

**DIVISION OF LEGISLATIVE AUDIT
RFP NUMBER 26-33-01
AMENDMENT NUMBER 1**



Division of Legislative Audit
Attn: JC Kestel
State Capitol, 120 4th Street, Room 3
Juneau, AK 99801-1182

RFP TITLE: RFP 26-33-01 – Lease of Office Space in Anchorage, Alaska

RFP CLOSING DATE & TIME: 2:00PM Alaska Time on September 18, 2025

DATE AMENDMENT ISSUED: Tuesday, August 26, 2025

The following changes/additions/clarifications are made to the RFP:

1. On page 1 of the RFP, paragraph one is amended to read as:

SEALED PROPOSALS MUST BE RECEIVED AT THE ABOVE ADDRESS OR MUST BE EMAILED TO LAA.PROUREMENT@AKLEG.GOV BY 2:00 P.M. ON THURSDAY, SEPTEMBER 18, 2025. FAXED PROPOSALS ARE NOT ALLOWED.

2. Paragraph 1.46 (Schedule of Events) on page 15 of the RFP is amended to read as:

1.46 SCHEDULE OF EVENTS

This schedule represents the Division's best estimate. If one component is delayed, the remainder of the schedule may be shifted to an equivalent number of days.

RFP Issue Date	August 6, 2025
Deadline for Written Questions	September 8, 2025
Deadline for Receipt of Proposals – Proposals Opened	September 18, 2025
Site Visits (if applicable)	October 8-9, 2025
Notice of Intent to Award Contract Issued (NIA)	November 5, 2025
Division Signs Lease	November 26, 2025
Lease Term Begins	March 1, 2026

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3. Paragraph 2.11 (Date of Occupancy) on page 20 of the RFP is amended to read as:

2.11 DATE OF OCCUPANCY

The premises shall be ready for the Division to begin moving the Division's furniture and equipment on or before February 16, 2026. Full occupancy by the Division is required no later than March 1, 2026. The Division cannot move immediately after an award is made. The Offeror must submit with their proposal anticipated move-in dates if leasehold improvements are required. Compliance with all parts of this RFP will be required prior to occupancy, including a Certificate of Occupancy from an appropriate building official if required by the Municipality of Anchorage, a Cable Test Report, the ADA Facility Audit Report, and a Certificate of Insurance.

4. Paragraph 2.12 (Liquidated Damages) on page 20 of the RFP is amended to read as:

2.12 LIQUIDATED DAMAGES

In the event the space is not ready for occupancy by the Lessee on March 1, 2026, the actual damages incurred by the Lessee will be difficult to assess, so the Lessor must pay the Lessee \$1,000.00 per day for each calendar day that occupancy is delayed beyond the March 1, 2026, occupancy date, unless a new occupancy date is mutually agreed upon by both parties.

5. The following questions were received from potential offerors.

- i. *I am wondering if you can sole-source this RFP since we are the current landlord of this agency?*

Response: The Divisions procurement procedures do not allow for a sole source lease of office space that exceeds the annual threshold set forth in the Alaska Legislative Procurement Procedures. This offices space has historically exceeded that threshold and it's believed that it will not change for the new lease that results from this RFP. The competitive solicitation process helps ensure that the Division is receiving the best value for the public funds that are expended on the office space. The Legislative Procurement Procedures can be accessed through the following link: <https://aws.state.ak.us/OnlinePublicNotices/Notices/Attachment.aspx?id=137335>

- ii. *We respectfully request an extension of the proposal deadline by three (3) weeks until September 24, 2025. We have identified space in downtown Anchorage that would be a good fit for your division but need additional time to prepare the floor plan and gather pricing information from our contractors.*

Response: The Divisions timeline to secure a new lease does not allow for the full amount time requested, however, the RFP deadline for the receipt of proposals has been extended to September 18, 2025. Please see the amended timeline described in lines 1. and 2. on page 1 of this amendment.

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- iii. *We respectfully request that the occupancy date be changed to a minimum of 150 days after Notice of Award to ensure there is sufficient time for the leasehold improvements to be completed prior to occupancy. Please keep in mind that the holiday season (Christmas and New Year's) is typically a slower period for contractors, as many take vacation. This may impact scheduling and progress in late December and early January.*

Response: The Divisions timeline for occupancy of a new office space does not allow for the full amount time requested, however, the Date of Occupancy has been extended. Please see the amended language and dates described in lines 2., 3., and 4. on pages 1 and 2 of this amendment.

6. All other terms and conditions of RFP 26-33-01 will remain as written.

A signed copy of this amendment and any others issued, in addition to your proposal, must be received by the issuing office prior to the closing date and time for your proposal to be considered responsive.

JC Kestel, Procurement Manager
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NAME OF COMPANY

AUTHORIZED SIGNATURE

TITLE

PRINTED NAME

DATE