



## STATE OF ALASKA

Department of Natural Resources

### **Informal Request For Proposal**

IRFP 10 190000054 - 1

**TITLE:**

One-Time Purchase of Alaska State Parks Merchandise

**PURPOSE:**

The Department of Natural Resources, Division of Parks and Outdoor Recreation, is seeking competitive proposals for qualified vendor(s) to purchase existing stock of Alaska State Parks merchandise as specified within this Informal Request for Proposals (IRFP).

Important Notice: If you receive this solicitation from the State's Online Public Notice website or IRIS Vendor Self Service portal, please register with the DNR Procurement Section to receive subsequent amendments.

Registration must be in writing and may be made via email to [dnr.ssd.procurement@alaska.gov](mailto:dnr.ssd.procurement@alaska.gov) or fax to 907-269-8909. Failure to register with the DNR Procurement Section may result in rejection of your offer.

ADA: The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a bid should contact the DNR Procurement Section via email to [dnr.ssd.procurement@alaska.gov](mailto:dnr.ssd.procurement@alaska.gov), fax to 907-269-8909, telephone at 907-269-8666 or 269-8687, or TDD at 907-269-8411 not later than 10 calendar days prior to the bid closing date to make necessary arrangements.

**Date of Issue: October 23, 2018**

**Deadline for Receipt of Proposals: November 14, 2018 14:00:00**

**Important Notice:** If you received this solicitation from the State of Alaska's "Vendor Self-Service" web site, you must register with the procurement officer to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

PROCUREMENT OFFICER: James Sonnier  
TELEPHONE NUMBER: (907)269-8687  
EMAIL: jim.sonnier@alaska.gov

BID RECEIVING LOCATION:  
Support Services ANC Admin  
Attn: Procurement  
550 West 7th Avenue  
Anchorage, AK 99501-3564

**PREFERENCES**

Does your business qualify for the Alaska bidder preference?

Yes     No

Does your business qualify for the Alaska veteran preference?

Yes     No

**PROPOSAL SCHEDULE**

| Event Date | Event Description         |
|------------|---------------------------|
| 10/31/18   | Pre-Proposal Conference   |
| 11/14/18   | Proposal Receipt Deadline |

**LINE ITEMS**

| Line No.   | Description   | Quantity      | Unit         | Unit Cost           |
|------------|---|---------------|--------------|---------------------|
| 1          | Lot 1 - One-Time Purchase of Alaska State Parks Hoodies |               |              |                     |
| Start Date | End Date  | Delivery Date | F.O.B. Point | Extended Line Total |
| 11/21/18   | 12/31/18  |               |              |                     |

**Extended Description:**

One-time purchase of Alaska State Parks Hoodies as specified within this IRFP.

DO NOT ENTER COST ON THIS LINE. ENTER COST ONLY ON THE COST PROPOSAL FOR LOT 1 ATTACHED TO THIS IRFP.

| Line No.   | Description  | Quantity      | Unit         | Unit Cost           |
|------------|--|---------------|--------------|---------------------|
| 2          | Lot 2 - One-Time Purchase of Alaska State Parks T-Shirts |               |              |                     |
| Start Date | End Date   | Delivery Date | F.O.B. Point | Extended Line Total |
| 11/21/18   | 12/31/18   |               |              |                     |

**Extended Description:**

One-time purchase of Alaska State Parks T-Shirts as specified within this IRFP.

DO NOT ENTER COST ON THIS LINE. ENTER COST ONLY ON THE COST PROPOSAL FOR LOT 2 ATTACHED TO THIS IRFP.

| Line No.   | Description   | Quantity      | Unit         | Unit Cost           |
|------------|---|---------------|--------------|---------------------|
| 3          | Lot 3 - One-Time Purchase of Alaska State Parks Cards |               |              |                     |
| Start Date | End Date  | Delivery Date | F.O.B. Point | Extended Line Total |
| 11/21/18   | 12/31/18  |               |              |                     |

**Extended Description:**

One-time purchase of Alaska State Parks Holiday and Blank Note Cards as specified within this IRFP.

DO NOT ENTER COST ON THIS LINE. ENTER COST ONLY ON THE COST PROPOSAL FOR LOT 3 ATTACHED TO THIS IRFP.

