



REQUEST FOR QUOTATION

Request for Quotation (RFQ) (10-021-26)
TLO 2025 Land Sale - Southcentral Region Appraisal
Quotations will be received until 2:00pm Alaska
Standard Time, March 17, 2026

PURCHASING OFFICE

Department of Natural Resources
Trust Land Office
2600 Cordova Street, Suite 201
Anchorage AK 99503

Page: 1 of 15 Date: (February 24, 2026)

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 charges, 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 to the above address. Please reference the Buyer's name and the RFQ number on the outside of the return envelope.

WORKSITE LOCATION:

Trust Land Office
2600 Cordova Street, Suite 201 Anchorage, AK 99503

BUYER:

Blain Alfonso, Administrative Manager, Phone: (907) 269-8659,
Email: blain.alfonso@alaska.gov

VENDOR QUOTATION

Description of Goods or Services

Valuation of Trust Properties TLO 2026 Annual Land Sale - Southcentral Region

PURPOSE

The Department of Natural Resources (DNR), Trust Land Office (TLO) is soliciting competitive quotes to provide appraisal services for 23 parcels in the Southcentral Region of Alaska. Contractor will determine the fair market value, conduct parcel site inspections, post "For Sale" signs, provide digital photographs, and summarize conditions of the parcels. The parcels are generally located in or near the communities of Eagle River, Kenai, Little Jakolof Bay, Moose Pass, Nikiski, Ninilchik, Sterling, and Willow.

Since 1998, the TLO has held an annual land sale to generate revenues for the Alaska Mental Health Trust. Parcels in the 2026 Land Sale will be sold through a competitive sealed bid auction. The TLO procures the services of appraisers to help establish minimum bids (set by the appraisal), compile appraisal reports, supply photographs, hang a "For Sale" sign, and parcel inspections. The TLO's goal is to have "For Sale" signs posted, and parcel information available for the public to view on the TLO's website by August 12, 2026. The TLO needs approximately five weeks to review and analyze the information from the appraisal reports, process photos, and organize the information and data to publish on the TLO's website. The TLO will accept sealed bids for parcels in the auction tentatively set for August 12, 2026, to November 16, 2026. The sealed bids will be opened, and the parcels awarded to the apparent high bidders by November 18, 2026.

PERIOD OF PERFORMANCE

The contract term shall be from date of award of a contract, through June 30, 2026.

TLO may enter into a month-to-month holdover extension, prior to the expiration of the current contract term. All exercised month-to-month holdover extensions shall be executed via written amendment to the contract. TLO will provide the Contractor written notice 30 calendar days prior to cancellation of any month-to-month holdover extension. The total cumulative dollar amount of each month-to-month holdover extension shall not exceed the unanticipated amendment limitations stated in Alaska Administrative Manual 81.700. All other terms and conditions specified by the contract shall remain the same during any month-to-month holdover extension period.

MINIMUM REQUIREMENTS

See Special Instructions below.

METHOD OF AWARD

Award will be made to the lowest responsive and responsible offeror.

CONTRACT PRICES

Contract prices are to remain firm throughout the duration of the contract and any extension or renewal of the contract, unless authorized in writing by TLO.

SCOPE OF WORK

The scope of this project is to deliver summary appraisal reports. Reports must be prepared in accordance with Standards Rules 1 and 2 of the Uniform Standards of Professional Appraisal Practice (USPAP) for 23 parcels in the Southcentral region of Alaska. Contractor will set minimum bidding values (market value), conduct parcel site inspections, post "For Sale" signs, provide digital photographs, and summarize conditions of the parcels. The parcels are generally located in or near the communities around the Eagle River, Kenai, Little Jakolof Bay, Moose Pass, Nikiski, Ninilchik, Sterling, and Willow (See Attachment 1). The appraisal must be in accordance with Special Instructions and Project Tasks listed below.

