

REQUEST FOR QUOTATION			PURCHASING OFFICE		
Quotations will be received until 2:00 p.m. on January 14, 2025			Department of Military and Veteran Affairs		
RFQ No.: <u>260000007</u> Title: Cadet Personal Use Items			Page 1 of 21 Date: <u>December 24, 2025</u>		
VENDOR NOTICE (This is NOT a Purchase Order)					
This is an informal quotation that will not be read at public opening. The information may be publicly reviewed after award. The terms and conditions should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery and other charges, costs, and fees but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date as shown in paragraph 3, Submission, within this RFQ.					
DELIVERY LOCATION: Alaska Military Youth Academy Supply Section PO Box 5727 Building 58100 Camp Carroll Joint Base Elmendorf-Richardson, AK 99505			BUYER: Sarah Wallace 49000 Army Guard Road, Suite B105B Joint Base Elmendorf-Richardson, Alaska 99505 Phone: 907-428-7224 MvaDasProcurement@alaska.gov		
VENDOR QUOTATION					
<u>Cadets Personal Use Items</u>					
Requirement: The Department of Military & Veterans Affairs (DMVA), Alaska Military Youth Academy (AMYA), is soliciting quotes from qualified vendors to provide cadets personal use items as specified in this RFQ.					
Period of Performance: A contract from this solicitation will be awarded under a Master Agreement (MA) contract. The length of the MA will be one year from date of award with 3 x 1 year renewal options. Renewal options will be exercised at the sole discretion of the State subject to approval of funding and a continuing need for the services.					
Method of Award: Award will be made AS ONE LOT to the lowest responsive and responsible offeror based on Total Contract Cost for the initial contract year. Offerors must provide a quote on all items within the Quote Schedule and provide all required information to be considered responsive.					
Deadline for Receipt of Quotes: Quotes must be received by 2:00 p.m. Alaska time on January 14, 2025 . An offeror's failure to submit their quote in its entirety prior to the deadline will cause the quote to be disqualified. Late quotes will not be opened or accepted for evaluation and will be considered non-responsive.					
Questions: Questions concerning this RFQ must be made in writing and directed towards DMVA/DAS Procurement section via email at MvaDasProcurement@alaska.gov .					
THIS SECTION MUST BE COMPLETED BY VENDOR					
Payment Terms: Net 30 days after receipt of an order.					
Company Name	Address	City	State	ZIP Code	Phone Number
Alaska Business License No.	Vendor Tax I.D. No.	Do you qualify for the Alaska Bidders' [] Yes [] No			
_____ Typed Name Title		Do you qualify for the Alaska Veteran Preference? [] Yes [] No			
_____ Signature Date		Do you qualify for the Military Skills Program Preference? [] Yes [] No			

A. RFQ STANDARD TERMS AND CONDITIONS.

1. REQUEST FOR QUOTATION (RFQ) REVIEW: Offerors shall carefully review this RFQ for defects and questionable or objectionable material. Offerors' comments concerning defects and questionable or objectionable material in the RFQ must be made in writing and received by the purchasing authority before the date and time set for receipt of quotes. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective quote, upon which award cannot be made, and the resultant exposure of offerors' prices. Offerors' original comments should be sent to the purchasing authority listed on the front of this RFQ.

2. QUOTATION FORMS: Offerors shall use this and attached forms in submitting quotes. A photocopied quote may be submitted.

3. SUBMISSION: Quotations shall be signed where applicable and received at the DMVA/DAS Procurement Office no later than as indicated.

Offerors must submit one copy of their quote, in writing, to the procurement officer via email, mail, or a delivery service.

If submitting a quote via email, send it to MvaDasProcurement@alaska.gov. The email must contain the RFQ number in the subject line and be sent via PDF attachment.

The maximum size of a single email (including all text and attachments) that can be received by the state is 20mb (megabytes). If the email containing the quote exceeds this size, the quote must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Email transmission is not instantaneous. Similar to sending a hard copy quote, if you are emailing your quote, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of quotes. Please note: the procurement office uses the time and date shown on received emails in the office's inbox to determine the date and time for receipt of quotes that have been submitted electronically.