**EVALUATION CRITERIA**

| <i>The following criteria will be used when determining the award of this solicitation</i> |                             |               |   |
|--|-----------------------------|---------------|---|
| <b>Code</b>  | <b>Criteria Description</b> | <b>Points</b> | <b>Vendor Response</b><br><i>(DO NOT LIST PRICES IN THIS SECTION. UNIT PRICES AND TOTAL PRICES MUST BE FILLED IN ADJACENT TO THEIR LINE ITEMS.)</i> |
| 1  | Cost                        | 70            |   |
| 7  | AK Offeror Pref             | 10            |   |
| 3  | Methodology                 | 20            |   |

| <b>Terms and Conditions</b> |                                |                |
|-----------------------------|--------------------------------|----------------|
| <b>No.</b>                  | <b>Name</b>                    | <b>Section</b> |
| 006                         | Informal Request for Proposals |                |

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## IRFP 190000054

### A. Standard Terms and Conditions

#### 1. Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals

a. If using the U.S. Mail or a Delivery Service: Offerors must submit 4 signed hard copies of their technical proposal and one signed hardcopy of their cost proposal, in writing, to the procurement officer in a sealed envelope. Cost proposal is to be sealed in a separate envelope within the proposal package. The proposal package must be addressed as follows:

1) Upper Left Hand Corner of the Envelope: Offeror's Name and Address.

2) Centered on the envelope:

Department of Natural Resources

Support Services Division

Procurement Section

Attention: Jim Sonnier

Informal Request for Proposal (IRFP) Number: 190000054

Project name: One-Time Purchase of Alaska State Parks Merchandise

550 W. 7th Avenue, Suite 1330

Anchorage, Alaska 99501

Proposals must be received no later than the date and time shown in this IRFP as the Deadline for Receipt of Proposals. Faxed or electronically submitted proposals are acceptable but not encouraged. Oral proposals are not acceptable.

b. If submitting a faxed proposal, it is the offeror's responsibility to contact the DNR Procurement office at 907-269-8687 to make arrangements prior to faxing the proposal and to confirm that the proposal has been received. If submitting a faxed proposal offeror is only required to provide one copy of the technical and cost proposal to DNR Procurement. Fax number for the DNR Procurement Section is 907-269-8909. Faxed proposals must be legible and must be received in their entirety by the DNR Procurement office prior to the Deadline for Receipt of Proposals to be considered responsive. The state is not responsible for unreadable, corrupt, or missing information, or for delays in transmission between the sender's machine and DNR Procurement. Late or incomplete proposals will be considered non-responsive and will be rejected.

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c. If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to [dnr.ssd.procurement@alaska.gov](mailto:dnr.ssd.procurement@alaska.gov) as separate, clearly labeled attachments, such as “Vendor A – Technical Proposal.pdf” and “Vendor A – Cost Proposal.pdf” (Vendor A” is the name of the offeror). The email must contain the IRFP number in the subject line. Offeror is only required to provide one copy of the technical and cost proposal if submitting a proposal via email.

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 proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. It is the offeror’s responsibility to contact the DNR Procurement office at 907-269-8687 to confirm that the proposal has been received. Emailed proposals must be received in their entirety by the DNR Procurement office prior to the Deadline for Receipt of Proposals to be considered responsive. The state is not responsible for unreadable, corrupt, or missing attachments or for delays in transmission between the sender’s office and DNR Procurement. Late or incomplete proposals will be considered non-responsive and will be rejected.

An offeror’s failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

d. All questions concerning this IRFP must be in writing and directed to the procurement officer shown below:

Name: Jim Sonnier;  
Phone Number: 907-269-8687;  
Fax Number: 907-269-8909;  
TDD Number: 907-269-8411;  
Email: [dnr.ssd.procurement@alaska.gov](mailto:dnr.ssd.procurement@alaska.gov)

## **2. Purpose of the IRFP**

The Department of Natural Resources, Division of Parks and Outdoor Recreation, is soliciting proposals for qualified contractor(s) to purchase existing Alaska State Parks merchandise from the Division of Parks and Outdoor Recreation. There are three lots shown within this IRFP and offerors may submit a proposal for one or more lot as desired. A more detailed description including Scope of Services is provided later in this document.

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### 3. Contract Type

This contract is a **FIRM FIXED PRICE CONTRACT**.

### 4. Contract Budget

There is no budget available for this project. The selected contractor will be required to purchase the available stock from the Department of Natural Resources, Division of Parks and Outdoor Recreation at the accepted cost offered by the contractor. The Division of Parks and Outdoor Recreation has set a desired minimum acceptable cost of \$5,900 for purchase of the available stock for Lot 1, Hoodies; \$12,508 for purchase of the available stock for Lot 2, T-Shirts; and \$5,200 for the purchase of Lot 3, Holiday and Blank Note Cards; or a total of \$23,608 for the purchase of all three lots. Purchase of the available stock is based upon the cost of the product when purchased by the State in 2016. Proposals priced at less than \$5,900 for Lot 1; \$12,508 for Lot 2; \$5,200 for Lot 3; or \$23,608 for all three lots; may be considered non-responsive and may be rejected by the state.

### 5. Contract Term and Work Schedule

The contract term and work schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from approximately November 21, 2018 until December 31, 2018.