SPECIAL INSTRUCTIONS

1. Terms of Sale: Market value must be estimated in terms of seller financing typical for the market. The TLO will not accept appraisals that apply a downward adjustment to comparable prices with typical seller financing in order to indicate a cash value. The TLO offers seller financing and does not discount for cash. This is the reason for the market value definition used above, to provide a value based on "precisely revealed terms."
2. Conditions of Sale: To the extent possible, the appraiser shall use only private transactions for comparables.
3. Property Rights Appraised: Appraise the fee simple estate less mineral rights reserved under AS 38.05.125(a). Appraisals that do not cite this definition will be returned for correction.
4. Date of Valuation: Use a current date of valuation.
5. Inspection and Determination of Site Quality: The appraiser must make an onsite inspection of the appraised property.
6. Plat or Survey Maps: Some type of map is required that depicts the locations of improved roads, trails, utilities, or other pertinent information. This map could be a plat map or a map published by a local government agency such as the Assessor's office or planning department. The appraiser is expected to review surveys, plats, plat notes, and land status maps for easement and other restrictions that could affect value and to summarize such easements and restrictions in the appraisal report.
7. Title Information: The TLO will provide title reports as they come available.
8. Data Analysis and Key Parcel: When appraising similar parcels within the same subdivision or neighborhood, a typical or Key Parcel valuation method must describe the pertinent features of the key parcel and each of the comparable sales. The grid must also show adjustments (qualitative or quantitative) made in relating the pertinent features of the comparable transactions to the pertinent features of the key parcel. An example appraisal will be provided upon request.

Adjustments may be quantitative (dollar amounts or percentages) or qualitative (plus/minus, inferior/superior) and must be briefly discussed in narrative, in addition to being presented in the grid. As the amount of the adjustment increases, the need for factual evidence (e.g. paired sales, data arrays, opinion surveys) increases. If qualitative adjustments are used, the relative weight for each adjustment must be described and supported. The final reconciliation must clearly state which indicators of value are the most reliable, and explain how each indicator affects the appraiser's final conclusion of value. Estimates based solely on the appraiser's opinion without explanation will be rejected. Estimates based solely on regression analysis or other statistical methods may also be rejected.

SPECIAL INSTRUCTIONS CONTINUED

The appraisal may have more than one key parcel, e.g. a waterfront site and an interior site. Once the key parcels are valued, the remaining parcels must be valued in a grid or grids that compare the pertinent features of each subject parcel to the pertinent features of the appropriate key parcel. The grid must also show adjustments (qualitative or quantitative) made in relating the pertinent features of each subject parcel to the pertinent features of the key parcel. The key parcel valuation grid and the grid that compares the remaining parcels to the key parcel will stratify the narrative requirement for describing the subject lots.

9. Comparable Sale Forms or data sheets are required. A comparable location map is required, showing the location of each comparable in relation to the appraised properties and other comparables. If the data on the form is found to be insufficient or inaccurate upon technical review, the TLO will not review the report until comparable data forms are found to be complete and accurate.
10. Report Format: The TLO encourages brevity, provided the report contains sufficient information for the reviewer to determine that the analyses and conclusions are supported and reasonable for the intended use. A Summary Spreadsheet is required as a single Excel spreadsheet, single-row spaced, with parcel numbers, MHT number, year appraised, acres, appraised value, Appraiser, asp number, notation, portion of parcel, and legal description is required in electronic format, and the appraiser must email the file to brittany.williams@alaska.gov or provide the file on a thumb drive or CD. The lot(s), block, tract (if applicable), and subdivision name must be in separate columns. An acceptable report must meet USPAP requirements for a summary report and must also contain the following:
 - Letter of Transmittal Explaining the Limitations of the Appraisal
 - Scope of Appraisal
 - Neighborhood Analysis & Sale History of the Subject Subdivision/Parcels
 - Comparable Sales and Subject Location Map
 - Narrative Explanation of Adjustments
 - Key Lot Valuation Grid
 - Valuation Grid for Remaining Parcels
 - Certification
 - Comparable Sales Forms
11. Appraiser qualifications: The contractor must sign the report as the principal appraiser. Any appraiser who will contribute to the appraisal process must be accepted for placement on DNR's appraiser list before beginning work.

PROJECT TASKS

Task 1: Prepare summary appraisal reports with market values meeting the most current USPAP standards as published by the Appraisal Foundation for 23 parcels (see Attachment 1) in the Southcentral region of Alaska. Market value is defined as:

- The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress.[1]
- In addition to the summary appraisal reports, as referenced in #10 Report Format in the Special Instructions the contractor will deliver a Summary Spreadsheet with the required fields as referenced. An example of the spreadsheet is attached to this Request for Quotation.

[1] The Appraisal of Real Estate, Fourteenth Edition, Appraisal Institute, 2013, page 58
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PROJECT TASKS CONTINUED

Task 2. Post Signs

Post “For Sale” signs provided by the TLO on each parcel. If the parcel is adjacent to a road/trail the sign shall be posted where it can be visually seen from the road or trail. Parcels with lake or river frontage shall have signs posted near the shoreline where the signs can be seen from a watercraft on the lake or river. Parcels with both road/trail and lake/river frontage shall have signs posted where they can be visually seen from both the road/trail and from a watercraft on the lake/river. Parcels that do not have road/trail or lake/river frontage shall have signs posted on the parcel in a visual strategic location(s) to aid a person in locating the parcel.

