

# STATE OF ALASKA

## INVITATION TO BID (ITB)



### PARKING LOT SNOW REMOVAL & SUMMER SWEEPING – CENTRAL REGION

#### ITB 2526C006

ISSUED 08/21/25

THIS ITB WILL RESULT IN PARKING LOT SNOW REMOVAL AND SUMMER SWEEPING FOR THE ATWOOD, LPPG, GMC, VIKING DRIVE AND PSOB LOCATIONS.

**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 below if you desire to receive notification of subsequent amendments to the solicitation.

**BIDDER'S NOTICE:** By signature on this form, the bidder certifies that they comply with the following:

- (1) the bidder has a valid Alaska business license or will obtain one prior to award of any contract resulting from this ITB. If the bidder possesses a valid Alaska business license, the license number must be written below or one the following forms of evidence must be submitted with the bid:
  - a canceled check for the business license fee;
  - a copy of the business license application with a receipt date stamp from the State's business license office;
  - a receipt from the State's business license office for the license fee;
  - a copy of the bidder's valid business license;
  - a sworn notarized affidavit that the bidder has applied and paid for a business license;
- (2) the price(s) submitted was arrived at independently and without collusion, under penalty of perjury, and that the bidder is complying with:
  - the laws of the State of Alaska;
  - the applicable portion of the Federal Civil Rights Act of 1964;
  - the Equal Employment Opportunity Act and the regulations issued thereunder by the state and federal government;
  - the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the state and federal government;
  - the bid will remain open and valid for at least 90 days;
  - all terms and conditions set out in this Invitation to Bid (ITB).

If a bidder does not hold an Alaska Business License (1) at the time designated in the ITB for opening the state will disallow the Alaska Bidder Preference. Bids must also be submitted under the name as appearing on the bidder's current Alaska business license in order to receive the Alaska Bidder Preference. If a bidder fails to comply with (2) of this paragraph, the state may reject the bid, terminate the contract, or consider the contractor in default.

#### DEPARTMENT OF TRANSPORTATION

#### DIVISION OF PROGRAM MANAGEMENT & ADMINISTRATION

PROCUREMENT OFFICER:

**BEN WRIGHT**

PHONE: (907) **269-0811**

EMAIL: **BEN.WRIGHT@ALASKA.GOV**

COMPANY SUBMITTING BID

AUTHORIZED SIGNATURE

PRINTED NAME

DATE

## **SECTION 1. INTRODUCTION & INSTRUCTIONS**

### **SEC. 1.01 PURPOSE OF THE ITB**

The Department of Transportation and Public Facilities, Division of Program Management and Administration, is soliciting bids for Winter Maintenance and Summer Sweeping for the Atwood, LPPG, GMC, Viking Drive and PSOB locations.

### **SEC. 1.02 BUDGET**

Payment for the contract is subject to funds already appropriated and identified.

### **SEC. 1.03 DEADLINE FOR RECEIPT OF BIDS**

Bids must be received no later than **2:00 PM** Alaska Time on **09/11/25**, at which time they will be publicly opened. Late bids or amendments will be considered non-responsive and will not be opened or accepted for evaluation.

### **SEC. 1.04 PRIOR EXPERIENCE**

No specific minimums have been set for this ITB.

### **SEC. 1.05 REQUIRED REVIEW**

Bidders shall carefully review this ITB for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material in the ITB should be made in writing and received by the procurement officer at least ten days before the deadline for receipt of bids. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of bidders' prices.

### **SEC. 1.06 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF BIDS**

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing. Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the ITB. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the ITB. The procurement officer will make that decision.

### **SEC. 1.07 SITE INSPECTION**

Potential bidders are encouraged to visit the work site so that they can see the conditions under which the work described in this ITB will be performed. The bidder's failure to visit the work site will in no way relieve the bidder of the responsibility of performing the work in strict compliance with the true intent and meaning of the terms, conditions, and specifications of this ITB.

The scheduled Site Inspections will be **September 2 and September 3, 2025 @ 1:00 PM**. The **September 2** Site Inspection will be the **Palmer State Office Building (PSOB)**, at **515 East Dahlia Ave, Palmer**, and the **September 3** Site Inspection will start at the **Robert B. Atwood Building, located at 550 West 7<sup>th</sup> Ave.**, outside the front of the building. The Site Inspection will continue to the remaining locations.

**SEC. 1.08 RETURN INSTRUCTIONS**

Bidders must submit one hard copy of their entire bid, in writing, to the procurement officer in a sealed package. The sealed bid package must be addressed as follows:

Department of Transportation & Public Facilities,  
Central Region Procurement Supplies & Services  
Attention: **Ben Wright**  
Invitation to Bid (ITB) Number: **2526C006**  
ITB Title: **Winter Maintenance & Summer Sweeping**  
2200 East 42nd Ave. Room 110  
Anchorage, Alaska 99508

If submitting your bid via email, the entire bid may be emailed to [dotcrprocurement@alaska.gov](mailto:dotcrprocurement@alaska.gov) and must contain the ITB number in the subject line of the email. The **maximum** size of a single email (including all text and attachments) that can be received by the state is **10mb (megabytes)**. If the email containing the bid exceeds this size, the bid must be sent in multiple emails that are each less than 10 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Like sending a hard copy bid, if you are emailing your bid, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of bids.

It is the bidder's responsibility to contact the issuing agency at 907-269-0796 to confirm that the entire bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

**SEC. 1.09 ASSISTANCE TO BIDDERS WITH A DISABILITY**

The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a bid should contact the Procurement Officer no later than ten days prior to the closing of the bid to make any necessary arrangements.

**SEC. 1.10 AMENDMENTS TO BIDS**

Amendments to or withdrawals of bids will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of bids, in accordance with 2 AAC 12.140. No amendments or withdrawals will be accepted after the deadline unless the delay is due to an error of the contracting agency, in accordance with 2 AAC 12.160.

**SEC. 1.11 AMENDMENTS TO THE ITB**

If an amendment is issued before the deadline for receipt of bids, the amendment will be posted on the State of Alaska Online Public Notice (OPN) website. The link to the posting of the amendment will be provided to all who were notified of the ITB and to those who have registered with the procurement officer after receiving the ITB from the OPN.

**SEC. 1.12 ITB SCHEDULE**

The ITB schedule below represents the State of Alaska’s best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of bids, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

ACTIVITY	TIME	DATE
Issue Date / ITB Released		08/21/25
Site Visits	1:00 PM	9/02 & 9/03/25
Deadline for Receipt of Bids / Bid Due Date	2:00 PM	09/11/25
Bid Evaluations Complete		09/17/25
Notice of Intent to Award		09/18/25
Contract Issued		09/30/25

This ITB 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 Transportation and Public Facilities, 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. 1.13 ALTERNATE BIDS**

Bidders may only submit one bid for evaluation. In accordance with 2 AAC 12.830 alternate bids (bids that offer something different than what is asked for) will be rejected.

**SEC. 1.14 SUPPORTING INFORMATION**

Provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the state reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products or services offered completely meet the ITB requirements. The requirement for such supplemental information will be at the reasonable discretion of the state and may include the requirement that a bidder will provide a sample product(s) so that the state can make a first-hand examination and determination.

A bidder's failure to provide this supplemental information or the product sample(s), within the time set by the state, may cause the state to consider the offer non-responsive and reject the bid.

**SEC. 1.15 FIRM, UNQUALIFIED, AND UNCONDITIONAL OFFER**

To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB, and which must be complied with at risk of bid rejection for non-responsiveness.

## SECTION 2. SCOPE OF WORK AND CONTRACT INFORMATION

### SEC. 2.01 SCOPE OF WORK

See attachment B.

### SEC. 2.02 CONTRACT TERM

The length of the contract will be from **date of award** (approximately **October 1, 2025**), through **September 30, 2027** (the first term being **two (2)** years, with the option to renew for **two (2)** additional **two (2)** year terms under the same terms and conditions as the original contract. Renewals will be exercised at the sole discretion of the state. If all option years are exercised by the State, the total contract length will be six years.

Unless otherwise provided in this ITB, the State and the successful bidder/contractor agree: (1) that any extension of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) the procurement officer will provide notice to the contractor of the intent to cancel such month-to-month extension at least 30 days before the desired date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

### SEC. 2.03 CONTRACT TYPE

This contract is a **Firm Fixed Price** contract.

### SEC. 2.04 PAYMENT FOR STATE PURCHASES

No payment will be made until the contract is approved by the Commissioner of the Department of Transportation and Public Facilities 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.

Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

### SEC. 2.05 ELECTRONIC PAYMENTS

The State of Alaska prefers vendors receive payment via Electronic Funds Transfer (EFT). Bidders may review information concerning the EFT process and access the [Electronic Payment Agreement Form for Vendors](https://doa.alaska.gov/dof/vendor.html) at the following link: <https://doa.alaska.gov/dof/vendor.html>. Method of payment is not a factor in the State's determination for award.

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

**SEC. 2.06     PROMPT PAYMENT FOR STATE PURCHASES**

The state is eligible to receive a **5%** discount for all invoices paid within **15** business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

**SEC. 2.07     CONTRACT ADMINISTRATION**

The administration of this contract is the responsibility of the Project Manager, Matt Cruickshank or person appointed by the Department of Transportation, Division of Project Management and Administration.

**SEC. 2.08     CONTRACT PRICE ADJUSTMENTS**

A contract resulting from this ITB will include the following price adjustment clause:

The contractor may request a 3% percentage price increase adjustment in writing 30 days prior to the contract renewal date. If a contractor fails to request a percentage price increase adjustment 30 days prior to the renewal date, the adjustment will be effective 30 days after the state receives their written request.

Said price increase may not under any circumstances exceed three (3) percent of the unit price of the contract for the preceding 12 months. No retroactive contract price adjustments will be allowed.

The contractor may be required to provide the procurement officer with clear and convincing evidence satisfactory to the state that all the following conditions exist:

1. the increase is the result of increased costs from the manufacturer and not costs under the contractor's control.
2. the increase will not produce a higher profit margin for the contractor than that on the original contract.
3. the increase affects only certain items that are clearly identified by the contractor.

Some acceptable forms of the evidence referred to above may take the form of a certified invoice from the manufacturer. The price increase evidence provided by the contractor shall be independently verified and approved by the procurement officer or contract administrator prior to the effective date of the price increase.

**SEC. 2.09 CONTRACT PERFORMANCE LOCATION**

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

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

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 bid as non-responsive or cancel the contract.

**SEC. 2.10 THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED**

Because of the additional administrative and accounting time required of the state when third party financing agreements are permitted, they will not be allowed under this contract.

**SEC. 2.11 SUBCONTRACTORS**

See Scope of Work.

**SEC. 2.12 JOINT VENTURES**

See Scope of Work.

**SEC. 2.13 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. 2.14 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES**

The contractor is responsible for providing all products or the completion of all work set out in the contract. All products or work is subject to inspection, evaluation, and approval by the state. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The state 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 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 products or work received) and may seek associated damages.

**SEC. 2.15 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 state 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 required state approvals necessary and issued a written contract amendment.

**SEC. 2.16 CONTINUING OBLIGATION OF CONTRACTOR**

Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance, and parts availability requirements have completely expired.

**SEC. 2.17 BILLING INSTRUCTIONS**

Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order. The state will make payment after it receives the goods or services and the invoice. Questions concerning payment must be addressed to the ordering agency.

**SEC. 2.18 ESTIMATED QUANTITIES**

The quantities referenced in this ITB are estimated requirements and may vary more or less from the quantities actually purchased. The State does not guarantee any minimum or maximum purchase. Orders will be issued throughout the contract period on an as-needed basis.

**SEC. 2.19 NONDISCLOSURE AND CONFIDENTIALITY**

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 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. 2.20 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.

**SEC. 2.21 INSURANCE**

Without limiting the contractor's indemnification, it is agreed that the 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 contract approval 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.

**Proof of insurance is required for the following:**

- 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 \$3,000,000 combined single limit per occurrence. The Contractor must name the State of Alaska as an additional insured on the policy, and waive subrogation rights.
- Commercial Automobile Liability Insurance: covering all vehicles used by the contractor in the performance of services under this agreement with minimum coverage limits of \$2,000,000 combined single limit per occurrence. The Contractor must waive subrogation rights against the State of Alaska.

## SECTION 3. BID FORMAT AND CONTENT

### SEC. 3.01 BID FORMS

Bidders shall use the front page of this ITB, the Bid Submission Cover Sheet, and any other forms identified in this ITB for submitting bids. All bids must be signed by an individual authorized to bind the bidder to the provisions of the ITB.

#### BIDDER'S CERTIFICATION

By signature on the bid, the bidder certifies that they comply with the following:

- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the state and federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the state and federal government and certifies that programs, services, and activities provided to the general public on behalf of the State under a contract resulting from this solicitation comply with the Americans with Disabilities Act of 1990, 28 CFR, Part 35, Subpart B 35.130;
- E. all terms and conditions set out in this ITB;
- F. the price(s) submitted was arrived at independently arrived and without collusion, under penalty of perjury; and
- G. that the bid will remain open and valid for at least 90 days.

If any bidder fails to comply with [a] through [g] of this paragraph, the state reserves the right to disregard the bid, terminate the contract, or consider the contractor in default.

#### CONFLICT OF INTEREST

Each bid shall include a statement indicating whether the company or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to **consider a bid non-responsive and reject it** or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the contract to be performed by the bidder.

### SEC. 3.02 PRICES

The bidder shall state prices in the units of issue on this ITB. Prices quoted in bids must be exclusive of federal, state, and local taxes. If the bidder believes that certain taxes are payable by the state, the bidder may list such taxes separately, directly below the bid price for the affected item.

## SECTION 4. EVALUATION AND CONTRACTOR SELECTION

### SEC. 4.01 EVALUATION OF BIDS

After bid opening, the procurement officer will evaluate the bids for responsiveness. Bids deemed non-responsive will be eliminated from further consideration. An evaluation may not be based on discrimination due the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the bidder.

### SEC. 4.02 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder and Alaska Veteran preferences are the most common preferences involved in the ITB 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/policy-oversight/policy-resources/user-guide-matrixes/>

- Alaska Military Skills Program Preference – AS 36.30.321(I)
- 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)

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. Bidders must attach a copy of their certification letter to the proposal. **A bidder's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

### SEC. 4.03 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the total bid price. The preference will be given to a bidder who:

- 1) holds a current Alaska business license prior to the deadline for receipt of bids;
- 2) submits a bid for goods or services under the name appearing on the bidder's current Alaska business license;

- 3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid;
- 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**

To receive the Alaska Bidder Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

**SEC. 4.04 ALASKA VETERAN PREFERENCE**

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the total bid price. The preference will be given to a bidder 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**

To receive the Alaska Veteran Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

**SEC. 4.05 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.

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 Military Skills Program Preference Certification**

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

In addition, proof of graduation of the qualifying employee from an eligible program as described in AS 36.30.321(l) must be provided to the Procurement Officer at time of bid submission. Bidders must provide clarification or additional information requested by the Procurement Officer related to the preference not later than 5:00 PM Alaska Time one (1) business day following the date of the request. Failure to provide sufficient documentation will result in the bidder not receiving the Military Skills Program Preference.

### **SEC. 4.06 EMPLOYMENT PROGRAM PREFERENCE**

If a bidder qualifies for the Alaska Bidder Preference and is offering goods or services through an employment program as defined under AS 36.30.990(12), an Employment Program Preference of 15% will be applied to the total bid price.

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.

### **SEC. 4.07 ALASKANS WITH DISABILITIES PREFERENCE**

If a bidder qualifies for the Alaska Bidder Preference and is a qualifying entity as defined in AS 36.30.321(d), an Alaskans with Disabilities Preference of 10% will be applied to the total bid price.

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.

### **SEC. 4.08 PREFERENCE QUALIFICATION LETTER**

Regarding the Employment Program Preference and the Alaskans with Disabilities Preference, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists companies who qualify for those preferences. As evidence of a company's right to the preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences, a bidder must be on the appropriate Division of Vocational Rehabilitation list at the time the bid is opened and must attach a copy of their certification letter to their bid. The bidder's failure to provide this certification letter with their bid will cause the state to disallow the preference.

**SEC. 4.09 EXTENSION OF PRICES**

In case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.

**SEC. 4.10 METHOD OF AWARD**

Award will be made by lot to the lowest responsive and responsible bidder. There are **four (4)** lots. To be considered responsive for a lot, bidders must bid on all items within that lot.

**SEC. 4.11 NOTICE OF INTENT TO AWARD**

After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. This tabulation, called a Notice of Intent to Award, serves two purposes. It lists the name of each company or person that offered a bid and the price they bid. It also provides notice of the state's intent to award a contract(s) to the bidder(s) indicated. A copy of the Notice of Intent will be sent to each company or person who responded to the ITB. Bidders identified as the apparent low responsive bidders are instructed not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the procurement officer. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the procurement officer does so without a contract and at their own risk.

