

**STATE OF ALASKA
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

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

[per AS 36.30.320(a)]

Project Name & No.: <u>Repair Parachute Hoist Switches;</u> <u>IFQ 09-005-25</u> Location: <u>BLDG 17455 Pararescue Facility</u> <u>17455 Airlifter Dr.</u> <u>JBER, AK 99506</u>	Procurement Agency and Address: <u>DMVA/DAS Procurement</u> <u>49000 Army Guard Rd. Ste. B105B</u> <u>JBER, AK 99505</u>
Procurement Officer: <u>Jannah Cayetano</u>	Date of Issuance: <u>4/9/2025</u>
DESCRIPTION OF WORK, REQUIRED COMPLETION DATE, LISTING OF ATTACHMENTS: See Scope of Work.	
The Project cost estimate is: <input type="checkbox"/> under \$25,000 <input checked="" type="checkbox"/> \$25,000 - \$50,000 <input type="checkbox"/> \$50,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$200,000 ^{1,2} 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): are <input type="checkbox"/> are not <input checked="" type="checkbox"/> required on this project.	
The following insurance coverages are required: <input checked="" type="checkbox"/> Workers Comp <input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Automobile	
<u>Bonding Requirement:</u> Bid Bond, Payment Bond, & Performance Bond are <input type="checkbox"/> are not <input checked="" type="checkbox"/> 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 <u>2:00 p.m.</u> Alaska local time on the <u>21</u> day of <u>April</u> , <u>2025</u> . 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: <u>Jannah Cayetano, Procurement Specialist 3</u> , at: <u>MvaDasProcurement@alaska.gov</u> . 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 <i>Instructions to Offerors</i> , page 2 of this form, prior to submitting their quote.	
<input type="checkbox"/> - VERBAL QUOTES SHALL BE GIVEN TO _____ AT THE ABOVE NOTED TELEPHONE NUMBER, PRIOR TO THE STATED DEADLINE. (See above Bonding Requirements .)	
<input checked="" type="checkbox"/> - 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:	
<u>Quote for Project:</u> Name: <u>Repair Parachute Hoist Switches</u> Number: <u>IFQ 09-005-25</u> Attn: <u>DMVA DAS Procurement</u>	<u>Procurement Agency Address:</u> <u>49000 Army Guard Road Ste. B105B</u> <u>JBER, AK 99505</u> Email: <u>MvaDasProcurement@alaska.gov</u>
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:

1. **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.

2. **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 nonresponsive, 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
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**SMALL PROCUREMENT QUOTE SUBMITTAL
(CONSTRUCTION RELATED)**

[per AS 36.30.320(a)]

Project Name & No.: <u>Repair Parachute Hoist Switches;</u> <u>IFQ 09-005-25</u>	Procurement Agency and Address: <u>DMVA/DAS Procurement</u> <u>49000 Army Guard Rd. Ste. B105B</u> <u>JBER, AK 99505</u>
Location: <u>BLDG 17455 Pararescue Facility</u> <u>17455 Airlifter Dr.</u> <u>JBER, AK 99506</u>	

Procurement Officer: <u>Jannah Cayetano</u> <u>Email: MvaDasProcurement@alaska.gov Phone: 907-428-7222</u>	Date of Issuance: <u>4/9/2025</u> Bid is Due: <u>4/21/2025</u>
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QUOTE: Offerors must read all attachments to this schedule. _____

See Scope of Work.

QUOTE AMOUNT \$ _____.

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: _____

2. What percent of the total value of this contract would you subcontract? _____
3. Would you purchase any equipment for use on this project: Yes No
 If yes, describe type, quantity, and approximate cost: _____

4. Would you rent any equipment for this work? Yes No
 If yes, describe type, quantity, and approximate cost: _____

5. Is your proposal based on firm offers for all materials for this project? Yes No
 If no, please explain: _____

C. EXPERIENCE

1. Have you had previous construction contracts or subcontracts with the State of Alaska?
 Yes No
 Describe the most recent or current contract, its completion date, and scope of work:

2. List, as an attachment to this questionnaire, other construction projects you have completed; the dates of completion, scope of work, and total contract amount for each project completed in the past 12 months.