It is the offeror's responsibility to contact the DMVA/DAS Procurement Office at (907) 428-7246 to confirm the quote has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

Address Mailed or Delivered Quotes as follows:

Department of Military and Veterans Affairs
Division of Administrative Services
Attention: Procurement Office
Request for Quotes (RFQ) Number: 260000007
RFQ Title: Cadet Personal Use Items

If using U.S. mail, please use the following address:

P.O. Box 5800
Joint Base Elmendorf-Richardson, Alaska 99505

If using a delivery service, please use the following address:

49000 Army Guard Road, Suite B105B
Joint Base Elmendorf-Richardson, Alaska 99505

Quotes must be received in their entirety at the DMVA/DAS Procurement Office within the Deadline for Receipt of Quotes to be considered responsive. Late quotes will be rejected.

4. QUOTE REJECTION: The State reserves the right to reject any or all quotes, combinations of items, or lot(s), and to waive defects or minor informalities.

5. EXTENSION OF PRICES: In case of error in the extension of prices in the quote, the unit prices will govern; in a lot bid, the lot prices will govern. Negligence by the vendor in preparing the quotation confers no right for the withdrawal of the quotation after it has been opened.

6. ALASKA PROCUREMENT CODE: The Procurement Code (AS.36.30) and its Regulations (2 AAC Ch. 12), are made a part of this document as if fully set forth herein. Note: AS.36.30 and 2 AAC Ch. 12 are available at most public libraries and legislative information offices; and both are available for review at Alaska State Purchasing Offices.

7. PRICES: The offeror shall state prices in the units of issue on this RFQ. Prices quoted for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices quoted for services must be quoted in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost. Prices quoted must be exclusive of federal, state, and local taxes. If the offeror believes that certain taxes are payable by the State, the offeror may list such taxes separately, directly below the bid price for the affected item. The State is exempt from Federal Excise Tax except the following:

- Coal - Internal Revenue Code of 1986 (IRC), Section 4121 - on the purchase of coal;
- "Gas Guzzler" - IRC, Section 4064 - on the purchase of low m.p.g. automobiles, except that police and other emergency type vehicles are not subject to the tax;
- Air Cargo - IRC, Section 4271 - on the purchase of property transportation services by air;
- Air Passenger - IRC, Section 4261 - on the purchase of passenger transportation services by air carriers;
- Leaking Underground Storage Tank Trust Fund Tax (LUST) - IRC, Section 4081 - on the purchase of Aviation gasoline, Diesel Fuel, Gasoline, and Kerosene.

8. PAYMENT FOR STATE PURCHASES: 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 which establishes a lower interest rate or precludes the charging of interest.

9. PAYMENT DISCOUNT: Discounts for prompt payment will not be considered in evaluating the price you quote. However, the State shall be entitled to take advantage of any payment discount(s) offered by the vendor provided payment is made within the discount period. Payment discount periods will be computed from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice.

10. VENDOR TAX ID NUMBER: If goods or services procured through this RFQ are of a type that is required to be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the State of Alaska before payment will be made.

11. 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.

12. SEVERABILITY: If any provision of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

13. TITLE: Title passes to the State for each item at FOB destination.

14. FILING A PROTEST: An offeror shall attempt to informally resolve a dispute with the procurement officer regarding a small procurement. If the attempt is unsuccessful, the vendor may protest the solicitation or the award of a small procurement contract under AS 36.30.320. The protest must be filed in writing with the commissioner of the purchasing agency or the commissioner's designee and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) the form of relief requested. The protester must file a copy of the protest with the procurement officer for the purchasing agency. Protests will be treated in accordance with AS 36.30.550 and 2 AAC 12.695.

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

16. SUITABLE MATERIALS, ETC.: Unless otherwise specified, all materials, supplies or equipment offered by an offeror shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.

17. SPECIFICATIONS: Unless otherwise specified in the RFQ, product brand names or model numbers 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.

18. FIRM OFFER: For the purpose of award, offers made in accordance with this RFQ must be good and firm for a period of ninety (90) days from the date of quote opening.