## SECTION 5. GENERAL PROCESS AND LEGAL INFORMATION

### SEC. 5.01 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, a bidder must hold a valid Alaska business license. However, to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaskans with Disabilities Preference, a bidder must hold a valid Alaska business license prior to the deadline for receipt of bids. Bidders should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the bidder possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license,
- certification on the bid that the bidder has a valid Alaska business license and has included the license number in the bid,
- 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 bidder has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time bids 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 bids, all bidders must hold any other necessary applicable professional licenses required by Alaska Statute.

### SEC. 5.02 AUTHORITY

This ITB is written in accordance with AS 36.30 and 2 AAC 12.

### SEC. 5.03 COMPLIANCE

In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.

**SEC. 5.04 SUITABLE MATERIALS, ETC.**

Unless otherwise specified in this ITB, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model, or crop and of recent manufacture.

**SEC. 5.05 SPECIFICATIONS**

Unless otherwise specified in this ITB, product brand names or model numbers specified in this ITB are examples of the type and quality of product required and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

**SEC. 5.06 ITEM UPGRADES**

The state reserves the right to accept upgrades to models on the basic contract when the upgrades improve the way the equipment operates or improve the accuracy of the equipment. Such upgraded items must be at the same price as the items in the basic contract.

**SEC. 5.07 WORKMANSHIP AND MATERIALS**

All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the service, maintenance, and inspections. Service, maintenance, and inspections that are improperly done will be redone, by the contractor, at the contractor's risk and expense.

**SEC. 5.08 CONTRACTOR SITE INSPECTION**

The state may conduct on-site visits to evaluate the bidder's capacity to perform the contract. A bidder must agree, at risk of being found non-responsive and having its bid 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. 5.09 ORDER DOCUMENTS**

Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The state is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the state under this ITB. Unless otherwise specified in this ITB, the State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.

**SEC. 5.10 HUMAN TRAFFICKING**

By signature on their bid, the bidder certifies that the bidder 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: <http://www.state.gov/j/tip/>



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

### **SEC. 5.11 RIGHT OF REJECTION**

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

Bidders may not qualify the bid nor restrict the rights of the state. If a bidder does so, the procurement officer may determine the bid to be a non-responsive counteroffer and the bid 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 bidders,
- do not change the meaning or scope of the ITB,
- 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 is determined to be in the state's best interest.

**A bid from a debarred or suspended bidder shall be rejected.**

### **SEC. 5.12 STATE NOT RESPONSIBLE FOR PREPARATION COSTS**

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

### **SEC. 5.13 DISCLOSURE OF BID CONTENTS**

All bid prices become public information at the bid opening. After the deadline for receipt of bids, all other bid 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 other bid information will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, bids will become public information.

The Office of Procurement and Property Management (OPPM), or their designee recognizes that some information a bidder submits might be confidential under the United States or the State of Alaska Constitution, a federal statute or regulation, or a State of Alaska statute: i.e., might be confidential business information (CBI).

See, e.g., article 1, section 1 of the Alaska Constitution; AS 45.50.910 – 45.50.945 (the Alaska Uniform Trade Secrets Act); *DNR v. Arctic Slope Regional Corp.*, 834 P.2d 134, 137-39 (Alaska 1991). For OPPM or their designee to treat information a bidder submits with its bid as CBI, the bidder must do the following when submitting their bid: (1) mark the specific information it asserts is CBI; and (2) for each discrete set of such information, identify, in writing, each authority the bidder asserts make the information CBI. If the bidder does not do these things, the information will become public after the Notice of Intent to Award is issued. If the bidder does these things, OPPM or their designee will evaluate the bidder's assertion upon receiving a request for the information. If OPPM or their designee reject the assertion, they will, to the extent permitted by federal and State of Alaska law, undertake reasonable measures to give the bidder an opportunity to object to the disclosure of the information.

#### **SEC. 5.14 ASSIGNMENTS**

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. Bids that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

#### **SEC. 5.15 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)**

The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party.

For the purposes of this ITB, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

#### **SEC. 5.16 DEFAULT**

In case of default by the contractor, for any reason whatsoever, the state may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

#### **SEC. 5.17 DISPUTES**

If the contractor has a claim arising in connection with the contract 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.

#### **SEC. 5.18 SEVERABILITY**

If any provision of the contract or agreement is found to be invalid or 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. 5.19 CONTRACT CANCELLATION**

- 1) The state reserves the right to cancel the contract at its convenience upon **30** calendar days written notice to the contractor. The state is only liable for payment in accordance with the payment provisions of this contract for supplies or services provide before the effective date termination.
- 2) By signature on their bid, the bidder certifies that they will not support or participate in a boycott of the State of Israel. Failure to comply with this requirement may cause the state to reject the bid as non-responsive or cancel the contract.

**SEC. 5.20 GOVERNING LAW; FORUM SELECTION**

A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by Section 5.15 of this ITB, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

**SEC. 5.21 QUALIFIED BIDDERS**

Per 2 AAC 12.875, unless provided for otherwise in the ITB, to qualify as a bidder for award of a contract issued under AS 36.30, the bidder 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 ITB.

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

**SEC. 5.22 FEDERALLY IMPOSED TARIFFS**

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased federal excise tax or duty that may result in either an increase or decrease in the contact price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
  - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract.

- b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment [taxes](#), that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
  - **State's Ability to Make Changes:** The state reserves the right to request verification of federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
  - **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

### SEC. 5.23 PROTEST

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

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or bidder 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 bids.

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 a bidder 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 bid 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 bidders 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 6. ATTACHMENTS**

### **SEC. 6.01 ATTACHMENTS**

**Attachments:**

- A) Bid Schedule
- B) Scope of Work
- C) Bid Submission Cover Sheet and AK bidder form

**BID SCHEDULE**

<b>LOT 1</b>	<b>Atwood, LPPG, Lot 79 &amp; Lot 102</b> 550 W 7 <sup>th</sup> Ave Anchorage, 517 W 7 <sup>th</sup> Ave & Adjacent Lot 79, 425 W 9 <sup>th</sup> Ave Lot 102				
ITEM NO.	DESCRIPTION	*Estimated Quantity	UNIT	UNIT PRICE	EXTENDED PRICE (Qty x Unit Price)
1	LOADER W/ PUSHER	54	HOUR	\$	\$
2	PLOW TRUCKS	70	HOUR	\$	\$
3	DUMP TRUCKS	90	HOUR	\$	\$
4	SKID STEER W/ PUSHER (LPPG)	5	HOUR	\$	\$
5	SNOW DUMP FEES	116	EA	\$	\$
6	TRACTION SAND	145	CUBIC YD	\$	\$
7	FINE SAND	16	CUBIC YD	\$	\$
8	INITIAL SWEEPING (Atwood, Lots 79 & 102)	1	EA	\$	\$
9	SUBSEQUENT SWEEPING (Atwood, Lots 79 & 102)	1	EA	\$	\$
10	INITIAL SWEEPING (LPPG)	1	EA	\$	\$
11	SUBSEQUENT SWEEPING (LPPG)	1	EA	\$	\$
(See attached scope of work) <b>*The estimated quantities will be used for evaluation and award of the contract, but no minimum or maximum quantity is guaranteed</b>				<b>LOT 1 TOTAL (items 1 – 11)</b>	<b>\$</b>

## ATTACHMENT A

<b>LOT 2</b>		<b>Palmer State Office Building (PSOB)</b> 515 E Dahlia Ave, Palmer			
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>*Estimated Quantity</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE (Qty x Unit Price)</b>
1	TRACTION SAND	122	CUBIC YD	\$	\$
2	FINE SAND	13	CUBIC YD	\$	\$
3	PLOW TRUCKS	52	HOURS	\$	\$
4	LOADER W/ PUSHER	18	HOURS	\$	\$
5	LOADER W/ SCRAPER	8	HOURS	\$	\$
6	DUMP TRUCK	16	HOURS	\$	\$
7	INITIAL SWEEPING	1	EA	\$	\$
8	SUBSEQUENT SWEEPING	1	EA	\$	\$
(See attached scope of work)				<b>LOT 2 TOTAL</b> (items 1 – 8)	\$
<b>*The estimated quantities will be used for evaluation and award of the contract, but no minimum or maximum quantity is guaranteed</b>					

