

Land Surveying with their Alaska registration number). Include a brief -- about one paragraph -- statement for each person named which describes experience directly related to the service(s) they will perform.

ALASKA STATUTORY PREFERENCES

[X] are [ ] are not applicable to this contract.

If applicable, check those preferences that you (Offeror) claim.

- [ ] Alaska Bidder (Offeror) AND>> [ ] Veterans AND >> [ ] Employment Program OR [ ] Disabled Persons
2 AAC 12.260(d) AS 36.30.175 if applicable AS 36.30.170(c) AS 36.30.170 (e & f)
Invalid claim(s) will result in the Offeror's disqualification for contract award.

PROPOSAL

The undersigned has reviewed Part A - RFP of these documents, understands the instructions, terms, conditions, and requirements contained therein and in the Standard Provisions Booklet, and proposes to provide the required services described in Part A in accordance with the attached letter which constitutes our proposal to complete the project.

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

I further certify that I am a duly authorized representative of the Offeror; that this Proposal accurately represents capabilities of the Offeror and Subcontractors identified for providing the services indicated. I understand that these Certifications are material representations of fact upon which reliance will be placed if this contract is awarded and that failure to comply with these Certifications is a fraudulent act.

By my initials below, I certify that the Offeror and all Subcontractors identified in the Proposal shall comply with all requirements for the following items as explained in the Standard Provisions Booklet:

- [ X ] Alaska Licenses and Registrations.
[ X ] Insurance, including Workers' Compensation, Comprehensive or Commercial General Liability, and Comprehensive Automobile Liability.
[ X ] Professional Liability Insurance as follows:
[X] As available.
[ ] Minimum of \$300,000.
[ ] Certification for Federal-Aid Contracts Exceeding \$100,000 (DOT&PF Form 25A262 Appendix A, General Conditions)

X \_\_\_\_\_
Signature and Date

Name.....:
Title .....:
Offeror (Firm) .....:
Street or PO Box .....:
City, State, Zip.....:
Telephone - Voice .....:
Telephone - Fax.....:
Email Address.....:

Federal Tax Identification No. ....:
Type of Firm (Check one of the following):
[ ] Individual [ ] Partnership
[ ] Corporation in state of.....:
[ ] Other (specify) .....

Alaska Business License # \_\_\_\_\_
Alaska Professional License # \_\_\_\_\_

END OF PART B