19. QUOTE PREPARATION COSTS: The State is not liable for any costs incurred by the offeror in quote preparation.

20. CONSOLIDATION OF AWARDS: Due to high administrative costs associated with processing of purchase orders, a single low quote of \$50 or less may, at the discretion of the State, be awarded to the next low offeror receiving other awards for consolidation purposes. This paragraph is not subject to the protest terms enumerated in "FILING A PROTEST" above.

21. CONTRACT FUNDING: Offerors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

22. CONFLICT OF INTEREST: An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.

23. ASSIGNMENT(S): Assignment of rights, duties, or payments under a contract resulting from this RFQ is not permitted unless authorized in writing by the procurement officer of the contracting agency. Quotes that are conditioned upon the State's approval of an assignment will be rejected as nonresponsive.

24. SUBCONTRACTOR(S): Are not allowed for any contract resulting from this RFQ.

25. FORCE MAJEURE (Impossibility to perform): The parties to a contract resulting from this RFQ 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 Agreement, 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.

26. LATE QUOTES: Late quotes are quotes received after the time and date set for receipt of the quotes. Late quotes will not be accepted.

27. CONTRACT EXTENSION: Unless otherwise provided in this RFQ, the State and the successful offeror/contractor agree: (1) that any holding over 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) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

28. DEFAULT: In case of default by the contractor, for any reason whatsoever, the State of Alaska 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.

29. DISPUTES: If a contractor has a claim arising in connection with a contract resulting from this RFQ that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

30. GOVERNING LAW; FORUM SELECTION: A contract resulting from this RFQ is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 29 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

31. CONSUMER ELECTRICAL PRODUCT: AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this quote the offeror certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.

32. CONTINUING OBLIGATION OF CONTRACTOR: Notwithstanding the expiration date of a contract resulting from this RFQ, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

33. ORDER DOCUMENTS: Except as specifically allowed under this RFQ, 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 RFQ. 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 RFQ.

34. BILLING INSTRUCTIONS: Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.

35. OFFERORS WITH DISABILITIES: 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 participate in this procurement should contact the procurement officer named on the cover page of this RFQ as soon as possible, but no later than the date and time quotations are due to make any necessary arrangements.

36. COMPLIANCE WITH ADA: By signature of their quote the bidder certifies that they comply with the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government. Services or activities furnished to the general public on behalf of the State must be fully accessible. This is intended to ensure that agencies are in accordance with 28 CFR Part 35 Section 35.130 and that services, programs or activities furnished to the public through a contract do not subject qualified individuals with a disability to discrimination based on the disability.

37. ALASKA BIDDER PREFERENCE: The award of a contract based on a Request for Quotation (RFQ) will be made to the lowest responsive and responsible bidder after an Alaska bidder preference of five percent (5%) has been applied. An "Alaska bidder" is a person who: (1) holds a current Alaska business license; (2) submits a bid for goods, services, or construction under the name as appearing on the person'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 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. AS 36.30.170, AS 36.30.321(a) and AS 36.30.990(2)

38. ALASKA MILITARY SKILLS PROGRAM PREFERENCE: If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska Military Skills Program preference of two percent (2%). The preference will be given to an entity which (1) 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 (2) has an active partnership with an entity that employs an apprentice through a program described above, and may not exceed \$5,000. 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 governments, or the general public. AS 36.30.321(i)

39. ALASKA VETERAN PREFERENCE: If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska veteran preference of five percent (5%). The preference will be given to a (1) sole proprietorship owned by an Alaska veteran; (2) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans; (3) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or (4) corporation that is wholly owned by individuals and a majority of the individuals are Alaska veterans, and may not exceed \$5,000. 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 governments, or the general public. AS 36.30.321(i)

40. USE OF LOCAL FOREST PRODUCTS: Not applicable to this RFQ.

41. LOCAL AGRICULTURAL AND FISHERIES PRODUCTS PREFERENCE: Not applicable to this RFQ.

42. ALASKA PRODUCT PREFERENCE: A bidder that designates the use of an Alaska Product which meets the requirements of the RFQ specification and is designated as a Class I, Class II or Class III Alaska Product by the Department of Commerce & Economic Development shall receive a preference in the bid evaluation in accordance with AS 36.30.332 and 3 AAC 92.010.