The approximate contract schedule is as follows:

- Issue IRFP October 23, 2018;
- Pre-proposal Conference October 31, 2018 at 10:00 a.m.;
- Deadline for Receipt of Proposals November 14, 2018 at 2:00 p.m.;
- State of Alaska issues contract November 20, 2018;
- Contract start November 21, 2018;
- Contract end December 31, 2018.

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## 6. Location of Work

The location(s) the work is to be performed, completed and managed is in Anchorage, Alaska.

The state **WILL NOT** provide workspace for the contractor. The contractor must provide its own workspace.

Travel to other locations will not be required.

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

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

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with this requirement or to obtain a waiver may cause the state to reject the proposal as non-responsive, or cancel the contract.

## 7. Prior Experience

No specific minimums have been set for this IRFP.

## 8. Subcontractors

Subcontractors will not be allowed.

## 9. Joint Ventures

Joint ventures will not be allowed.

## 10. Pre-Proposal Conference

A **NON-MANDATORY** pre-proposal conference will be held at 10:00 a.m., Alaska Time,



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on October 31, 2018 in the Denali conference room, Suite 1330, on the 13th floor of the Robert B. Atwood building in Anchorage, Alaska. Adequate parking is available at this location. The purpose of the conference is to allow prospective offerors an opportunity to view samples of the available stock and allow them to ask questions concerning the IRFP. Questions and answers, if any, will be and sent to prospective offerors via a written amendment to the IRFP as soon as possible after the meeting.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

Because sample products will be available for viewing by interested parties, this conference will not be teleconferenced.

## **11. Questions Received Prior to Opening of Proposals**

All questions must be in writing and directed to the DNR Procurement office, addressed to the procurement officer identified in this IRFP. Questions may be sent via email to [dnr.ssd.procurement@alaska.gov](mailto:dnr.ssd.procurement@alaska.gov) or via fax to 907-269-8909. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the IRFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the IRFP. The procurement officer will make that decision.

If an amendment is issued it will be provided to all who were provided a copy of the IRFP and to those who have registered with the procurement officer after receiving the IRFP from the State of Alaska Online Public Notice or IRIS Vendor Self Service website.

## **12. Amendments to Proposals**

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request.

## **13. Alternate Proposals**

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830, alternate proposals (proposals that offer something different than what is asked

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for) will be rejected.

#### **14. Evaluation of Proposals**

Proposals will be evaluated based on the evaluation factors set out in this IRFP. After receipt of proposals, if there is a need for any substantial clarification or material change in the IRFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

#### **15. Site Inspection**

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

#### **16. Federal Requirements**

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

#### **17. Contract Approval**

This IRFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Natural Resources, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

#### **18. Proposed Payment Procedures**

The offeror should identify within their proposal the preferred timeline for payment for the Lot(s) on which they are offering a proposal, for example, 50% upon award of the contract, 50% upon pick up of the merchandise. The State desires the contractor pay the Department of Natural Resources, Division of Parks and Outdoor Recreation, the agreed to cost in full at the time of receipt of the merchandise. The preferred timeline for payment is negotiable, however, the final payment must be made by the contract

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expiration date. An offer without a preferred timeline will be construed as an offer to pay in full at the time of receipt of the merchandise.

Payment may be made by cash, company check, or company credit card in U.S. dollars, or by another method acceptable to the Division of Parks and Outdoor Recreation. Offeror should include in their Cost Proposal the method of payment they will use if awarded a contract resulting from this IRFP.

## **19. Contract Payment**

No payment will be made until the contract is approved by the Commissioner of the Department of Natural Resources or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

## **20. Alaska Business License and Other Required Licenses**

In order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Prior to award of the contract the offeror must hold a valid Alaska Business License. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806; telephone number 907-465-2550; or email at [businesslicense@alaska.gov](mailto:businesslicense@alaska.gov) for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- a. copy of an Alaska business license;
- b. certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- c. a canceled check for the Alaska business license fee;
- d. a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- e. a sworn and notarized affidavit that the offeror has applied and paid for the Alaska

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business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- a. fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game;
- b. liquor licenses issued by Alaska Department of Revenue for alcohol sales only;
- c. insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance; or
- d. Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

## 21. Preferences

The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the IRFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Service's web site: <http://doa.alaska.gov/dgs/policy.html>

Employment Program Preference - AS 36.30.321(b)

Alaskans with Disabilities Preference - AS 36.30.321(d)

Alaska Veteran's Preference - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.

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## 22. Alaska Bidder Preference

An Alaska Bidder Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who:

- a. holds a current Alaska business license prior to the deadline for receipt of proposals;
- b. submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- c. has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- d. is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- e. if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

## 23. Alaska Veteran Preference

An Alaska Veteran Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who qualifies under AS 36.30.990(250) as an Alaska bidder and is a:

- (a) sole proprietorship owned by an Alaska veteran;
- (b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- (c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- (d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

## 24. Alaska Offeror Preference

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Alaska offerors will be provided a 10 percent overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(25), are eligible for this preference. Each Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

## **25. Standard Contract Provisions**

The contractor will be required to sign and submit the attached Appendix A of the State's Standard Agreement Form for Goods and Non-Professional Services. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

## **26. Insurance Requirements**

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B1 must be set out in the offeror's proposal.

