



**STATE OF ALASKA
DEPARTMENT OF FISH AND GAME**

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

[per AS 36.30.320(a)]

Project & No <u>ADF&G # 1126030 – Potter Marsh Boardwalk</u> <u>Staining</u> Location: <u>2999 E 154th Ave, Anchorage, AK 99516</u>	Procurement Agency and Address: Department of Fish and Game PO Box 115526 Juneau, AK 99811
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Procurement Officer: Eric Verrelli	Date of Issuance: 8/26/2025
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DESCRIPTION OF WORK, REQUIRED COMPLETION DATE, LISTING OF ATTACHMENTS:

Provide stain and prepare surfaces and apply stain to the walking surfaces, built- in amenities and handrails of a portion of the Potter Marsh Boardwalk in Anchorage Coastal Wildlife Refuge. The purpose of this project is to maintain and protect the structure of the Potter Marsh boardwalk, for contained public use. Wood staining that was applied during boardwalk construction has worn and weathered off, so that bare boards are exposed to water damage and additional weathering.

See attached Scope of Work document for details.

The Project cost estimate is: under \$ 2,000 \$ 2,000 - \$ 25,000 \$ 25,000 - \$ 200,000 *

* Quotes in excess of \$200,000 will be deemed non-responsive.

Davis-Bacon Wages (Title 36.05): are are not required on this project.

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

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 2:00 local time on the 2nd day of September, 2025. 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: ADF&G Procurement Officer, at: eric.verrelli@alaska.gov
Eric Verrelli, Telephone: (907)465-6178;
provisions of AS 36.30 and 2 AAC 12 govern this solicitation.

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

- VERBAL QUOTES SHALL BE GIVEN TO
 AT THE ABOVE NOTED TELEPHONE NUMBER, PRIOR TO THE STATED DEADLINE.

X- 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, AND SENT VIA EMAIL TO DFG.CONTRACTING@ALASKA.GOV

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

Quote for Project: <u>ADF&G Soldotna ELP Stair Replacement</u> Number: <u>1126030</u> Attn: <u>Eric Verrelli</u>	Procurement Agency Address: <u>PO Box 115526 Juneau, AK 99811-5526</u> <u>Dfg.contracting@alaska.gov</u>
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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.



**STATE OF ALASKA
DEPARTMENT OF FISH & GAME**

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

[per AS 36.30.320(a)]

Project Name & No.: <u>ADFG # 1126030 – Potter Marsh Boardwalk Staining</u> Location: <u>2999 E 154th Ave, Anchorage, AK 99516</u>	Procurement Agency and Address: <u>ADF&G Procurement</u> <u>PO Box 115526</u> <u>Juneau, AK 99811-5526</u>
Procurement Officer: <u>Eric Verrelli – dfg.contracting@alaska.gov</u>	Date of Issuance: <u>8/26/2025</u> Bid is Due: <u>2:00 pm AKST</u> <u>September 2, 2025</u>
<p>QUOTE: Offerors must read all attachments to this schedule.</p> <p>Written Quote :</p> <p>Example (One thousand three hundred and four dollars twenty eight cents.)</p> <p>Numeric Quote:</p> <p>Example: (\$ 1,304.28)</p> <p>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.</p> <p>Contractor _____ Contractor Reg. No. _____</p> <p>Authorized Signature _____ Title _____</p> <p>Address _____</p> <p>Business License # _____ EIN or SSN _____ Phone # _____</p> <p>Offeror is Claiming: <input type="checkbox"/> Alaska Bidder's Preference <input type="checkbox"/> Alaska Products Pref. (worksheet) <input type="checkbox"/> Alaska Veteran Preference (SPC-007)</p>	
..... Procurement Officer: _____ Date of Receipt of Bid: _____	

Offeror to Complete this Portion



**STATE OF ALASKA
DEPARTMENT OF FISH & GAME**

**NOTICE OF AWARD / NOTICE TO PROCEED
SMALL PROCUREMENT CONTRACT
(CONSTRUCTION RELATED)**

[per AS 36.30.320(a)]

Project Name & No.: ADF&G 1126030 – Potter Marsh Boardwalk Staining Location: <u>2999 E 154th Ave, Anchorage, AK 99516</u>	Procurement Agency and Address: <u>Procurement Agency and Address:</u> <u>ADF&G Procurement</u> <u>Dfg.contracting@alaska.gov</u> <u>PO Box 115526, Juneau, AK 99811-5526</u>
Procurement Officer's Signature:	Date of Issuance: 8/26/2025 (i.e. effective Date of the Contract)