43. EMPLOYMENT PROGRAM PREFERENCE: If a bidder qualifies for the Alaska bidder preference, under AS 36.30.321(a) and AS 36.30.990(2), and is offering goods or services through an employment program as defined under 36.30.990(12), they will be awarded an Employment Program Preference of fifteen percent (15%) in accordance with AS 36.30.321(b).

44. ALASKANS WITH DISABILITIES PREFERENCE: If a bidder qualifies for the Alaskan bidder's preference under AS 36.30.321(a) and AS 36.30.990(2), and is a qualifying entity as defined AS 36.30.321(d), the will be awarded an Alaskans with Disabilities Preference of ten percent (10%) in accordance with AS 36.30.321(d). A bidder may not receive both an Employment Program Preference and an Alaskans with Disabilities Preference.

45. PREFERENCE QUALIFICATION LETTER: Regarding preferences 43 and 44 above, the Division of Vocational Rehabilitation in the department of Labor and Workforce Development maintains lists of Alaskan: [1] employment programs that qualify for preference and [2] individuals who qualify for preference as Alaskan's with disabilities. In accordance with AS 36.30.321(i), in order to qualify for one of these preferences, a bidder must add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, a bidder must have sold supplies of the general nature solicited to other state agencies, governments, or the general public.

As evidence of an individual's or a business' qualification for a certain preference, the Division of Vocational Rehabilitation will issue a certification letter. **To take advantage of the preferences 43 or 44 above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list at the time the quote is opened and must attach a copy of their certification letter to their quote.** The bidder's failure to provide this certification letter with their quote will cause the State to disallow the preference.

B. DMVA SUPPLEMENTAL TERMS AND CONDITIONS.

1. ALASKA INTEGRATED RESOURCE INFORMATION SYSTEM (IRIS) REGISTRATION: To be considered for contract award, your firm must create a vendor account in the State's IRIS system <http://doa.alaska.gov/dof/iris/>. Vendors already registered in IRIS do not need to create another account.

2. FEDERAL REQUIREMENTS: This RFQ is being solicited using federal program funding. By signature on their quote, the offeror agrees to comply with the compliance requirements applicable to the Federal program, including the audit requirements of OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations, if awarded a contract.

Further, the U.S. Department of Labor requires all state agencies expending federal funds to have a certification filed in the proposal, by the offeror, stating they have not been debarred or suspended from doing business with the federal government. **The Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction (attachment 3) must be completed and submitted with your quote.** A quote from a debarred or suspended offeror shall be rejected.

3. ANTI-TERRORISM TRAINING: A contract under this solicitation may involve access to, or performance of work on, a federal military installation. In the interest of safety and security of the installation, **Contractors and any employee accessing the installation are required complete Anti-Terrorism Level I training prior to beginning any work on a contract resulting from this solicitation.** The online based training is free and can be accessed at <https://jko.jten.mil/courses/AT-level1/launch.html>. Failure of a Contractor and their employee(s) to provide proof of training will result in finding the Contractor in breach and the contract cancelled. **Certificate(s) of Antiterrorism Training are not required when submitting a quote however, offerors must complete and submit the Mandatory Anti-Terrorism form (Attachment 4) with their quote acknowledging understanding of this requirement.**

4. BUDGET: The Department of Military and Veterans Affairs, Alaska Military Youth Academy estimates a budget of \$28,000 to \$38,000 per contract year, or \$100,000 for the entire contract term (initial year plus renewals). **Quotes priced at more than \$40,000 for the initial contract term will be considered non-responsive.**

Approval or continuation of a contract resulting from this RFQ is contingent upon legislative appropriation.

5. F.O.B. POINT: The F.O.B. point for all items purchased and services provided under a contract resulting from this RFQ is the DMVA, Alaska Military Youth Academy, Supply Section. Mailing address is DMVA, Alaska Military Youth Academy Supply, PO Box 5727, Joint Base Elmendorf-Richardson, Alaska, 99505. Physical address is DMVA, Alaska Military Youth Academy Supply, Building 58100, Stevens Road, Camp Carroll, Joint Base Elmendorf-Richardson, Alaska, 99505. Camp Carroll is an Alaska National Guard facility located on Joint Base Elmendorf-Richardson, Alaska. Ownership of and title to the ordered items remains with the contractor until the items have been delivered to their final destination and are accepted by the state.