## **27. Required Review**

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer prior to the deadline for receipt of proposals. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of an offeror's proposal upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, prior to the deadline for receipt of proposals.

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## 28. Right of Rejection

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

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the IRFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

A proposal from a debarred or suspended offeror shall be rejected.

## 29. Assistance to Offerors with a Disability

Offerors with a disability may receive accommodation regarding the means of communicating this IRFP or participating in the procurement process. For more information, contact the procurement officer prior to the deadline for receipt of proposals.

## 30. State Not Responsible for Preparation Costs

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

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### **31. Disclosure of Proposal Contents**

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires that public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time an Award or Notice of Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

### **32. Authorized Signature**

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the IRFP. Proposals must remain open and valid for at least 90-days from the opening date.

### **33. Offeror's Certification**

By signature on the proposal, offerors certify that they comply with the following:

- a. the laws of the State of Alaska;
- b. the applicable portion of the Federal Civil Rights Act of 1964;
- c. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- d. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- e. all terms and conditions set out in this IRFP;
- f. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- g. that the offers will remain open and valid for at least 90 days; and



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h. that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with (a) through (h) of this section, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

### **34. Conflict of Interest**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Department of Natural Resources reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

### **35. Assignment**

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

### **36. Disputes**

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Superior Court for the State of Alaska.

### **37. Severability**

If any provision of the contract or agreement 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.

### **38. Supplemental Terms and Conditions**

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Proposals must comply with Right of Rejection section. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this IRFP or that diminish the state's rights under any contract resulting from the IRFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a. if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the IRFP, the term or condition of the IRFP will prevail; and
- b. if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

### **39. Vendor Tax ID**

A valid Vendor Tax ID must be submitted to the DNR Procurement office with the proposal or within five days of the state's request.

### **40. Formula Used to Convert Cost to Points**

The distribution of points based on cost will be determined by the method set out below. The highest cost proposal will receive the maximum number of points allocated to cost plus the application of any State of Alaska preference (Alaska Bidder, Alaska Veteran, etc.)

Cost will be converted to points using the following formula:

Price of Lower Cost Proposal adjusted by application of State of Alaska Preferences x  
Maximum Points for Cost / Cost of Highest Priced Proposal = Points

Example: \$30,000 x 5% Alaska Bidders Preference = \$1500; \$30,000 + \$1500 =  
\$31,500 adjusted cost. \$31,500 x 70 = 2,205,000 / \$35,000 = 63 Points

### **41. Clarification of Offers**

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

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## 42. Failure to Negotiate

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## 43. Notice of Award (NOA) — Offeror Notification of Selection

After the completion of contract negotiation the procurement officer will issue a written Notice of Award (NOA) and send copies to all offerors. The NOA will set out the names of all offerors and identify the proposal selected for award.

## 44. Protest

2 AAC 12.695 provides that an interested party may protest the content of the IRFP or the award of a contract.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

An interested party must first attempt to informally resolve the dispute with the procurement officer. If that attempt is unsuccessful, the interested party may file a written protest. The written protest must be filed with the Commissioner of the purchasing agency or the Commissioner's designee. The protester must also file a copy of the protest with the procurement officer. A protester must have submitted a proposal in order to have sufficient standing to protest the award of a contract. Written protests must include the following information:

- a. the name, address, and telephone number of the protester;
- b. the signature of the protester or the protester's representative;

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- c. identification of the contracting agency and the solicitation or contract at issue;
- d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- e. the form of relief requested.

If the protestor agrees, the Commissioner of the purchasing department or the Commissioner's designee may assign the protest to the procurement officer or other state official for alternate dispute resolution. In other cases, the Commissioner or the Commissioner's designee may issue a decision sustaining or denying the protest, or may conduct a hearing using procedures set out in AS 36.30.670(b).

A written protest of the content of the solicitation must be received by the Commissioner or Commissioner's designee prior to the deadline for receipt of proposals. A written protest of the award of a contract must be received by the Commissioner or Commissioner's designee within ten days after the date the Notice of Award is issued.

## **B. Background Information**

In June of 2016 the Department of Natural Resources, Division of Parks and Outdoor Recreation, purchased the items shown in this IRFP for resale through the department's Public Information Center and other division offices. Sales have not gone as projected and the Division desires to sell the remaining stock to an interested contractor.

## **C. Scope of Work**

The Department of Natural Resources, Division of Parks and Outdoor Recreation, is requesting competitive proposals for the one-time purchase of remaining stock of Alaska State Parks merchandise from the division.