TO: _____ _____ _____	FOR: Work related to Basic Bid of: _____, including the basic quote and alternate quote item(s): _____ _____ _____	<table border="1"> <tr> <td data-bbox="1128 804 1521 1050"> The Contractor Must Submit: Insurance* Bonding* Certified Wages* Subcontractor List* </td> </tr> </table>	The Contractor Must Submit: Insurance* Bonding* Certified Wages* Subcontractor List*
The Contractor Must Submit: Insurance* Bonding* Certified Wages* Subcontractor List*			
* Comments as applicable: Contact AK DOL for details- Little Davis Bacon required over \$2K.			
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Your quote in the amount of _____ submitted on _____, is accepted for performance of the Work described in the attached Invitation for Quotes (Form SPC-001), and the quote as submitted on the <i>Small Procurement Quote Submittal</i> (Form SPC-002), which are a part of this Contract.			
The Contractor must sign, date, and return this document to the address shown above. The Procurement Officer will then sign and return a copy to the Contractor, and the Award will be deemed finalized. The Work of this contract must commence within ___ calendar days following the date of signature by the Procurement Officer (i.e., the effective date of the Contract) and all Work of the Contract must be complete on or before. November 31, 2025.			
Contractor's Signature of Contract Acceptance: _____ Date : _____			
<p align="center">NOTICE TO UNSELECTED OFFERORS ON PROJECTS OVER \$ 25,000</p>			
In accordance with the protest rights afforded under 2 AAC 12.400(d)(2)(B) & (3), a copy of this Notice of Award / Notice to Proceed is hereby provided to those individuals and businesses who submitted a response to the initial solicitation on which this award is made.			



STATE OF ALASKA
DEPARTMENT OF FISH AND GAME

NOTICE OF AWARD / NOTICE TO PROCEED
SMALL PROCUREMENT CONTRACT
(CONSTRUCTION RELATED)

GENERAL CONDITIONS

[Construction Procurement under AS 36.30.320(a)]

These terms, conditions and requirements apply to the Contract Documents describing the Work for the Project. If any provision of these Contract Documents is declared by a court to be illegal or in conflict with any law, the validity of the remaining provisions and the ensuing rights and obligations of the Parties to the contract shall not be affected.

Whenever used in these Contract Documents, the following terms shall have the indicated meaning. Any term not so defined shall have its ordinary meaning.

- **Approved or Approval** - means written approval by the Procurement Officer or authorized representative.
 - **Award** - means the written acceptance of the lowest responsive and responsible quote by the Procurement Agency.
 - **Contract Documents** - includes the *Invitation for Quotes for a Small Procurement*, Form SPC-001 (with Instructions - if issued), the *Notice of Award / Notice to Proceed*, Form SPC-003, any addenda, written changes, or attachments as noted in the description of the Work.
 - **Procurement Officer** - the person authorized to enter into and administer the contract on behalf of the Procurement Agency.
 - **Parties to the Contract** - includes the Procurement Agency, the owner Agency representing the State of Alaska, and the Contractor, being the entity contracting with the owner Agency for performance of the Work.
 - **Project** - the total construction, of which the Work performed under the Contract is the whole or part.
 - **Project Manager** - the Procurement Officer's authorized representative, responsible for Contract administration.
 - **Work** - is the act of, and the result from, performing services, furnishing labor, furnishing and incorporating materials and equipment into the Project and performing other duties and obligations, all as required by the Contract Documents.
1. The Procurement Officer (or authorized representative) has the authority to make findings, determinations and decisions with respect to the contract; to Approve materials, Work and payment therefore; and to modify or terminate the contract on behalf of the Procurement Agency.
 2. The Contractor shall have sole responsibility for the means, methods, sequences, or procedures of construction and safety precautions related to the Project. The Contractor shall conduct all Work in such a manner that protects the public and State resources.
 3. The Contractor must comply with all applicable laws, regulations, codes, ordinances and written directives issued by the Procurement Officer. In addition, the Contractor must obtain applicable licenses and permits; provide supervision, labor, tools, and new materials (except as may otherwise be provided by the Procurement Agency); and utilize Alaska Products and Wood Products when applicable (see AS 36.05.010 & AS 36.30.322).
 4. The Contractor shall not award Work to any subcontractor without prior Approval from the Procurement Officer.
 5. The Procurement Agency reserves the right to make written changes to the Contract Documents for modifications within the general scope of the Work.
 6. Any act or occurrence, be it a result of an emergency, differing site condition or change order, which may form the basis of a claim for a price or time adjustment must be reported immediately to the Procurement Officer.
 7. The Department of Labor and Workforce Development, Wage and Hour Administration, must be notified in accordance with AS 36.05.010 and AS 36.05.030 if the resulting contract for repairs or construction exceeds \$2,000. The Contractor must comply with the requirements noted within the Department of Labor packet entitled, "Laborers' & Mechanics' Minimum Rates of Pay." To obtain a copy of the referenced packet, contact the Procurement Agency or the Department of Labor.
 8. The Contractor shall indemnify, save harmless, and defend the Procurement Agency, its agents and its employees in accordance with Appendix B1. Furthermore, the Contractor shall, prior to the Award of the contract, provide proof of Workmen's Compensation, General Liability, and Automobile Insurance in amounts as applicable under Appendix B1. These coverages shall remain in force for the duration of the Contract.
 9. The Contractor shall remedy all defects in materials or workmanship that develop within a period of one year from the date of final payment.
 10. The Procurement Agency will make final payment to the Contractor following approval of completion of all Work and the Contractor's submittal of all releases, warranties, record documents, permits and invoices. Liens or other claims relating to the Project may be withheld from final payment if written notice is first given to the Contractor. Acceptance of the final payment will constitute the Contractor's waiver to future claims.
 11. Any dispute arising out of this Contract, which cannot be satisfactorily remedied by the Parties to the Contract, shall be resolved under AS 36.30.620 - 699.