All tariffs, duties, taxes, shipping, freight, handling, delivery, insurance, and any other costs, fees, or charges necessary to furnish and deliver the goods or services to the F.O.B. point must be included in your quoted price.

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

7. DISCONTINUED ITEMS: In the event an item is discontinued by the manufacturer during the life of the contract, another item may be substituted, provided that the procurement officer makes a written determination that it is equal to or better than the discontinued item and provided that it is sold at the same price or less than the discontinued item.

8. ESTIMATED QUANTITIES: The quantities referenced in this RFQ are estimated quantities and may vary more or less from the quantities actually purchased. **The state will use the estimated quantities ONLY for the evaluation and award of the RFQ.** The State does not guarantee any minimum or maximum purchase under any contract resulting from this RFQ. Orders against the contract will normally be placed in March and October of each contract year using a Delivery Order (DO) form.

9. 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 contract 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.

10. 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 \$300,000 combined single limit per occurrence.
- 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.

11. CONTRACT PRICES: Contract prices must remain firm throughout **the initial year of the contract and all renewal periods.** In the event a manufacturer increases the Contractor's cost for the contracted product during the contract year the Contractor may request a price adjustment thirty (30) days prior to the contract renewal date. Requests must be in writing, must include the manufacturer's published price list for the contractor without any additional contractor mark-ups or costs, and must be received by the DMVA/DAS Procurement Office thirty (30) days prior to the contract renewal date. If the contractor fails to request a price adjustment 30 days prior to the contract renewal date, the adjustment will be effective 30 days after the written request is received by the DMVA/DAS Procurement Office. Only one contract price adjustment will be allowed per contract year. All price adjustments must be approved by the Procurement Officer prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the Procurement Officer and signed by the contractor.

12. ORDERS AGAINST THE CONTRACT: The contract resulting from this RFQ will be a Master Agreement (MA). The State will place orders against the Master Agreement using a fully executed Delivery Order (DO). The Contractor is not to proceed with any order until they receive a fully executed DO from the State.

C. SCOPE OF SERVICES.

1. BACKGROUND INFORMATION.

The Alaska Military Youth Academy (AMYA) makes two purchases per year, prior to the start of each new Challenge program class. The quantity to be purchased will be based upon current stock levels on hand. Additional purchases may also be made throughout each class on an as-needed basis. Purchases will be made by AMYA via submittal of a fully executed Delivery Order (DO) issued under a Master Agreement (MA) contract resulting from this RFQ. The State does not guarantee a minimum or maximum number of purchases to be made against an MA. The items shown within this RFQ have been researched and thoroughly tested on the cadets and have proven to be the best option for AMYA.

2. SCOPE OF SERVICES.

The Department of Military and Veterans Affairs (DMVA), Alaska Military Youth Academy (AMYA), is soliciting quotes from qualified vendors to provide personal use items for the Alaska Youth Challenge Program Cadets on an as needed basis as specified within this RFQ. It is anticipated this RFQ may result in Master Agreement award will be made as one lot to the lowest responsive and responsible offeror. The State does not guarantee a minimum or maximum amount of product to be purchased under any contract resulting from this RFQ.