The items offered and approximate quantities available for purchase are shown in the itemized list attached to this IRFP. The items shown on the itemized list are broken down into three lots: Lot 1, Hoodies; Lot 2, T-Shirts; and Lot 3, Holiday and Blank Note Cards. While every effort has been made to ensure the quantities shown are accurate, the actual quantities purchased may be more or less than that listed. Actual quantities at the time of pickup will be paid by the contractor at the agreed to unit cost per item shown in the accepted Cost Proposal for the offered lot.

The purchase of available Alaska State Parks merchandise will be a one-time purchase.

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Additional merchandise will not be made available for purchase under any agreement resulting from this IRFP or at any time in the near future.

The Division of Parks and Outdoor Recreation anticipates a buyer may offer the items for resale to the general public at a current storefront business located in Alaska and through the established business website or donation to a non-profit park or outdoor related organization. Offeror is to specify within their proposal how they intend to use, or what they intend to do with, the product purchased if offered a contract resulting from this IRFP.

Offerors must bid on all items shown on the Cost Proposal attached to this IRFP for the Lot(s) for which they are offering a cost. Failure to offer a cost for any item shown for a particular lot will be considered an incomplete Cost Proposal and the proposal will be rejected as being non-responsive by the State.

The Alaska State Parks logo and other logos or designs shown on the available merchandise are the exclusive property of the State of Alaska, Department of Natural Resources. The selected contractor will not be allowed to reprint or use these logos or designs in any manner without the expressed written approval of the Department of Natural Resources.

The selected contractor will be required to pick up the items purchased from the Division of Parks and Outdoor Recreation within 30 calendar days after award of the contract and pay the agreed to price per the accepted timeline. Final payment must be made by the contract expiration date. Failure to pick up the items purchased within 30 calendar days or pay in full by the contract expiration date will result in the contractor being considered in default; the contract will be cancelled by the State; and award may be made to the next highest rated offer.

#### **D. Proposal Format and Content**

In order for the state to evaluate proposals fairly and completely, offerors must provide all information requested.

Proposals must include a brief memorandum outlining the complete name and address of offeror's firm; the name, mailing address, and telephone number of the person the state should contact regarding the proposal; a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (reference paragraph 34 of this IRFP); a statement that the offeror will comply with all provisions in this IRFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder.

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

An offeror's failure to include these items in the proposal may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

**a. Methodology.** Offeror should include a brief paragraph describing their understanding of the purpose and scope of the project; their understanding of the state's timeline and whether or not they can meet it; their experience in the merchandising business particularly experience related to merchandising of promotional products; and how they intend to use, or what they intend to do with, the product purchased if offered a contract resulting from this IRFP. Examples of proposed usage might be resale to the general public at a current storefront business located in Alaska and through the established business website or donation to a non-profit park or outdoor related organization.

#### **b. Cost Proposal**

Offeror must complete and return the Cost Proposal form attached to this IRFP for their proposal to be considered responsive. There are three lots shown on the Cost Proposal and an offeror may bid on one or more lots as desired. Failure to offer a cost for any item shown for a particular lot will be considered an incomplete Cost Proposal and the proposal will be rejected as being non-responsive by the State.

Costs offered must include an itemized list of all direct and indirect costs associated with the performance of the contract, including, but not limited to, labor, supervision, payroll, supplies, equipment, overhead, transportation, and profit.

#### **c. Evaluation Criteria and Contractor Selection**

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out in the Proposal Evaluation Form attached to this IRFP.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

A proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the IRFP in order to eliminate and prevent discrimination in state contracting because of race, religion, color,

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national origin, sex, age, marital status, pregnancy, parenthood, or disability.

Proposals will be evaluated against the questions set out the Proposal Evaluation Form attached to this IRFP. Offerors are advised to review the Proposal Evaluation Form when preparing their proposal.

## **E. ATTACHMENTS**

The following documents are attached to this IRFP:

1. Proposal Evaluation Form
2. Standard Agreement Form - Appendix A
3. Appendix B1
4. Offeror's Checklist
5. Inventory of Offered Product
6. Cost Proposal

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## PROPOSAL EVALUATION FORM

### IRFP 190000054

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name: \_\_\_\_\_

Name of Proposal Evaluation (PEC) Member: \_\_\_\_\_

Date of Review: \_\_\_\_\_

IRFP Number: 190000054, One-Time Purchase of Alaska State Parks Merchandise

### EVALUATION CRITERIA AND SCORING

**THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100**

#### 1. Methodology - 20 Percent

Maximum Point Value for this Section - 20 Points

100 Points x 20 Percent = 20 Points

Proposals will be evaluated against the questions set out below.

a. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

EVALUATOR'S NOTES:

b. Has the offeror demonstrated an understanding of the state's time schedule and can they meet it?