I hereby certify that the above statements are true and complete.

 Contractor Name

 Signature

 Date

 Name and Title of Person Signing

Scope of Work

Repair Parachute Hoist Switches

Joint Base Elmendorf-Richardson, Alaska

Invitation for Quotes (IFQ) # 09-005-25

Scope of Work

The Department of Military and Veterans Affairs (DMVA), Alaska Air National Guard requires replacement of thirty-two (32) parachute hoist switches with push button style switches to operate parachute systems' tower hoists. The hoist system is currently actuated through key operated switches. Over time, these switches have become inoperable due to keys constantly breaking while personnel were performing parachute repair and maintenance. Push button switches will replace the keyed operated switch system, providing a maintenance free system.

The contractor shall demolish the existing key-operated switch system. The government will have the first right of refusal for the demolished equipment. The contractor shall provide the equipment's Operations and Maintenance Manual, along with Warranty Information, prior to final payment.

Project Location

BLDG 17455 Pararescue Facility
17455 Airlifter Dr.
JBER, AK 99506

Worksite Inspection

Potential offerors are encouraged to visit the worksite so they can see the conditions and areas under which the work described will be performed. Offeror's failure to visit the worksite will in no way relieve the offeror of the responsibility of performing the work in strict compliance with the true intent and meaning of the terms, conditions and specifications of this solicitation. The worksite may be inspected by contacting Abigail McSorley by phone at 907-552-0086 or via email at Abigail.Mcsorley@us.af.mil.

Project Completion Deadline

This project must be completed no later than 30 days after the award. The Contractor is responsible for notifying the DMVA Project Manager or Designee prior to mobilization/beginning operations, any time operations shut down or begin during the contract period, following completion of operations, and when all equipment is demobilized from the project site. The Contractor can request an extension of time from the DMVA Project Manager or Designee for completion of work, due to unforeseen weather conditions prohibiting work. Any extension for completion of services must be approved in writing by the Procurement Specialist via written change order to the contract.

Contractor Responsibilities

1. Provide all necessary materials, equipment, labor, maintenance, and transportation to complete the scope of work;
2. Provide equipment and operator capable of performing work;
3. Mobilization/Demobilization;
4. Obtaining all required permits and licenses prior to beginning work;
5. Demobilize and clean-up of work site. All areas will be left in as clean or better condition than when the Contractor arrived. All construction debris is to be removed from the construction site;
6. Adhere to indemnification and insurance requirements outlined in this solicitation during the life of the contract.
7. All work will be in accordance with Unified Facility Code and Department of Defense specifications and criteria found at <https://wbdg.org/ffc/dod>.
8. Contractor, subsequent employees, and subcontractors entering installation as part of this contract will abide by all instructions and directives of JBER.

Mobilization and Demobilization

Mobilization and demobilization costs must be included in the quote prices offered for this Invitation for Quotes.

Problems and/or Discrepancies

If at any time contract operations do not meet DMVA standards, the problem or discrepancy will be brought to the attention of the Contractor. Upon such notice, the Contractor will take expedient actions to remedy the discrepancy to standards using methods identified by DMVA. Failure to correct operational problems in a timely manner will result in the termination of the Contractor on the project. DMVA will then determine if any fiscal compensation for work completed is appropriate for payment to the Contractor.

Contractor Representative

During all periods of operation, the Contractor shall have a representative in the contract area authorized to act on his/her behalf in response to notices and instructions given by the DMVA Project Manager or Designee regarding performance of this contract.

Contract Scheduling

Contractor will be required to submit an operating plan to the DMVA Project Manager or Designee for approval prior to construction services beginning. The operating plan will identify all

timelines, hours of operation, areas of concern, procedures for mitigating potential safety issues, equipment to be used, names of personnel working on the project, and contact numbers. In addition, the contractor shall submit a monthly Progress Schedule (AF Form 3064) to the DMVA Project Manager or designee for approval and tasks shall match work schedule previously submitted. The work schedule under this contract will be included in the operating plan and approved by the DMVA Project Manager or Designee.