4. SPECIFICATIONS.

Personal Use Items

1. Shine Brush for boots, horsehair. Brand: Kiwi; substitutions may be proposed and are subject to written approval by the Procurement Officer prior to delivery. Estimated usage: 600 each annually.
2. Boot Polish, Solid, Black, Can, minimum size 1 1/8 oz (32g). Brand: Kiwi. Estimated usage: 800 cans annually. No substitution will be accepted on this product. Product offered must be 1/18 oz (32g) or larger.
3. Travel / Pocket Tissue, 2 ply, white, approximately 15 tissues per pack. Estimated usage: 600 packs annually.
4. Shoelaces, 54" long, Flat, pair, White. Brand: Kiwi Select Sport Laces; substitutions may be proposed and are subject to written approval by the Procurement Officer prior to delivery. Estimated usage: 100 pairs annually.
5. Boot Laces, 72" long, Round, pair, Black. Brand: Kiwi Outdoor; substitutions may be proposed and are subject to written approval by the Procurement Officer prior to delivery. Estimated usage: 100 pairs annually.
6. Boot Laces, 54" long, Flat, pair, Black. Brand: Kiwi Select or State-approved equivalent. Estimated usage: 100 pair annually.
7. Boot Laces, 45" long, Flat, pair, Black. Brand: Kiwi Sport; substitutions may be proposed and are subject to written approval by the Procurement Officer prior to delivery. Estimated usage: 100 pair annually.
8. Blousing Straps, Black, pair. Brand: Rothco Boot Blouser FW001BLK; substitutions may be proposed and are subject to written approval by the Procurement Officer prior to delivery. Estimated usage: 800 pairs annually.

Offerors are responsible for ensuring the products offered meet all minimum specifications. Products not meeting the minimum specifications will be considered non-responsive.

D. ATTACHMENTS

1. Quote Schedule
2. Master Agreement for Goods and Non-professional Services form
3. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
4. Anti-Terrorism Training
5. Alaska Bidder Preference Certification
6. Offeror Checklist

-- END OF SECTION --

ATTACHMENT 1

QUOTE SCHEDULE for RFQ 260000007

Offerors are to submit their quotes using this Quote Schedule. The total contract cost on this form is the cost that will be used for evaluation and award purposes under this RFQ. Quotes over the Not to Exceed amount of \$50,000 for the initial contract year will be considered non-responsive.

Award will be made AS ONE LOT to the lowest responsive and responsible bidder. To be considered responsive, bidders must bid on all items within the Quote Schedule and provide all required documentation with their quote. The quantities referenced in this Quote Schedule are estimated quantities and may vary from the quantities actually purchased. **The state will use the estimated quantities ONLY for the evaluation and award of the RFQ.** The State does not guarantee any minimum or maximum purchase under any contract resulting from this RFQ. Costs offered must be inclusive of all tariffs, duties, taxes, shipping, freight, handling, delivery, insurance, and any other costs, fees, or charges necessary to furnish and deliver the goods or services to the F.O.B. point.

Item	Description of Product	Estimated Quantity	Unit Cost per Pair or Service	Extended Cost
1	Shine Brush for boots, horsehair. Product Offered:	600 each	\$	\$
2	Boot Polish, Solid, Black, Can, minimum size 1 1/8 oz (32g). Product Offered:	800 each	\$	\$
3	Travel / Pocket Tissue, 2 ply, white. Product Offered:	600 packs	\$	\$
4	Shoe Laces, 54" long, Flat, pair, White. Product Offered:	100 pair	\$	\$
5	Boot Laces, 72" long, Round, pair, Black. Product Offered:	100 pair	\$	\$
6	Boot Laces, 54" long, Flat, pair, Black. Product Offered:	100 pair	\$	\$
7	Boot Laces, 45" long, Flat, pair, Black. Product Offered:	100 pair	\$	\$
8.	Blousing Straps, Black, pair. Product Offered:	800 pair	\$	\$
9.	Total Contract Cost for the Initial Contract Year (Sum of Items 1 through 8)	\$		
10.	I acknowledge receipt of Mandatory Return Amendment(s) _____ issued for this RFQ. (If none were issued, enter "None" or leave blank.			

CONFLICT OF INTEREST

Per paragraph 22, Conflict of Interest, of the RFQ Standard Terms and Conditions section of this RFQ, I certify that my company, or individual(s) employed by my company, that may be working on a contract resulting from this RFQ (circle one) DO or DO NOT have a possible conflict of interest. If my company, or individual(s) employed by my company do have a possible conflict of interest, the nature of that conflict is: (include additional page(s) if necessary)

ALASKA PRODUCT PREFERENCE

Does your business qualify for the Alaska Product Preference as specified within paragraph 42 of the RFQ Standard Terms and Conditions Section of this RFQ? If yes, please circle the applicable class: Class I (3%) Class II (5%) Class III (7%). Offeror must be on the current Product Preference list maintained by the Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs, at the Deadline for Receipt of Quotes to qualify for the preference.