EVALUATOR'S NOTES:

c. How extensive is the offeror's experience in merchandising promotional product similar to that being offered in this IRFP?

EVALUATOR'S NOTES:



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d. Is the intended use of the product by the offeror acceptable to the Division of Parks and Outdoor Recreation?

EVALUATOR'S NOTES:

e. How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the IRFP?

EVALUATOR'S NOTES:

f. To what degree is the proposal practical and feasible?

EVALUATOR'S NOTES:

**EVALUATOR'S POINT TOTAL FOR METHODOLOGY: \_\_\_\_\_**

## **2. Contract Cost - 70 Percent**

**To prevent the appearance of cost influencing scoring, cost will only be scored by the DNR Procurement Officer.**

Maximum Point Value for this Section - 70 Points  
100 Points x 70 Percent = 70 Points

Overall, a minimum of 70 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more preferences.

Converting Cost to Points

The highest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in paragraph 40 of the IRFP.

**EVALUATOR'S POINT TOTAL FOR CONTRACT COST: \_\_\_\_\_**

## **3. Alaska Offeror Preference - 10 Percent**

To prevent the appearance of cost influencing scoring award of this preference will be made only by the DNR Procurement Officer.

Alaska bidders receive a 10 percent overall evaluation point preference.

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Point value for Alaska bidders in this section -- 10 Points  
100 Points x 10 Percent = 10 Points

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

**EVALUATOR'S POINT TOTAL FOR ALASKA OFFEROR PREFERENCE (0 or 10):**

\_\_\_\_\_

**7. COMBINED POINT TOTALS FOR THIS PROPOSAL**

a. EVALUATOR'S POINT TOTAL FOR METHODOLOGY: \_\_\_\_\_

b. EVALUATOR'S POINT TOTAL FOR COST: \_\_\_\_\_

c. EVALUATOR'S POINT TOTAL FOR ALASKA OFFEROR'S PREFERENCE: \_\_\_\_\_

d. EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS: \_\_\_\_\_

e. PROCUREMENT OFFICER'S INITIALS: \_\_\_\_\_

f. DATE COMPLETED: \_\_\_\_\_

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**APPENDIX A**  
**GENERAL CONDITIONS**

**1. Inspections and Reports:**

The department may inspect, in the manner and at reasonable times it considers appropriate, all of 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. 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.

**7. 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.

**8. 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.

**9. 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.

**10. Conflicting Provisions:**

Unless specifically amended and approved by the 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 sees 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

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contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

**11. Officials Not to Benefit:**

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

**12. 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.

**13. 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.

**14. 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.

**15. 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.

**16. 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.

**17. 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.

**18. 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.

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**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.

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## OFFEROR'S CHECKLIST

### IRFP 190000054

This checklist is provided as a courtesy to prospective offerors. While every effort has been made to ensure this checklist is complete, it is still the offeror's responsibility to make sure they comply with all requirements of this IRFP.

The following documents must be received by the DNR Procurement Office prior to the deadline set for receipt of proposals for your proposal to be considered responsive.

**\_\_\_\_\_ 1. Technical Proposal.**

a. If delivered in person or by the US Mail or a courier service (FEDEX, UPS, etc.): One original and three signed copies of the technical proposal packaged or submitted as required by this IRFP.

b. If emailed or faxed, one signed original technical proposal submitted as required by this IRFP.

**\_\_\_\_\_ 2. Cost Proposal.** One signed Cost proposal submitted separately as required by this IRFP.

**\_\_\_\_\_ 3. MANDATORY RETURN Amendment(s).** Written acknowledgement of MANDATORY RETURN amendment(s) either within the proposal package or submitted separately in an email or fax to DNR Procurement. Must be received prior to the Deadline for Receipt of Proposals.

**Reminders:**

1. It is the offeror's responsibility to make sure they comply with all requirements of this IRFP and submit all required documents.

2. Cost proposal and technical proposals are to be submitted in separate packages within the proposal package or email.

3. Proposals must be received in their entirety prior to the Deadline for Receipt of Proposals. Late proposals will be considered non-responsive and will be rejected.