Task 3. Photograph Parcels

Contractor will be required to submit representative digital photographs of each appraised parcel. The TLO will publish these photographs in publications, websites, flyers, and any media the TLO deems necessary to advertise the parcels for sale. All parcel photographs will be the sole property of the TLO and may be used by the TLO for any other purpose without additional compensation to the Contractor. All parcel photographs must meet the following requirements:

1. Photograph each parcel using digital photography (minimum of six photos per parcel) in .JPG format.
2. Use high resolution, high quality imagery captured at 200 DPI.
3. Photographs must clearly illustrate the character and quality of the parcels.
4. Photographs must clearly show the “For Sale” sign on the property.
5. Identify the photographs with the TLO’s naming convention:
 - a. Photo Label Picture Number (Photo Label can be found on the parcel list)
 - i. Example: MHT 92XXXXX_Lot 1
 - ii. Example: MHT 92XXXXX_Lot 2
6. Photographs are to be labeled adjacent to the photo, not on or imbedded in the photo.
7. Provide photographs to the TLO in the digital format on a thumb drive.

DELIVERABLES

The contractor will be required to provide the following deliverables:

1. Appraisal reports with market values meeting the most current USPAP standards for 23 parcels and lots in the northern region of Alaska. Provide one hard copy of the appraisal reports and an electronic copy on a thumb drive in a Microsoft Office Word file or an OCR pdf file.
2. Provide a Summary Spreadsheet in the required format in Microsoft Office Excel outlined in Special Instruction #10 and Project Task 1 and deliver on a thumb drive.
3. Digital photographs on a thumb drive and labeled as outlined in Task 3.
4. Comparable Sale Data and Map.

PROJECT SCHEDULE

The draft appraisal report is due June 30, 2026. The final report is due no later than two weeks after the appraiser receives review comments. The TLO anticipates that review will be completed within two weeks after receipt of the draft report and one week after receipt of the final reports.

COST

The Trust Land Office estimates a budget not to exceed \$75,000 dollars for completion of this project. Proposals priced at more than \$75,000 will be considered non-responsive and rejected.

Description of Goods or Services

ENROLLMENT IN IRIS

Offerors will be required to be enrolled in the State of Alaska’s Integrated Resource Information System (IRIS) database prior to award of a contract resulting from this RFQ. Enrollment can be done online at the following link: <https://iris-vss.alaska.gov/webapp/PRDVSS1X1/AltSelfService>. Offerors who are not enrolled in IRIS prior to award of a contract will be notified by the Procurement Officer. Failure of an offeror to enroll in the IRIS database will delay award of a contract.

QUOTE SUBMITTAL

Quotes are due 2:00pm Alaska Time on MARCH 17, 2026, via email to blain.alfonso@alaska.gov, or mailed/hand delivered to Blain Alfonso, Administrative Manager, Trust Land Office, 2600 Cordova Street, Suite 201, Anchorage, Alaska 99503 or by fax at (907) 269-8905. Responses received after this date and time will be considered non-responsive and will be rejected.

The bidder should state the project name, state the total amount of the bid of the project, state the bidder can meet the timeframe required for the project, and state that the bid is good for 90 days.

QUOTE SCHEDULE

Offerors are to submit their quotes using this Quote Schedule. Quote prices are to remain firm for the duration of the contract and are to include all costs associated with providing required goods or services, including, but not limited to, direct expenses, payroll, supplies, equipment, overhead, and profit. The Total Contract Cost shown on this form is the cost that will be used for evaluation and award purposes under this RFQ.

Line Item 1	(Add Quantity)	Total Contract Cost
Appraisal Services – Southcentral Region	<u>23 Parcels</u>	\$ _____

THIS SECTION MUST BE COMPLETED BY VENDOR

Delivery shall be made _____ calendar days after receipt of order.
 Payment Terms: _____

Company Name	Address	City	State	ZIP Code	Phone Number
Alaska Business License No.	Vendor Customer No.	Do you qualify for the Alaska Bidders' Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Do you qualify for the Alaska Veteran Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		_____ Typed Name and Title			
_____ Signature		_____ Date			

INSTRUCTIONS AND 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 designated Purchasing Office no later than as indicated.