<b>LOT 3</b>		<b>Geologic Material Center (GMC)</b> 3651 Penland Parkway, Anchorage			
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>*Estimated Quantity</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE (Qty x Unit Price)</b>
1	WALK SERVICE HOURS	87	HOURS	\$	\$
2	INITIAL SWEEP	1	EA	\$	\$
3	SUBSEQUENT SWEEP	1	EA	\$	\$
4	LOADER W/ PUSHER	27	HOURS	\$	\$
5	PLOW TRUCK	48	HOURS	\$	\$
6	SCRAPING WITH LOADER	2	HOURS	\$	\$
7	PLOW TRUCKS	2	HOURS	\$	\$
8	TRACTION SAND	143	CUBIC YD	\$	\$
9	FINE SAND	16	CUBIC YD	\$	\$
10	DUMP TRUCKS	2	HOURS	\$	\$
(See attached scope of work)				<b>LOT 3 TOTAL</b> (items 1 – 10)	\$
<b>*The estimated quantities will be used for evaluation and award of the contract, but no minimum or maximum quantity is guaranteed</b>					



## ATTACHMENT A

<b>LOT 4</b>		<b>Surplus Property Warehouse (Viking Drive)</b> 2400 Viking Dr, Anchorage			
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>*Estimated Quantity</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE (Qty x Unit Price)</b>
1	WALK SERVICE	57	HOURS	\$	\$
2	INITIAL SWEEP	2	EA	\$	\$
3	PLOW TRUCKS	33	HOURS	\$	\$
4	LOADER W/ PUSHER	10	HOURS	\$	\$
5	TRACTION SAND	99	CUBIC YD	\$	\$
6	FINE SAND	11	CUBIC YD	\$	\$
7	SCRAPING WITH LOADER	2	HOURS	\$	\$
(See attached scope of work) <b>*The estimated quantities will be used for evaluation and award of the contract, but no minimum or maximum quantity is guaranteed</b>				<b>LOT 4 TOTAL (items 1 – 7)</b>	\$

**You must check YES or NO on the following questions, or your bid may be found nonresponsive:**Have you read, and understand the Terms & Conditions outlined in this ITB and scope of work? **YES**\_\_\_ **NO**\_\_\_Are you able/equipped to stack snow **12 feet** or higher? **YES**\_\_\_ **NO**\_\_\_If awarded more than one lot, are you able to service each lot as required by the Scope of Work? **YES**\_\_\_ **NO**\_\_\_Have you attached a list of personnel and equipment, as required by the Scope of Work? **YES**\_\_\_ **NO**\_\_\_\_\_\_\_\_  
Company Name\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Mailing Address\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Phone Number(s)**DOCUMENTS REQUIRED AT TIME OF BID OPENING:**

- Complete and submit Bid Schedule
- All Mandatory Return Amendments (if applicable)
- Alaska Bidder & Veteran Preference Form

**DOCUMENTS REQUIRED UPON CONTRACT AWARD:**

- Alaska Business License
- Proof of Insurance

## **State of Alaska - Snow Removal and Sweeping Services for Central Region PBF and Non-PBF Facilities**

### **Contract Overview**

The Department of Transportation and Public Facilities (DOT&PF) seeks bids for snow removal and sweeping services across multiple State-owned facilities. Services required include snow plowing, snow hauling, sanding, ice melt application, sweeping, and general ice control for sidewalks, parking lots, and adjacent areas.

### **Contract Locations**

- **Robert B. Atwood Building:** 550 West 7th Avenue, Anchorage, AK 99501
- **Linny Pacillo Parking Garage (LPPG):** 517 West 7th Avenue, Anchorage, AK 99501
- **Lot 79:** Adjacent to LPPG, Anchorage, AK 99501
- **Lot 102:** 425 W 9th Ave Parking, Anchorage, AK 99501
- **Surplus Property Warehouse:** 2400 Viking Drive, Anchorage, AK 99501
- **Geological Materials Center (GMC):** 3651 Penland Parkway, Anchorage, AK 99508
- **Palmer State Office Building (PSOB):** 515 East Dahlia Avenue, Palmer, AK 99645

### **Service Requirements**

#### **Project Meetings**

- Recurring project meetings will be held every two weeks at a location designated by the Project Manager, if requested by the Project Manager, to ensure clear communication and effective coordination.

#### **1. Personnel**

- Personnel must be competent, licensed, and capable of operating required equipment.
- Provide a personnel list and applicable licenses with your bid.
- The Project Manager may request personnel replacement for any misconduct, incompetence, or negligence.

#### **2. Snow Plowing**

- Plowing required at snow accumulation of 2 inches or at Project Manager's request.

- All snow plowing must be completed by 6:30 AM Monday - Friday, excluding State holidays.
- Sidewalks and entrances must remain clear from 6:30 AM to 5:00 PM. Sidewalk snow removal services will be provided for the Geological Materials Center (GMC), and Surplus Property Warehouse, both areas as shown on the attached map.
- Snow piles in Atwood Lots 79, 102, and loading docks must be hauled immediately after plowing—no onsite piles allowed.
- Snow removal from the 10th Floor deck of LPPG is by request only.
- Stockpiling at designated sites only, stacked at least 12 feet high using appropriate loaders or equivalent equipment.

### **3. Snow Hauling**

- Excess snow removal within 24 hours after snowfall.
- Contractor coordinates with the Project Manager for designated snow stockpiling sites.
- The State provides designated snow storage sites at PSOB, GMC, and the Surplus Property Warehouse, with specific locations indicated on the provided map. The contractor is responsible for hauling snow to these designated sites.

### **4. Ice Control & Sanding**

- Pea Gravel, E-Chips, or Fine Sand application immediately after plowing or as required.
- Ice melt compound rated for temperatures down to at least -10°F (-23°C) must be used. To ensure cost control, the contractor shall obtain a minimum of two (2) supplier quotes each season and submit them to the Project Manager for verification. The State reserves the right to purchase and supply ice melt directly if cost verification is not satisfactory. Contractor billing will be limited to wholesale cost plus a maximum of 10% markup

### **5. Sweeping**

- Sweeping services include the removal of accumulated sand, gravel, and debris from parking lots, drive lanes, and other paved areas at the facilities listed in this contract.

- Initial sweeping is required each spring and must remove all residual materials from winter operations.
- Additional sweeping will be performed as requested by the Project Manager to maintain cleanliness and safety.
- Sweepings must be collected and properly disposed of off-site; no material may be swept into landscaping, catch basins, or public rights-of-way.
- Sweeping must be performed with equipment that does not damage pavement, striping, or curbing.
- Sweeping quality will be judged on visual cleanliness and absence of residual loose material, with all visible sand and debris expected to be removed.
- Contractor is expected to respond promptly to sweeping requests and coordinate scheduling with the Project Manager to minimize disruption.

## 6. Equipment & Material Specifications

### Loader with Pusher

- **Type:** Articulated wheel loader
- **Operating Weight:**  $\geq 25,000$  lbs
- **Horsepower:**  $\geq 150$  HP
- **Attachment:** 12–14 ft pusher with rubber or steel cutting edge
- **Lift Height:**  $\geq 10$  ft to clear truck sides
- **Tires:** Snow-rated or chains when required
- **Age:**  $\leq 10$  years from date of manufacture
- **Condition:** Fully operational, heated cab, adequate lighting for night operations

### Loader with Scraper or Standard Bucket (Ice Removal)

*Purpose:* For scraping compacted snow and ice from paved surfaces to achieve bare pavement conditions.