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## INVENTORY OF OFFERED PRODUCT

**IRFP 190000054**

**CURRENT AS OF AUGUST 18, 2018**

### LOT 1, Hoodies

| Line | Description                      | Small | Medium | Large | XL | XXL |
|------|----------------------------------|-------|--------|-------|----|-----|
| 1.   | Get Out of Box Hoodie            | 13    | 70     | 45    | 5  | 14  |
| 2.   | Chugach Vintage Teal Hoodie      | 8     | 9      | 9     | 6  | 0   |
| 3.   | Chugach Vintage Maroon Hoodie    | 2     | 3      | 5     | 2  | 0   |
| 4.   | Chugach Vintage Olive Hoodie     | 8     | 13     | 7     | 1  | 0   |
| 5.   | Chugach Flattop Dark Grey Hoodie | 7     | 13     | 12    | 6  | 1   |
| 6.   | Chugach Flattop Teal Hoodie      | 9     | 12     | 15    | 7  | 0   |
| 7.   | Chugach Flattop Olive Hoodie     | 8     | 11     | 12    | 6  | 0   |

### Lot 2, T-Shirts

| Line | Description  | Small | Medium | Large | XL | XXL |
|------|--|-------|--------|-------|----|-----|
| 1.   | Get Out of Box Short Sleeve                              | 4     | 32     | 61    | 22 | 16  |
| 2.   | Get Out of Box Long Sleeve                               | 38    | 39     | 78    | 46 | 11  |
| 3.   | Chugach Vintage Teal Short Sleeve                        | 14    | 20     | 22    | 11 | 5   |
| 4.   | Chugach Vintage Maroon Short Sleeve                      | 10    | 15     | 21    | 12 | 7   |
| 5.   | Chugach Vintage Maroon Long Sleeve                       | 39    | 56     | 61    | 30 | 10  |
| 6.   | Chugach Vintage Olive Short Sleeve                       | 27    | 21     | 23    | 14 | 5   |
| 7.   | Chugach Flattop Grey Short Sleeve                        | 15    | 21     | 20    | 9  | 4   |
| 8.   | Chugach Flattop Grey Long Sleeve                         | 21    | 51     | 8     | 7  | 8   |
| 9.   | Chugach Flattop Teal Short Sleeve                        | 16    | 19     | 21    | 4  | 7   |
| 10.  | Chugach Flattop Olive Short Sleeve                       | 9     | 20     | 14    | 1  | 6   |
| 11.  | Alaska State Parks Logo Limited Edition Red Short Sleeve | 22    | 41     | 35    | 11 | 6   |
| 12.  | Get Outside Limited Edition Heather Grey Long Sleeve     | 22    | 39     | 44    | 11 | 1   |
| 13.  | Flying Boot Limited Edition Navy Short Sleeve            | 23    | 30     | 31    | 4  | 0   |

### Lot 3, Holiday and Blank Note Cards

| Line | Description             | Quantity |
|------|-------------------------|----------|
| 1.   | Holiday Cards Box of 15 | 423      |

|   |                                |   |                      |
|---|--------------------------------|---|----------------------|
| <b>Solicitation Assemble</b><br>190000054 | <b>Document Phase</b><br>Final | <b>Document Description</b><br>One-Time Purchase of Alaska State Parks<br>Merchandise | <b>Page 32 of 32</b> |
|---|--------------------------------|---|----------------------|

|    |                            |     |
|----|----------------------------|-----|
| 2. | Blank Note Cards Box of 18 | 351 |
|----|----------------------------|-----|

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# COST PROPOSAL

## IRFP 19000054

Offeror must complete and return this Cost Proposal form for their proposal to be considered responsive. Costs offered must include an itemized list of all direct and indirect costs associated with the performance of the contract, including, but not limited to, labor, supervision, payroll, supplies, equipment, overhead, transportation to pick up the product, and profit.

Offerors may bid on one or more lot as desired. The Total Offered Cost for Lot (1, 2, 3) shown in the table for each lot below is the cost that will be evaluated by the State for award of a contract resulting from this IRFP. Offerors must enter a cost for all items shown in a lot and complete sections 4 through 7 of this Cost Proposal to be considered responsive.

### 1. Lot 1, Hoodies

| Line | Description                          | Small | Medium | Large | XL | XXL | Unit Cost<br>Sm - XL | Unit Cost<br>XXL | Extended Cost |  |
|------|--------------------------------------|-------|--------|-------|----|-----|----------------------|------------------|---------------|--|
| 1.   | Get Out of Box Hoodie                | 13    | 70     | 45    | 5  | 14  | \$                   | \$               | \$            |  |
| 2.   | Chugach Vintage Teal Hoodie          | 8     | 9      | 9     | 6  | 0   | \$                   | \$0.00           | \$            |  |
| 3.   | Chugach Vintage Maroon Hoodie        | 2     | 3      | 5     | 2  | 0   | \$                   | \$0.00           | \$            |  |
| 4.   | Chugach Vintage Olive Hoodie         | 8     | 13     | 7     | 1  | 0   | \$                   | \$0.00           | \$            |  |
| 5.   | Chugach Flattop Dark Grey Hoodie     | 7     | 13     | 12    | 6  | 1   | \$                   | \$               | \$            |  |
| 6.   | Chugach Flattop Teal Hoodie          | 9     | 12     | 15    | 7  | 0   | \$                   | \$0.00           | \$            |  |
| 7.   | Chugach Flattop Olive Hoodie         | 8     | 11     | 12    | 6  | 0   | \$                   | \$0.00           | \$            |  |
| 8.   | <b>TOTAL COST FOR LOT 1, HOODIES</b> |       |        |       |    |     |                      | \$               |               |  |