ALASKANS WITH DISABILITIES AND EMPLOYMENT PROGRAM PREFERENCES

Does your business qualify for either the Alaskans with Disabilities or Employment Program preference as specified within paragraphs 43 and 44 in the section titled RFQ Standard Terms and Conditions? If yes, you must provide a copy of the certification letter from the Department of Labor and Workforce Development, Division of Vocational Rehabilitation, as required by paragraph 45 of the RFQ Standard Terms and Conditions section of this RFQ with your quote to claim this preference. Failure to provide this certification letter with their quote will cause the State to disallow the preference.

BUSINESS CONTACT INFORMATION

Business Name: _____

Mailing Address: _____

Contact Person: _____

Phone: _____ Ext: _____

Email address: _____

AUTHORIZED REPRESENTATIVE

Authorized Representatives Name: _____

Title: _____

Signature: _____

Date: _____

—End of Attachment 1—

ATTACHMENT 2

STATE OF ALASKA					
STANDARD CONTRACT FORM			GOODS AND NON-PROFESSIONAL SERVICES		
The parties' contract comprises this Standard Contract Form as well as its referenced Articles and their associated Appendices					
1.Contract #		Contract Title			
3.VSS Vendor #		Transaction		5.AK Business License #	
This contract is between:					
6.Department of				hereafter the State, and	
8.Contractor				hereafter the Contractor	
9.Mailing Address:					
City				Zip Code+4	
Point of Contact:		Address			
10.					
<p>ARTICLE 1. Appendices: Appendix A through D are considered part of it.</p> <p>ARTICLE 2. Performance of Contract:</p> <p>2.1: Appendix A (General Terms and Conditions) shall govern all performance.</p> <p>2.2: Appendix B sets forth the schedule of performance.</p> <p>2.3: Appendix C sets forth the quality standards.</p> <p>ARTICLE 3. Period of Performance: The period of performance begins on ? and ends on ??????????. There are ??? renewal options available.</p> <p>ARTICLE 4. Consideration:</p> <p>4.1: In full consideration of the Contract, the State hereby agrees to pay the Contractor a sum not to exceed: \$????????????? in accordance with the terms of the Contract.</p>					
11.Department of		Attn:			
Mailing Address: Street of P.O. Box					
City		State			
Point of Contact					
12. CONTRACTOR			1. STATE		
Name of Firm:		Department			
Signature of Authorized Representative		Signature of Procurement Officer			
Printed or Typed Name of Authorized Representative		Printed or Typed Name of Procurement Officer			
Date		Date			

NOTICE! This contract has no effect until signed by the head of the contracting agency, procurement officer or designee.

APPENDIX A

GENERAL CONDITIONS

1. Inspections and Reports:

The department may inspect, in the manner and at reasonable times it considers appropriate, all the Contractor's facilities and activities under this contract. The Contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

2. Suitable Materials, etc.:

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

3. 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

4. Default:

In case of default by the Contractor, for any reason whatsoever, the State of Alaska 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.

5. No Assignment or Delegation:

The Contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Procurement Officer.

6. Contract Disclosure:

Except as otherwise protected by law, this contract and any amendment is a public record subject to disclosure under, for example, the Alaska Public Records Act. The contractor does not assert that any information in the contract is protected under federal or State of Alaska law.

7. No Additional Work or Material:

No claim for additional supplies or services, not specifically provided in this contract, performed or furnished by the Contractor, will be allowed, nor may the Contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Procurement Officer.

8. Independent Contractor:

The Contractor and any agents and employees of the Contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

9. Payment of Taxes:

As a condition of performance of this contract, the Contractor shall pay all federal, State, and local taxes incurred by the Contractor and shall require their payment by any subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

10. Compliance:

In the performance of this contract, the Contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

11. Conflicting Provisions:

Unless specifically amended and approved by the State of Alaska, Department of Law, the terms of this contract supersede any provisions the Contractor may seek to add. The Contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The Contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) seek to limit liability of the Contractor for acts of Contractor negligence, are expressly superseded by this contract and are void.