Contractor must provide the DMVA Project Manager or Designee the work schedule 5 days prior to commencing work and it shall describe major work items with corresponding projected completion dates. Normal work hours will be 7:30 AM to 4:30 PM Monday through Friday and deviations from this schedule will be coordinated with the DMVA Project Manager or Designee at least two days in advance. Contractor is not required to work on Federal or State holidays. Contractor is responsible for formatting submittals in accordance with United Facilities Guide Specifications (UFGS) 01 33 00 Submittal Procedures and for providing copies of all required permits, licenses, and certificates required to perform and complete work to the DMVA Project Manager.

Subcontractors

A list of subcontractors must be provided along with the offerors quote.

New Equipment

Equipment offered in response to this IFQ must be new equipment. New equipment means equipment that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The equipment must be warranted as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration), prior to its sale to the state. The state will not accept remanufactured, used, or reconditioned equipment. It is the contractor's responsibility to ensure that each piece of equipment delivered to the state complies with this requirement. A contractor's failure to comply with this requirement will cause the state to seek remedies under breach of contract.

Pre-Construction Meeting

A pre-construction meeting will be required before the Contractor begins construction services. The Contractor will coordinate a date/time with the DMVA Project Manager or Designee to conduct the pre-construction meeting.

Contract Cost

The value of this contract shall not exceed \$27,000.00 unless approved in writing by the DMVA Project Manager or Designee and a written change order to the contract issued by the Procurement Specialist.

Method of Award

Award shall be made based on the lowest responsive and responsible quote.

Invitation for Quotes – Deadline for Receipt of Questions

Questions regarding this Invitation for Quotes shall be sent via email to MvaDasProcurement@alaska.gov.

Invitation for Quotes – Deadline for Receipt of Quotes

Quotes shall be sent to MvaDasProcurement@alaska.gov. The deadline for submission of quotes is 2:00 p.m. AKST on April 21, 2025. Quotes received after this deadline shall be deemed non-responsive.

Contract Administration

Contract administration will be the responsibility of the DMVA Procurement Specialist. The DMVA Procurement Specialist may be contacted by email at MvaDasProcurement@alaska.gov. Only the Procurement Specialist has full authority to alter, amend, or change a contract resulting from this Invitation for Quotes.

Inspection and 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 DMVA Project Manager or Designee, responsible for coordinating this project. DMVA may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. DMVA may instruct the Contractor to make corrections or modifications if needed in order 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 DMVA to terminate the contract. In this event, DMVA may require the Contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

Contract Changes – Unanticipated Change Orders

During the course of the 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 DMVA Project Manager or Designee will provide the Contractor a written description of the additional work and request the Contractor to submit a firm time schedule and price for accomplishing the additional work. Cost and pricing data must be provided to justify the cost of such change orders per AS 36.30.400. The Contractor will not commence additional work until DMVA has secured any required approvals necessary for the change order and issued a written change order.

Termination for Default

If the DMVA Project Manager or Designee 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, DMVA may, by providing written notice to the Contractor, terminate the Contractor's right to proceed with part or all of the remaining work.

Payment of Work

Complete payment will be made 1) upon completion of the project to the satisfaction of the DMVA Project Manager or Designee 2) upon receipt of the Contractor's original, accurate and complete invoice, 3) upon receipt of an approved Notice of Completion from the Department of Labor and Workforce Development and 4) and a Final Completion letter issued by DMVA.

DMVA Invoice Recipient

Contractor shall send invoices to:

Attn: Alaska Air National Guard

PO Box 5800

JBER, Alaska 99505

Phone: 907-720-9897

E-mail: melissa.sprague.long@alaska.gov

Questions concerning payment must be addressed to the DMVA point of contact identified above.

DMVA Project Manager

The DMVA Project Manager is responsible for monitoring the operations and performance of the Contractor for contract compliance, and to coordinate actions and communications between DMVA and the Contractor. The DMVA Project Manager for this project is:

Attn: Capt. Abigail McSorley

7252 Gibson Avenue

JBER, Alaska 99506

Phone: 907-552-0086

E-mail: abigail.mcsorley@us.af.mil