### 2. Lot 2, T-Shirts

| Line | Description                 | Small | Medium | Large | XL | XXL | Unit Cost<br>Sm - XL | Unit Cost<br>XXL | Extended Cost |
|------|-----------------------------|-------|--------|-------|----|-----|----------------------|------------------|---------------|
| 1.   | Get Out of Box Short Sleeve | 4     | 32     | 61    | 22 | 16  | \$                   | \$               | \$            |

|     |  |    |    |    |    |    |    |           |    |  |
|-----|--|----|----|----|----|----|----|-----------|----|--|
| 2.  | Get Out of Box Long Sleeve                               | 38 | 39 | 78 | 46 | 11 | \$ | \$        | \$ |  |
| 3.  | Chugach Vintage Teal Short Sleeve                        | 14 | 20 | 22 | 11 | 5  | \$ | \$        | \$ |  |
| 4.  | Chugach Vintage Maroon Short Sleeve                      | 10 | 15 | 21 | 12 | 7  | \$ | \$        | \$ |  |
| 5.  | Chugach Vintage Maroon Long Sleeve                       | 39 | 56 | 61 | 30 | 10 | \$ | \$        | \$ |  |
| 6.  | Chugach Vintage Olive Short Sleeve                       | 27 | 21 | 23 | 14 | 5  | \$ | \$        | \$ |  |
| 7.  | Chugach Flattop Grey Short Sleeve                        | 15 | 21 | 20 | 9  | 4  | \$ | \$        | \$ |  |
| 8.  | Chugach Flattop Grey Long Sleeve                         | 21 | 51 | 8  | 7  | 8  | \$ | \$        | \$ |  |
| 9.  | Chugach Flattop Teal Short Sleeve                        | 16 | 19 | 21 | 4  | 7  | \$ | \$        | \$ |  |
| 10. | Chugach Flattop Olive Short Sleeve                       | 9  | 20 | 14 | 1  | 6  | \$ | \$        | \$ |  |
| 11. | Alaska State Parks Logo Limited Edition Red Short Sleeve | 22 | 41 | 35 | 11 | 6  | \$ | \$        | \$ |  |
| 12. | Get Outside Limited Edition Heather Grey Long Sleeve     | 22 | 39 | 44 | 11 | 1  | \$ | \$        | \$ |  |
| 13. | Flying Boot Limited Edition Navy Short Sleeve            | 23 | 30 | 31 | 4  | 0  | \$ | \$0.00    | \$ |  |
| 14. | <b>TOTAL COST FOR LOT 2, T-SHIRTS</b>                    |    |    |    |    |    |    | <b>\$</b> |    |  |

### 3. Lot 3, Holiday and Blank Note Cards.

| Line | Description   | Qty.   | Unit Cost Per Box | Extended Cost |
|------|---|--------|-------------------|---------------|
| 1.   | Holiday Cards, Box of 15                                | 423 bx | \$                | \$            |
| 2.   | Blank Note Cards, Box of 18                             | 351 bx | \$                | \$            |
| 3.   | <b>TOTAL COST FOR LOT 3, HOLIDAY AND GREETING CARDS</b> |        |                   | <b>\$</b>     |

### 4. Payment and Pick-Up

|    |   |               |              |
|----|---|---------------|--------------|
| 1. | If selected for award of the contract payment will be made via (circle one): Cash    Check    Credit Card    Other: |               |              |
| 2. | Items will be picked up at DNR within   | calendar days | after award. |

### 5. Preference Certification.

| Line | Description   | Yes | No |
|------|---|-----|----|
| 1.   | Does your company qualify for the Alaska Bidder's Preference? |     |    |

|    |  |  |  |
|----|--|--|--|
| 2. | Does your company qualify for the Alaska Veteran's Preference? If yes, include a copy of your DD 214 with Privacy Act information redacted out of the document with your proposal.             |  |  |
| 3. | Does your company qualify for the Alaskans with Disabilities Preference? If yes, include a copy of the certification letter from the Division of Vocational Rehabilitation with your proposal. |  |  |
| 4. | Does your company qualify for the Alaska Employment Program Preference? If yes, include a copy of the certification letter from the Division of Vocational Rehabilitation with your proposal.  |  |  |

**6. Amendment Acknowledgement.** I have received the following amendment(s) issued for this IRFP:  
(list amendment numbers here): \_\_\_\_\_.

**7. Offeror's Certification.**

|    |                                    |
|----|------------------------------------|
| 1. | Company Name:                      |
| 2. | Printed Name of Authorizing Agent: |
| 3. | Signature of Authorizing Agent:    |
| 4. | Date Signed:                       |

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