APPENDIX B¹
INDEMNITY AND INSURANCE

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 30-day prior notice of cancellation, nonrenewal or material change of conditions. 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 occurrence.

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 occurrence.

Potter Marsh Boardwalk Staining- detailed project scope attachment DRAFT 7/23/2025

The Lands and Refuges Program in the Division of Wildlife Conservation, Alaska Department of Fish and Game is soliciting proposals for exterior wood staining services on sections of the Potter Marsh Boardwalk in the Anchorage Coastal Wildlife Refuge. The Potter Marsh Boardwalk is located at 2999 E 154th Ave, Anchorage, AK 99516 off the Seward Highway in Anchorage Coastal Wildlife Refuge.

The areas to be prepped and stained are handrails, deck boards, benches, signposts, and viewing blinds. The current exterior oil-based, semitransparent stain is showing signs of wear and weathering, including some fading and loss of water repellency, indicating it needs maintenance. The wooden vertical and horizontal surfaces of the boardwalk need to be prepared (stripped, sanded, taped, etc. as appropriate) and have oil-based, semitransparent stain applied. Materials must adhere to the specifications in the Scope of Work.

The boardwalk sections to be stained are the “new” portions of the boardwalk constructed in 2008. This effected area includes the portions of the boardwalk east of the main entrance kiosk adjacent to the parking lot and the large viewing deck. The “old” boardwalk to the west (towards the highway) is not included.

All work is intended to use the boardwalk itself for access. No equipment access to the ground surface of the marsh itself will be permitted as part of this project.

The staining and surface preparation will include:

Handrails

- The inside and outside surfaces of the 2”x 4” top rail where they are accessible from the walking surface of the boardwalk. The top rail has 2”x6” recycled plastic lumber. The recycled plastic lumber should not be stained.
- All sides of the “2x2” vertical rails which are spaced 4” apart.
- All sides of the 4”x4” vertical posts which are spaced 3.5’ apart.
- All exposed surfaces of the top and bottom 2”x6” fascia boards.
- Portions of the viewing decks that have double height handrails/walls.

Deck Boards

- The walking surface and edges of the boardwalk.
- The boardwalk is approx. 1150 ft long and 8 ft wide and consists of 2”x6” decking boards.

- The walking surface of the four viewing platforms, landing areas and intersections is approx. 2105 sq ft.

Amenities

- All exposed surfaces of built in wooden amenities (benches, sign posts, etc.) at viewing platforms and landings.
- Built in spotting scopes and interpretative panels will remain in place and should be protected from work/staining. Other regulatory signs can be removed and replaced a contractors' request.

The following factors will need to be addressed for this project:

- **Work Timing and Schedule:** The staining should be conducted in phases, so that part of the boardwalk remains accessible to public use throughout. Contractors should coordinate a work plan with areas and sequencing with ADF&G, prior to work starting, to ensure that signs and public announcements on closed areas can be posted in a timely manner and public access is maintained. Schedules may be adjusted to accommodate weather conditions, in consultation with ADF&G. The project may be conducted anytime before 6/30/2026, excluding the days of Potter Marsh Discovery Day event (typically the first Friday & Saturday in June.)
- **Materials to be used:** Purchasing sufficient quantities of Semi-Transparent Oil Stain, such as Exterior alkyd based stain, color Sherwin Williams "SW 3507 Riverwood", Behr Superdeck "#1907 Canyon Brown", or PPG Architectural Finishes Olympic "Russet"
- Purchasing or supplying materials for preparing surfaces, including sanding, taping, cleaning and/or stripping existing surfaces. The recycled plastic lumber handrail may be cleaned with appropriate products simultaneously, if applicable.
- **Hazardous materials:** Descriptions of methods and equipment to prevent stain and other materials from entering Potter Marsh and spill response practices to prevent contamination of the marsh.
- Specify hours for generator use or alternatives for noise reduction methods.
- The contractor is responsible for all costs incurred to complete the maintenance, this includes but is not limited to: labor, materials, equipment, professional consultations, delivery, cleanup, and site remediation.
- The Project completion date will be June 30, 2026.
- The contractor is responsible for maintaining a safe work zone and mitigating public safety hazards during all phases of the maintenance including traffic control, blockades, and closing the work area to the public.

- Post public notice conspicuously at the jobsite indicating project dates, job description and areas closed to the public during all phases of the maintenance.
- Minimize, remediate and restore any environmental damage caused by the contractor's equipment, employees, or sub-contractors during all phases of the maintenance.
- Minimize, remediate and restore any damage or alteration of existing infrastructure caused by the contractor's equipment, employees, or sub-contractors during all phases of the maintenance.

Payment should be at completion of the project after a site visit and approval of completed work by ADF&G.

The project will be paid for under Wildlife Restoration Grant AKW-B-SW-2023 P30.0, Refuge and Special Areas Management, for Objective 3 "Operate and Maintain Facilities" and does not require further review under NHPA.