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 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)

Within five working days of notice from the State, the apparent low bidder must submit a list of the subcontractors that will be used in the performance of the contract. The list must include the name of each subcontractor and the location of the place of business for each subcontractor and evidence of each subcontractor's valid Alaska business license.

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 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 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 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 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).

39. USE OF LOCAL FOREST PRODUCTS

In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010 and AS 36.30.322.

40. LOCAL AGRICULTURAL AND FISHERIES PRODUCTS PREFERENCE

When agricultural, dairy, timber, lumber, or fisheries products are purchased using state money, a 7% preference shall be applied to the price of the products harvested in Alaska, or in the case of fisheries products, the products harvested or processed within the jurisdiction of Alaska, in accordance with AS 36.15.050.

41. 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.

42. 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 15% in accordance with AS 36.30.321(b).

43. 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), they will be awarded an Alaskans with Disabilities Preference of 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.

44. PREFERENCE QUALIFICATION LETTER

Regarding preferences 42 and 43 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 42 or 43 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.

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 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.

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 claim.

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 claim.

Attachment 1 Southcentral Region Parcel List

MHT Number	MH Parcel Number (* - Portion of)	General Location	Community/ Subdivision (S/D)	MTRS	Survey	Lot	Block	Acres
9201014	SM-7019	Eagle River	Eagle River Valley, Hillside	S014N001 W24	USRS	SW1/4 NW1/4 SW1/4		10.000
9201040	SM-1165*	Kenai	Emerald Subdivision	S007N011 W30	TLS 2024-04	9		3.107
9201034	SM-1165*	Kenai	Emerald Subdivision	S007N011 W30	TLS 2024-04	3		3.107
9201033	SM-1165*	Kenai	Emerald Subdivision	S007N011 W30	TLS 2024-04	1, 2		6.213
9200723	SM-0595, SM-0596	Kenai River		S005N008 W22, 27	EPF 36-27	19A, 19B		9.070
9200893	SM-0422-D*, SM-0414*	Little Jakolof Bay	East Oyster Cove	S008S013W 21	TLS 2021-06	6A		1.599
9200894	SM-0422-D*, SM-0414*	Little Jakolof Bay	East Oyster Cove	S008S013W 21	TLS 2021-06	7A		1.508
9200895	SM-0422-D*, SM-0414*	Little Jakolof Bay	East Oyster Cove	S008S013W 21	TLS 2021-06	8A		2.089
9200815	S20084	Moose Pass	Madson Subdivision	S004N001 W01	TLS 2020-01	Tract A		21.762
9200967*	SM-1164*	Nikiski	Sapphire S/D**	S007N011 W30	TLS 2025-10	1	1	5.151
9200967*	SM-1164*	Nikiski	Sapphire S/D**	S007N011 W30	TLS 2025-10	2	1	4.832
9201066*	SM-1146-01*	Nikiski	Sapphire S/D**	S007N011 W19	TLS 2025-10	1	4	4.653
9201066*	SM-1146-01*	Nikiski	Sapphire S/D**	S007N011 W19	TLS 2025-10	7	4	4.652
9200966	SM-1154-A	Nikiski	Nikiski	S007N011 W21	USS	12		20.000
9201050	S20055	Ninilchik	Lonesome Lake	S003N012 W22	TLS 2024-01	4		5.694
9201051	S20055	Ninilchik	Lonesome Lake	S003N012 W22	TLS 2024-01	5		7.812

MHT Number	MH Parcel Number (* - Portion of)	General Location	Community/ Subdivision (S/D)	MTRS	Survey	Lot	Block	Acres
9201052	S20055, S20057	Ninilchik	Lonesome Lake	S003N012 W22	TLS 2024-01	6		6.430
9201059	S20054	Ninilchik	Lonesome Lake	S003N012 W22	TLS 2024-01	13		4.594
9201061	S20054, S20057	Ninilchik	Lonesome Lake	S003N012 W22	TLS 2024-01	15		4.602
9200852	SM-0618	Sterling	Trout View S/D	S005N008 W29	TLS 2021-04	4		6.662
9200853	SM-0618	Sterling	Trout View S/D	S005N008 W29	TLS 2021-04	5		1.012
9201010	SM-2466	Willow	Willow	S020N004 W35N1/2N1 /2SW1/4	USS			40.000
9201070	SM-2467*	Willow	Willow	S020N004 W35S 1/2of the N1/2 of the SW1/4 & the S1/2 of the SW1/4	USS			40.000

** Sapphire Subdivision located in Nikiski, AK has not recorded; intended to be completed by August 12, 2026.