12. Officials Not to Benefit:

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

13. Contract Prices:

Contract prices for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices for services must be in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost.

14. Contract Funding:

Contractors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

15. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, 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 Agreement, 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.

16. Contract Extension:

Unless otherwise provided, the State and the Contractor agree: (1) that any holding over 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) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

17. Severability:

If any provision of the contract is 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.

18. Continuing Obligation of Contractor:

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

19. Termination.

- a. The Procurement Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. In the absence of a breach of contract by the Contractor, the State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.
- b. The Procurement Officer may also, by written notice, terminate this contract under Administrative Order 352 if the contractor supports or participates in a boycott of the State of Israel.

20. Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

--End of Attachment 2--

ATTACHMENT 3

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Printed Name and Title of Authorized Representative

Signature

Date

Please provide either the DUNS Number _____ or the Cage Code _____

Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

--End of Attachment 3--

ATTACHMENT 4

MANDATORY ANTI-TERRORISM TRAINING

In accordance with Department of Defense (DOD) Instruction 2000.16, all contract personnel working on site in the performance of a contract at a military site must obtain an Annual Antiterrorism Training Certificate before receiving a contract in the performance of the work.

Each individual working on site is required to complete Level I AT Awareness Training which is free and available online at <https://jko.jten.mil/courses/AT-level1/launch.html>. This is a two-hour course with a multiple-choice exam. Successful completion of the exam results in a written certificate that is that is good for one year from date of completion and may be used on any Department of Military and Veteran's Affairs contract.

The contractor shall be responsible for providing the project manager with a copy of each individual's Certificates of Training Completion, which will be maintained the contract file.

Contractors are encouraged to obtain the Level I Antiterrorism Awareness Training annually and to maintain certificates of each individual to expedite the contract award process.

Certificate(s) of Antiterrorism Training are not required when submitting a proposal. Contractor tendering a proposal must acknowledge below that if awarded a contract, each individual working on site will have a Certificate of Completion submitted to the project manager.

Company Name: _____ Date: _____

Printed Name: _____ Signature: _____

--End of Attachment 4--

ATTACHMENT 5

ALASKA BIDDER PREFERENCE CERTIFICATION FORM AS 36.30.321 (A) / AS 36.30.990 (2)

Solicitation Number	
Project Description	
Business Name	
Alaska Business License Number	

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.

Printed Name:	
Title:	
Date:	
Signature:	

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

If the answer to question 3 is YES, complete the following:

Physical Place of Business Address	
City	
Zip Code	

“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
------------------------------------------------------------------------------	----------------------------------------------------------

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
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 ALL 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
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 Nations Guards, 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
---	---------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------

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

--End of Attachment 5--

ATTACHMENT 6

OFFEROR'S CHECKLIST

This checklist is being provided as a courtesy to offerors when preparing and submitting their quote. It may not be an all-inclusive list. It is the offeror's responsibility to ensure all required documents and information are submitted as specified in this RFQ no later than the deadline for receipt of quotes.

A. The following are REQUIRED to be completed and submitted by the Offeror with their quote.

- _____ 1. Completed Page 1 of this RFQ, and
- _____ 2. Completed Quote Schedule (Attachment 1), and
- _____ 3. Completed page 1 of the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Transactions (Attachment 3), and
- _____ 4. Completed Mandatory Anti-Terrorism Training form (Attachment 4), and
- _____ 5. Any Mandatory Return Amendment(s) to this RFQ, **if issued**.

B. The following items are required only if the offeror is claiming an Alaska Bidder, Veteran, or other preference.

- _____ 1. Completed Alaska Bidder Preference Certification Form (Attachment 5).
- _____ 2. Copy of the certification letter from the Department of Labor and Workforce Development, Division of Vocational Rehabilitation, if claiming Employment Program or Alaskans with Disability preference (reference number 45 of the RFQ Standard Terms and Conditions section of this RFQ).

An offeror's failure to complete and submit the required forms with their quote may result in their offer being considered non-responsive and being rejected by the State.

---End of Attachments---