

**STATE OF ALASKA ITB NUMBER 2026-2000-0016  
AMENDMENT #1**

***RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:***



Department of Corrections  
Division of Administration  
550 W. 7<sup>th</sup> Avenue, Suite 1800  
Anchorage, AK 99501

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: June 4, 2025**


**ITB TITLE: Courier Services**

**ORIGINAL ITP OPENING DATE AND TIME: June 4, 2025, Wednesday, at 2:00 PM, ALASKA TIME.**

The Following changes / additions are required:

1. ITB Deadline has been extended until: **June 6, 2025, Friday at 2:00 PM, Alaska Time.**
2. ADDITION AND DELTION OF DELIVERY LOCATION TO THE CONTRACT: Addition and Deletion of the delivery location to the contract shall not be made without the prior written approval of the Contracting Officer.
3. Delete the original ITB Attachment 1 BID SCHEDULE, Page 38 and its entirety. Replace with attached amended Bid Schedule (2 pages).

**In order for your bid to be considered responsive, you need to sign and return this amendment page, in addition to your original bid, must be received by the issuing office of the Division of Administration prior to the time set for the bid opening.**

  
\_\_\_\_\_  
Allan Oyao  
Procurement Officer  
PHONE: (907) 269-5910  
Email: [allan.oyao@alaska.gov](mailto:allan.oyao@alaska.gov)

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**FOR STATE USE ONLY - THIS AMENDMENT COVERS PR# 20-002-26**

## BID SCHEDULE – Amendment #1

### Revised

#### ITB 2026-2000-0016 – Courier Services

Bidders must completely fill out the bid schedule. Incomplete bid schedules may be found non-responsive, and the bid rejected. The bid schedule Unit Price is used to establish subsequent contract rates. **Rates shall remain firm for the life of the contract.** The department doesn't guarantee a minimum or maximum amount to be paid to the contractor. The contractor shall bill for services requested by the department to perform. Partial years, months, or weeks shall be prorated.

The contractor must enter rates that include all direct and indirect costs, such as employee wages, insurance, vehicles, and fuel. The contractor shall not bill the department other than the rates entered below. Quantities listed cannot be changed by the bidder; if changes are made, the bid will be deemed non-responsive.

The quantities listed in the **Scheduled Services** are current annual needs, and the contractor shall provide them unless directed otherwise by the project manager.

The quantities listed in the **As Needed Services** are estimated annual needs; actual quantities may vary.

| Scheduled Services |   |      |     |   |            |   |                |
|--------------------|---|------|-----|---|------------|---|----------------|
| Item               | Description of Services   | Unit | QTY |   | Unit Price |   | Extended Price |
| 1                  | Central Office – Anchorage Correctional Center – East, Round-trip daily service.                                    | MO   | 12  | X | \$         | = | \$             |
| 2                  | Central Office – Anchorage Correctional Center – West, Round-trip daily service.                                    | MO   | 12  | X | \$         | = | \$             |
| 3                  | Central Office – Pre-Sentence Enforcement Division, Bayview Bldg.- Round-trip daily service.                        | MO   | 12  | X | \$         | = | \$             |
| 4                  | Central Office – Statewide Presentence Unit * Interstate Compact - Carr Gottstein Bldg. - Round-trip daily service. | MO   | 12  | X | \$         | = | \$             |
| 5                  | Central Office – Electronic Monitoring, Round-trip daily service.   | MO   | 12  | X | \$         | = | \$             |
| 6                  | Central Office – (800 A) Adult Probation Office, Suite 100, Round-trip daily service.                               | MO   | 12  | X | \$         | = | \$             |
| 7                  | Central Office – (800 A) HARS EDU / Re-entry, Suite 204, Tuesdays and Thursdays Only                                | MO   | 12  | X | \$         | = | \$             |

| 8   | Central Office – Medical, Atwood Bldg. - Round-trip daily service.                  | MO   | 12  | X | \$         | = | \$             |
|---|---|------|-----|---|------------|---|----------------|
| 9   | Central Office – Palmer State Office Bldg. (PSOB) Round-trip daily service          | MO   | 12  | X | \$         | = | \$             |
| <b>TOTAL BID AMOUNT (Items 1 through 9 will be evaluated)</b>   |   |      |     |   |            |   | <b>\$</b>      |
| <b>As Needed Services Only (one-way)</b>  |   |      |     |   |            |   |                |
| Item  | Description of Services   | Unit | QTY |   | Unit Price |   | Extended Price |
| 1   | ACC - East & West – State Medical Lab Run   | EA   | 52  | X | \$         | = | \$             |
| 2   | HMCC – State Medical Lab  | EA   | 52  | X | \$         | = | \$             |
| 3   | Additional runs in the Anchorage Bowl   | EA   | 52  | X | \$         | = | \$             |
| 4   | Additional runs outside the Anchorage Bowl and Eagle River (rare but may be needed) | Mile | 150 | X | \$         | = | \$             |
| <b>TOTAL BID AMOUNT<br/>(As needed Services Only, items 1 through 4 will <u>not</u> be evaluated)</b> |   |      |     |   |            |   | <b>\$</b>      |