- **Type:** Articulated wheel loader equipped with either:
  - Hydraulic-mounted scraper/ice blade **OR**
  - Standard loader bucket with cutting edge suitable for pavement scraping

- **Operating Weight:** Minimum 25,000 lbs
- **Horsepower:** Minimum 150 HP
- **Attachment Specs:**
  - *Scraper/Ice Blade:* 10–12 ft, replaceable steel ice cutting edge, hydraulically controlled with adjustable down-pressure
  - *Standard Bucket:* Straight cutting edge (replaceable), capable of maintaining continuous contact with pavement for ice removal
- **Tires:** Snow-rated or with chains when conditions require
- **Age:** No older than 10 years from date of manufacture
- **Condition:** Fully operational with functional cab heat, defrost, and lighting suitable for night operations
- **Performance Requirement:** Must be capable of safely applying adequate down-pressure to remove compacted snow/ice without damaging pavement or markings

#### **Pickup with Plow (Plow Truck)**

- **Type:**  $\frac{3}{4}$ -ton or 1-ton 4x4 pickup with front plow
- **GVWR:**  $\geq 9,000$  lbs
- **Horsepower:**  $\geq 300$  HP (gas or diesel)
- **Plow Width:** 8–9 ft, hydraulically controlled, straight blade or V-plow, replaceable edge
- **Tires:** Snow-rated or chains when required
- **Age:**  $\leq 10$  years from date of manufacture
- **Condition:** Fully operational, heated cab, defrost, adequate lighting for night operations

#### **Dump Truck**

- **Type:** Tandem-axle dump truck
- **GVWR:**  $\geq 50,000$  lbs
- **Horsepower:**  $\geq 300$  HP (diesel preferred)
- **Bed Capacity:**  $\geq 10$  cubic yards

- **Tarp System:** Required for transport compliance
- **Tires:** Snow-rated or chains when required
- **Age:** ≤ 15 years from date of manufacture
- **Condition:** Fully operational, heated cab, adequate lighting for night operations

#### **Skid Steer with Pusher (LPPG)**

- **Type:** Skid steer loader
- **Operating Weight:** ≥ 7,000 lbs
- **Horsepower:** ≥ 70 HP
- **Attachment:** 8–10 ft pusher with rubber cutting edge
- **Tires/Tracks:** Snow-rated pneumatic tires or rubber tracks
- **Age:** ≤ 10 years from date of manufacture
- **Condition:** Fully operational, enclosed heated cab

#### **Snow Dump Fees**

- **Scope:** Cost per load for dumping snow at an approved disposal site designated by the Project Manager
- **Compliance:** Must meet all local, state, and environmental disposal regulations
- **Documentation:** Ticket or receipt for each load dumped

#### **Traction Sand**

- **Material:** Pea gravel, E-chips, or coarse sand per DOT&PF specifications
- **Application:** Applied immediately after plowing or as directed
- **Measurement:** Cubic yards, delivered and spread on-site
- **Quality:** Clean, free of debris and oversized rock

#### **Fine Sand**

- **Material:** Clean fine-grain sand for use in sensitive areas and sidewalks
- **Application:** As directed by the Project Manager for traction or ice control
- **Measurement:** Cubic yards, delivered and spread on-site

- **Quality:** Free from contaminants and debris

#### **Initial Sweeping**

- **Scope:** One-time spring cleanup removing all residual sand, gravel, and debris from paved surfaces
- **Equipment:** Mechanical sweeper or vacuum sweeper suitable for large paved areas, with dust control measures
- **Quality:** No residual loose material; visual cleanliness required
- **Disposal:** Off-site at an approved disposal location

#### **Subsequent Sweeping**

- **Scope:** Additional sweeping during the season as requested by the Project Manager
- **Equipment & Quality:** Same as Initial Sweeping
- **Scheduling:** Must coordinate with the Project Manager to minimize disruption

#### **Walk Service Hours**

- **Scope:** Snow and ice removal from sidewalks, building entrances, stairways, and other pedestrian areas
- **Equipment:** Snow blower, walk-behind sweeper, or hand tools; ice melt rated to -10°F applied as required
- **Response:** Maintain clear walks from 6:30 AM to 5:00 PM on service days
- **Safety:** No damage to concrete or surface coatings

#### **7. General Responsibilities**

- Contractor responsible for damages to State facilities or property.
- Maintain a 24-hour mobile contact for emergency responsiveness.
- Maintain a log of all snow removal and sanding events detailing date, time, weather, and service provided, available to Project Manager upon request.
- Comply with local noise ordinances and avoid damage to landscaping, structures, and sidewalks.

#### **Measurement and Billing**

- **Measurement:** Hourly basis for equipment and personnel, starting upon arrival and ending upon departure from service location.
- **Materials:** Ice melt billed at cost plus 10% markup; Sand and E-Chips by cubic yard.
- **Invoices:** Monthly itemized invoices, including contractor name, contract number, invoice date, and a detailed list of services performed. Each line item must include the date of service, time of service, and quantity of charge (e.g., hours worked, pounds applied, yards hauled, etc.)
- Invoices must be submitted in a timely manner. Any invoice submitted more than 90 days after the last day of the month in which services were performed will not be paid.

### **Contract Term**

- Initial period: Two (2) years from award date through September 30, 2027.
- Optional two (2) additional two-year renewal periods, exercised at the State's discretion.

### **Contract Administration**

- Contract administered by DOT&PF, Division of Facilities Services.
- Contractor must hold a valid Alaska business license and necessary permits.
- Subcontractors may be used to perform work under this contract. If a bidder intends to use subcontractors, the bidder must identify in the bids the names of the subcontractors and the portions of the work the subcontractors will perform.
- Subcontractor experience SHALL NOT be considered in determining whether the bidder meets the requirements set forth in SEC. 1.04 PRIOR EXPERIENCE.

• If a bid with subcontractors is selected, the bidder must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- complete name of the subcontractor;
- complete address of the subcontractor;
- type of work the subcontractor will be performing;
- percentage of work the subcontractor will be providing;
- evidence that the subcontractor holds a valid Alaska business license; and



- a written statement signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

- A bidder's failure to provide this information, within the time set, may cause the state to consider their bid non-responsive and reject it.

- Note: If the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

### **Mandatory Site Inspection**

- Conducted annually prior to October 1 to document site conditions.
- Repairs required from any damages identified post-season at contractor's expense.

### **Service Contract Deficiencies**

The Contractor's failure to provide a service required by this contract will be grounds for the State to issue a Service Deficiency Claim (SDC) to the Contractor. The SDC will be provided in writing. The Contractor will respond in writing to the State outlining the corrective action being taken. If a deficiency is not corrected within 7.5 working hours from the time it is issued, the State may issue another SDC and procure services from another contractor as necessary to correct the issue. If a contractor receives more than two substantiated SDCs in a 30-day period or a total of four (4) substantiated SDCs during the term of the contract, the State may declare the contractor in default. The State also reserves the right to cancel the contract based on the non-availability of State funds.

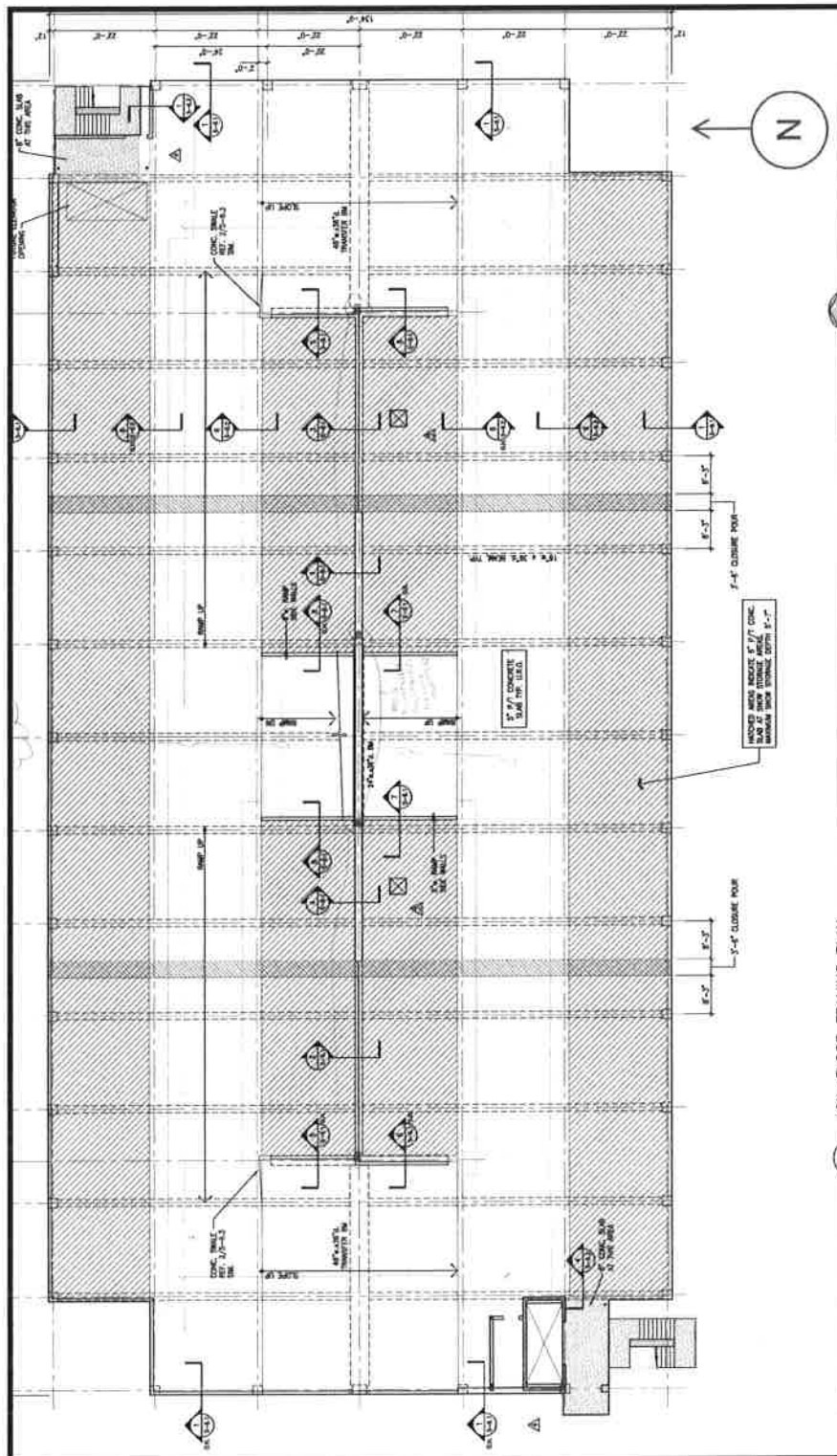
### **Safety and Compliance**

- Report any hazardous conditions immediately to the Project Manager.
- Responsible for environmental compliance, including prompt petroleum spill clean-up.

EXHIBIT "B-1"  
Site Maps  
SNOW REMOVAL  
**ATWOOD BUILDING**



# LINNY PACILLO PARKING GARAGE (LPPG)



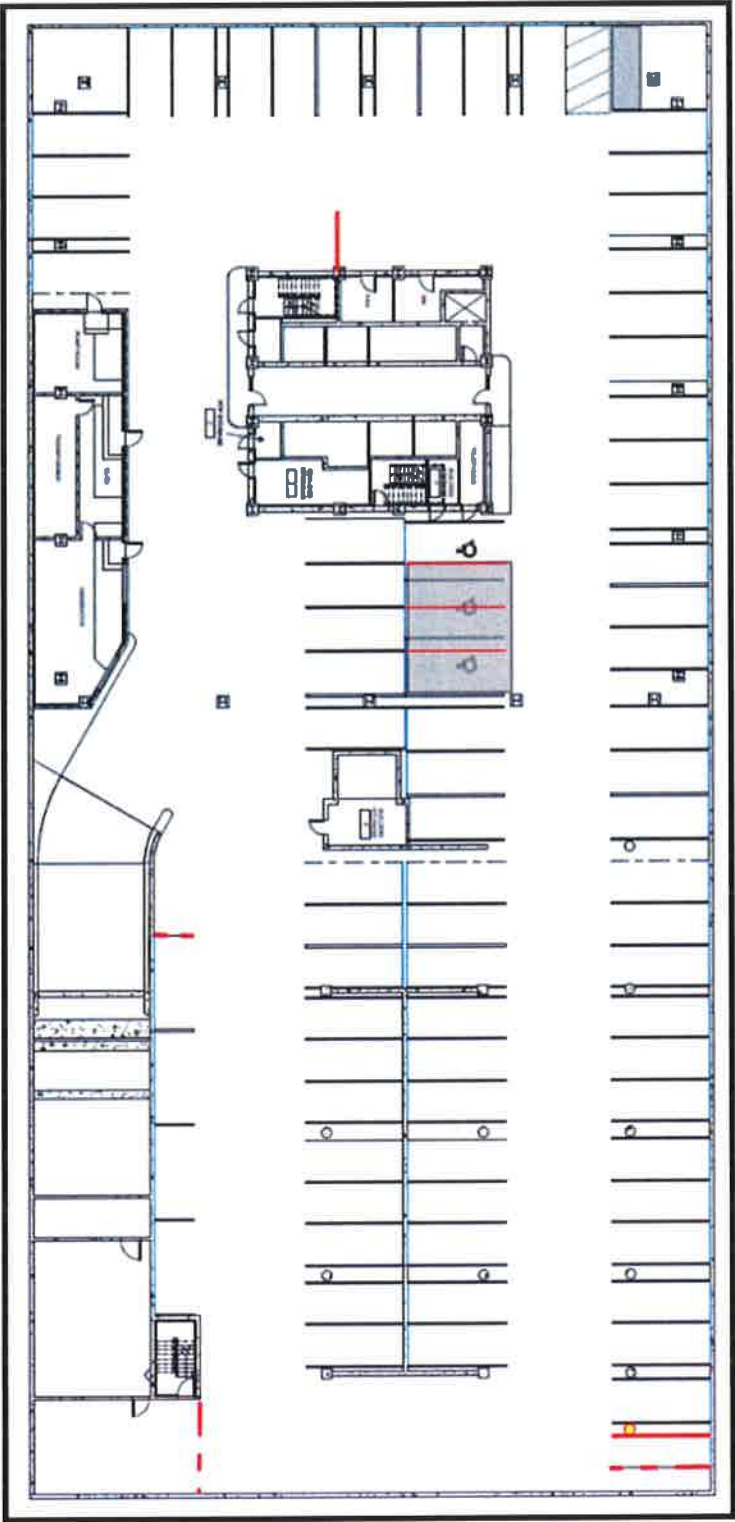
## SWEEPING

### ATWOOD BUILDING OUTDOOR AREAS

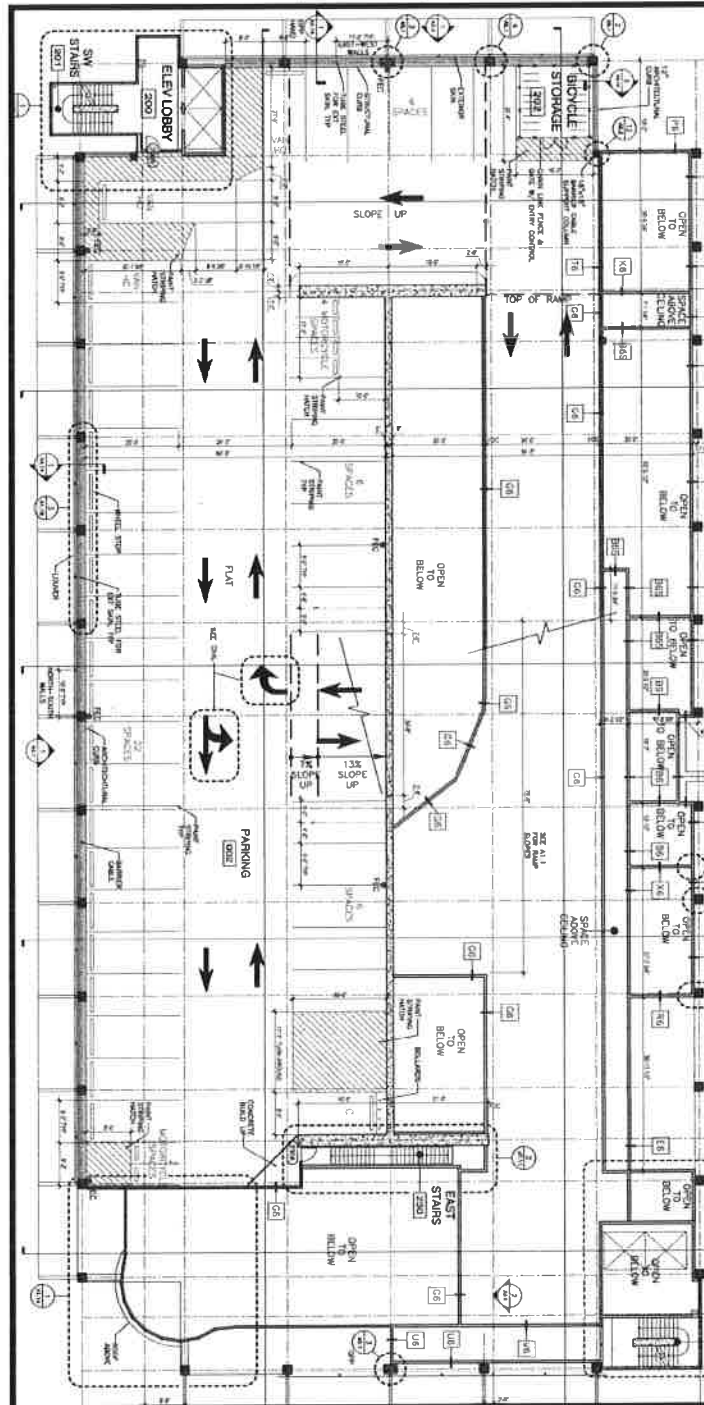




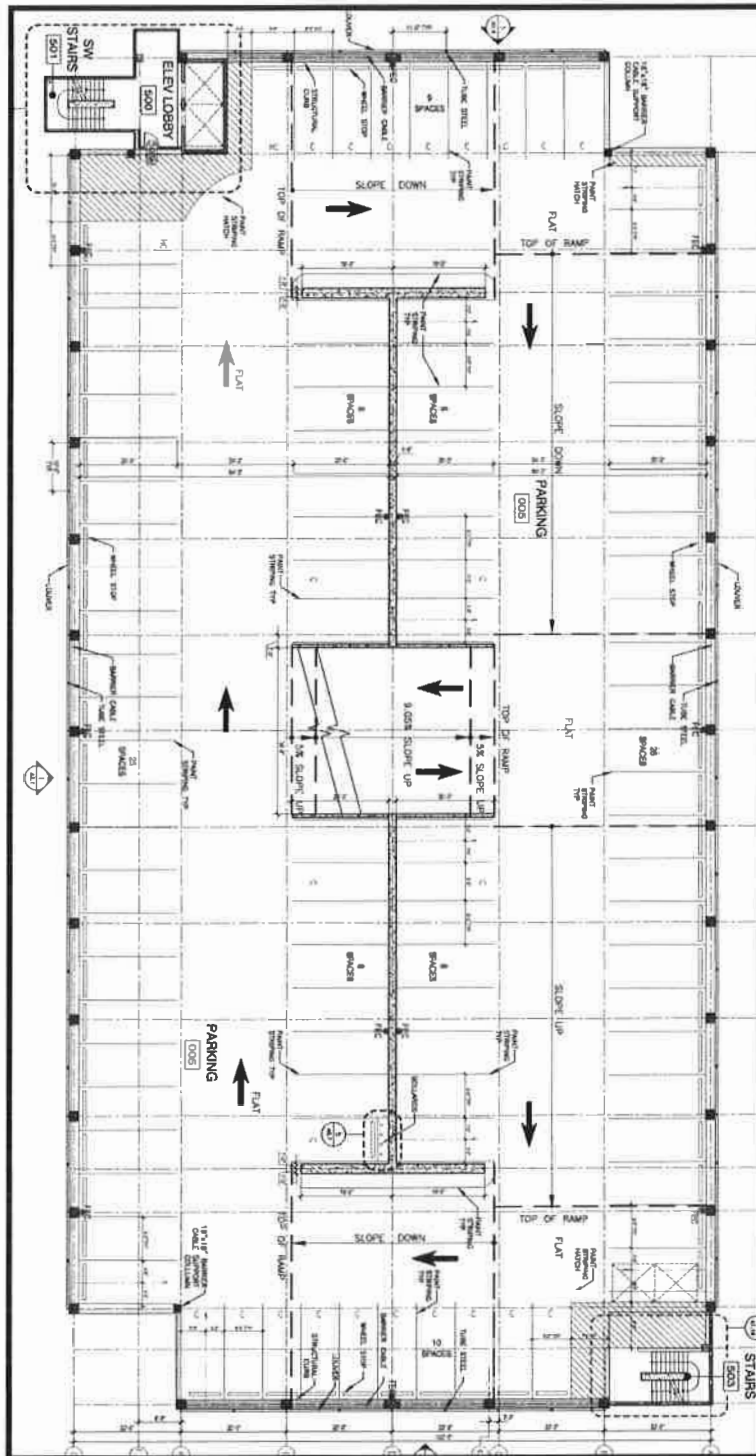
ATWOOD UNDERGROUND GARAGE



## LEVEL 2



# TYPICAL FLOOR LAY-OUT (LEVELS 3-10)



# Exhibit 2

Sidewalks & Entrances

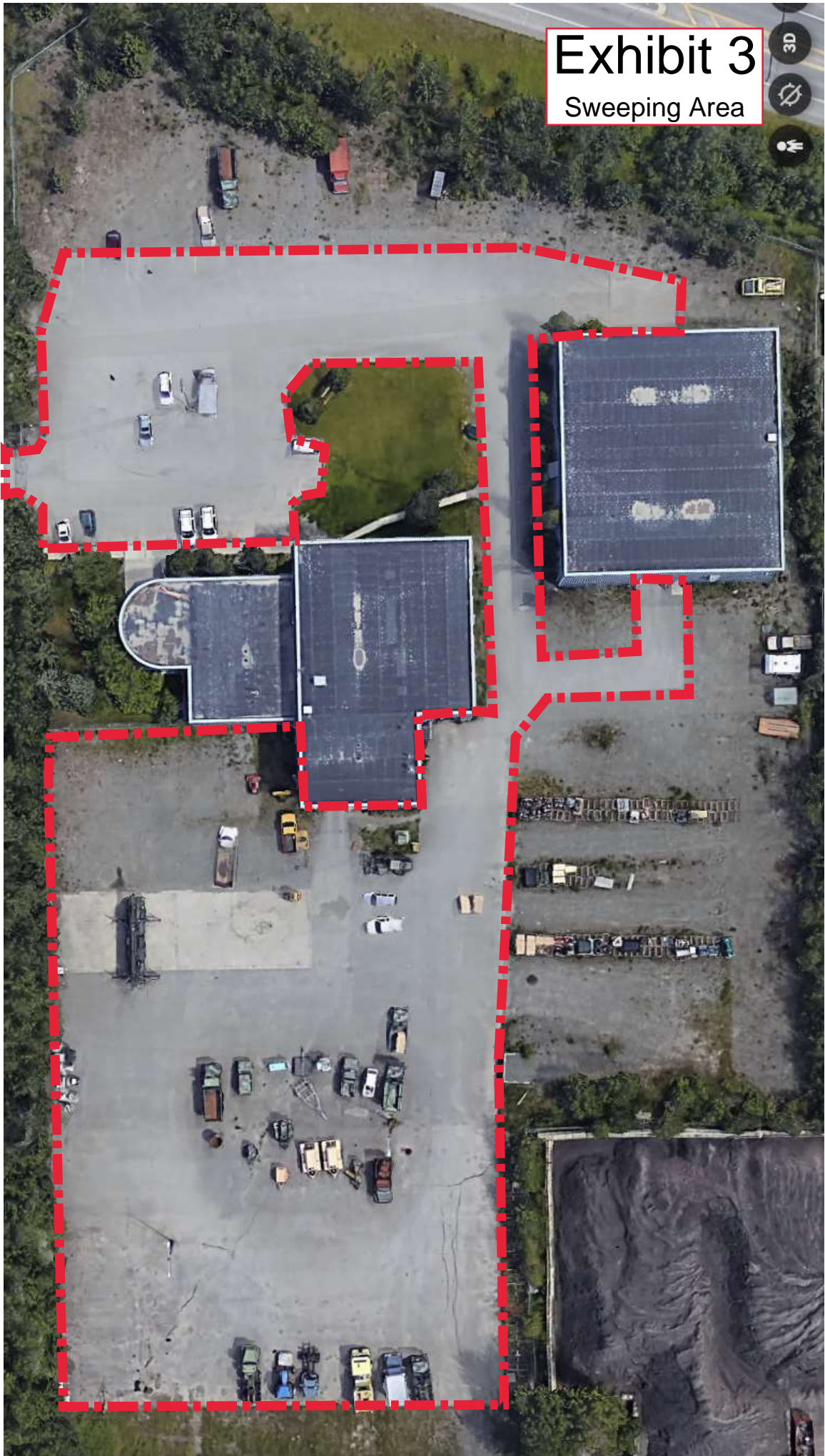


× Clear search results



# Exhibit 3

Sweeping Area



**EXHIBIT "B-1"**  
**SITE MAP**  
**SNOW REMOVAL & SWEEPING**  
**PSOB**





# GEOLOGICAL MATERIALS CENTER(GMC)



**Bid Submission Cover Sheet****PROJECT INFORMATION**

ITB NUMBER: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_

**BIDDER INFORMATION**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax ID: \_\_\_\_\_  
Alaska Business  
License #: \_\_\_\_\_

**CONTACT INFORMATION**

Provide contact information for the individual that can be contacted for clarification regarding this bid:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Telephone \_\_\_\_\_

**ADDENDA ACKNOWLEDGEMENT**

The bidder acknowledges receipt of the following amendments and has incorporated the requirements of such amendments into their bid. Failure to identify and sign for all amendments may subject the bidder to disqualification. The bidder must list all amendments (by number), then initial and date to confirm that you have received and incorporated them into your bid (add more rows as necessary).

Number	Initials & Date

Number	Initials & Date

Number	Initials & Date

**CERTIFICATIONS**

No	Criteria	Response*
1	The bidder is presently engaged in the business of providing the products and/or services required in this ITB.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	The bidder confirms that it has the financial strength to provide and/or perform and maintain the services required under this ITB.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	The bidder accepts the terms and conditions set out in the ITB and agrees not to restrict the rights of the state.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	The bidder confirms that they can obtain and maintain all necessary insurance as required on this project.	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	The bidder certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	The bidder 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	The bidder complies with the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	The bidder complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government.	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	The bidder complies with the applicable portion of the Federal Civil Rights Act of 1964.	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	The bidder can provide (if requested) financial records for the organization for the past three years.	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	The bidder has not had any contracts terminated by the State of Alaska (within the past five years).	<input type="checkbox"/> YES <input type="checkbox"/> NO
12	The bidder certifies that it is not currently debarred, suspended, proposed for debarment, or declared ineligible for award by any public or federal entity.	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	The offeror certifies that they will not support or participate in a boycott of Israel. Failure to comply with this requirement may cause the state to reject the proposal as non-responsive or cancel the contract.	<input type="checkbox"/> YES <input type="checkbox"/> NO
14	The bidder certifies that they do not have any governmental or regulatory action against their organization that might have a bearing on their ability to provide products and/or services to the State.	<input type="checkbox"/> YES <input type="checkbox"/> NO
15	The bidder certifies, within the last five years, they have not been convicted or had judgment rendered against them for: fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements, or tax evasion.	<input type="checkbox"/> YES <input type="checkbox"/> NO
16	The bidder does not have any judgments, claims, arbitrations or suits pending/outstanding against your company in which an adverse outcome would be material to the company.	<input type="checkbox"/> YES <input type="checkbox"/> NO
17	The bidder is not (now or in the past) been involved in bankruptcy or reorganized proceeding.	<input type="checkbox"/> YES <input type="checkbox"/> NO
18	The bidder certifies they comply with the laws of the State of Alaska.	<input type="checkbox"/> YES <input type="checkbox"/> NO
19	The bidder confirms their bid will remain valid and open for at least 90 days.	<input type="checkbox"/> YES <input type="checkbox"/> NO

\* Failure to answer or answering "False" may be grounds for disqualification. For any "False" responses, provide clarification (up to 250 word maximum for each "False" clarification) below **(add rows as necessary)**.

Number	Clarification

**CONFLICT OF INTEREST STATEMENT**

Indicate below whether or not the firm or any individuals that will work on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The procurement officer reserves the right to consider a bid non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity services to be provided by the bidder.

Does the bidder, or any individuals that will work on this contract, have a possible conflict of interest?

☐ YES ☐ NO

*\* Failure to answer may be grounds for disqualification.*

If “Yes”, please provide additional information regarding the nature of that conflict:

**FEDERAL REQUIREMENTS**

Indicate below all known federal requirements that apply to the bid, it's evaluation, or the resulting contract:

**ALASKA PREFERENCES**

If you wish to claim any Alaska Preferences, please complete the Alaska Bidder Preference Certification Form that follows the below signature section.

**SIGNATURE**

This bid must be signed by a company officer empowered to bind the company.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## ALASKA BIDDER PREFERENCE CERTIFICATION FORM

### AS 36.30.321 (A) / AS 36.30.990 (2)

<b>Solicitation Number</b>	
<b>Project Description</b>	
<b>Business Name</b>	
<b>Alaska Business License Number</b>	

A signed copy of this form must be included with your bid or proposal no later than the deadline set for receipt of bids or proposals.

If you are submitting a bid or proposal as a **JOINT VENTURE**, all members of the joint venture must complete and submit this form before the deadline set for receipt of bids or proposals. [AS 36.30.990\(2\)\(E\)](#)

**If the procuring agency is unable to verify a response, the preference may not be applied.** Knowingly or intentionally making false or misleading statements on this form, whether it succeeds in deceiving or misleading, constitutes misrepresentation per [AS 36.30.687](#) and may result in criminal penalties.

### SIGNATURE

By signature below, I certify under penalty of law that I am an authorized representative of the above entity and all information on this form is true and correct to the best of my knowledge.

<b>Printed Name:</b>	
<b>Title:</b>	
<b>Date:</b>	
<b>Signature:</b>	

<b>Alaska Bidder Preference:</b> Do you believe your firm qualifies for the Alaska Bidder Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Alaska Veterans Preference:</b> Do you believe your firm qualifies for the Alaska Veteran Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Alaska Military Skills Program Preference:</b> Do you believe your firm qualifies for the Alaska Military Skills Program Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No

To qualify for and claim the **Alaska Bidder Preference** you must answer **YES** to all questions in the Alaska Bidder Preference Question section below:

### Alaska Bidder Preference Questions

1	Does your business hold a current Alaska business license per AS 36.30.990(2)(A)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Is your business submitting a bid or proposal under the name appearing on the Alaska Business license identified above? Per AS36.30.990 (2)(B)?	<input type="checkbox"/> Yes <input type="checkbox"/> No



3	Has your business maintained a place of business within the state staffed by the bidder or offeror or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal per AS 36.30.990 (2)(C)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If the answer to question 3 is YES, complete the following:

<b>Physical Place of Business Address</b>	
<b>City</b>	
<b>Zip Code</b>	

“Place of business” is defined as a location at which normal business activities are conducted, services are rendered, or goods are made, stored, or processed; a post office box, mail drop, telephone, or answering service does not, by itself, constitute a place of business per [2 AAC 12.990\(b\)\(3\)](#).

Do you certify the Place of Business identified above meets this definition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Per AS 16.05.415(a) per 2AAC 12.990(b)(7), the bidder or offeror, or at least one employee of the bidder or offeror must be a resident of the state?**

1	Do you certify the bidder or offeror, or, at least one employee of the bidder or offeror is physically present in the state with the intent to remain in Alaska indefinitely and to make a home in the state per AS 16.05.415(a)(2)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Do you certify the resident(s) used to meet this requirement has maintained a domicile in Alaska for the 12 months immediately preceding the deadline set for receipt of bids or proposals per AS 16.05.415(a)(2)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Do you certify the resident(s) used to meet this requirement is only claiming residency in Alaska per AS 16.05.415(a)(3)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Do you certify the resident used to meet this requirement is not obtaining benefits under a claim of residency in another state, territory, or country per AS 16.05.415 (a)(4)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Per AS 36.30.990(2)(D), is your business:**

1	Incorporated or qualified to do business under the laws of the state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**If yes, enter the current Alaska Corporate Entity Number:**

**Indicate below how your business is organized:**

1	Is your business a Sole Proprietorship and the Proprietor is a resident of the state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Is your business a Limited Liability Corporation organized under AS 10.50 and <b>ALL</b> members are residents of the state?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If the answer to question 2 above is YES, please identify each member by name:**

3	Is your business a partnership under former AS32.05, AS32.06, or AS32.11 and all partners are residents of the state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**If the answer to question 3 above is YES, please identify each partner by name:**

**Alaska Veterans Preference Questions:**

To qualify for and claim the Alaska Veteran Preference, you must answer **YES** to the below questions as well as answer **YES** to all the questions in the Alaska Veteran Preference section above.

**Per AS36.30.321(F), is your business:**

1	A sole proprietorship owned by an Alaska veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	A partnership under AS32.06 or AS32.11 and a majority of the members are Alaska veterans?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	A limited liability company organized under AS10.50 and a majority of the members are Alaska veterans?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	A corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Per AS36.30.321(F)(3), an “Alaska veteran” is defined as an individual who:**

- A. Served in the:
  - a. Armed forces of the United States, including a reserve unit of the United States armed forces ; or
  - b. Alaska Territorial Guard, The Alaska Army National Guard, the Alaska Air National Guard, or the Alaska Naval Militia; and,
- B. Was separated from services under a condition that was not dishonorable.

4	Do you certify the individual(s) indicated in items 1-4 above meet this definition and can provide documentation of their service and discharge in necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Alaska Military Skills Program Preference Questions**

To qualify for and claim the Alaska Military Skills Program Preference, you must answer **YES** to the below questions as well as answer **YES** to all the questions in the Alaska Bidder Preference section above.

**Per 36.30.321(I), does your business:**

1	Employ at least one person who is enrolled in, or within the past two years, graduated from, a United States Department of Defense SkillBridge or United States Army career skills program 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	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Have an active partnership with an entity that employs an apprentice through a program described in item 1 above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have proof of an employee’s graduation or enrollment in a qualified program as described in 1. above?	<input type="checkbox"/> Yes <input type="checkbox"/> No