

**STATE OF ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES**  
**REQUEST FOR QUOTATION 06, 190000043, 1**

<b>Return quotes to:</b> Alaska Department of Health and Social Services Finance & Management Services - Procurement Section PO Box 110650 Juneau, Alaska 99811-0650 Attn: Matt Meienberg Email: <a href="mailto:hss.procurement.proposal@alaska.gov">hss.procurement.proposal@alaska.gov</a>	<b>Work Address:</b> Alaska Department of Health and Social Services Division of Juvenile Justice 3252 Hospital Drive Juneau, Alaska 99801
<b>Response Submissions Options:</b>  See <b>RETURN INSTRUCTIONS</b> on page 2.	<b>Issue date:</b> <b>11/13/2018</b>  <b>How Contacted:</b> Email <b>Delivery F.O.B.:</b> Final Destination <b>Job Completion Date:</b> As specified in RFQ <b>Name of requester:</b> Matt Meienberg <b>Telephone number:</b> (907) 465-5293 <b>Email:</b> matt.meienberg@alaska.gov

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

Item #	Qty.	Unit	Description	Unit \$	TOTAL \$
1	12	Month	<p><b>Do not edit this bid in any manner. In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected. Contact the Procurement Specialist in writing with any questions.</b></p> <p style="text-align: center;"><b>Contract Intent:</b> This RFQ is intended to result in a term contract for Janitorial Services for the Johnson Youth Center as described herein:</p> <p style="text-align: center;"><b>Contract Period:</b> <u>February 1<sup>st</sup>, 2019 through January 31<sup>st</sup>, 2020</u> with two one year renewal options to be exercised at the sole discretion of the State.</p> <p style="text-align: center;">Service Per Month</p> <p><b>ALL QUOTES DUE BY 2:00PM NOVEMBER 23, 2018</b></p>	\$ _____	\$ _____
				<b>GRAND TOTAL:</b>	\$ _____

**TO BE COMPLETED BY THE VENDOR**

<b>Do you qualify for Alaska Bidder Preference</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>Do you qualify for Any Other Preference (see 38-43 of Terms and Conditions) If so, list:</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>Date of quotation:</b>	<b>Vendor Tax I.D. # :</b>		
<b>Time to deliver ARO:</b>	<b>Business license # :</b>		
<b>Name and phone # of person authorizing quote (print):</b>			
<b>Signature of person authorizing quote:</b>			
<b>E-Mail Address:</b>			

## **RETURN INSTRUCTIONS:**

### **Email Submission**

The preferred method of response submission to this solicitation is via email, sent to the following address:

[hss.procurement.proposal@alaska.gov](mailto:hss.procurement.proposal@alaska.gov).

The email submission must contain the RFQ number in the subject line. In the body of the email, please indicate the Procurement Specialist's name, the Bidder's name, the number of attachments, and the names of the attachments being submitted.

When submitting a quote via email, the quote must be a clearly labeled PDF document, such as "Vendor A – Quote.pdf" (Vendor A is the name of the bidder). The maximum size of a single email (including all text and attachments) that can be received by the State is 20mb (megabytes). If the email containing the quote exceeds this size, the quote must be sent in multiple emails that are each less than 20 megabytes; each email must comply with the requirements above. Please also include an indication of multiple email submissions (1 of 2, 2 of 2, etc).

It is the bidder's responsibility to ensure that the Procurement Specialist has received the proposal in full, prior to the deadline. The Procurement Specialist will respond to the email to confirm receipt. If you do not receive a confirmation, it is your responsibility to contact the Procurement Specialist to confirm. The State is not responsible for lost, unreadable, or corrupt emails, or missing attachments.

A bidder'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.

### **Paper Submission**

If submitted a quote by mail, bidders must submit one hard copy of their quote, to the procurement specialist, in a sealed package.

The sealed quote package(s) must be addressed as follows:

Department of Health and Social Services  
Division of Finance and Management Services  
Attention: Matt Meienberg, Procurement Specialist  
RFQ Number: 190000043  
RFQ Title: Johnson Youth Center Janitorial Service

If mailing via US Mail, please use the following address:

PO Box 110650  
Juneau, AK 99811-0650

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

333 Willoughby – Suite 760  
Juneau, AK 99801

A bidder's failure to submit its quote prior to the deadline will cause the quote to be disqualified.

Late quotes or amendments will not be opened or accepted for evaluation.

Faxed quotes will not be accepted. Oral quotes will not be accepted.

**Quote Submittal:** To be considered responsive, the bidder must return the following items:

1. Page 1 of this RFQ with Contractor information completed and signed.
2. Page 13 – Federal requirements signed.
3. Product or service offered must meet the specifications as described in this RFQ.
4. Return any amendments that request the amendment be signed by the bidder and returned with the bid.

**METHOD OF AWARD:** Award will be made to the lowest and responsive bidder. In order to be considered responsive, bidders must bid on all items.

## **SPECIFICATIONS**

**SITE LOCATION:** Johnson Youth Center, 3252 Hospital Drive, Juneau, Alaska 99801.

**CONTRACT PERIOD:** February 1<sup>st</sup>, 2019 through January 31<sup>st</sup>, 2020 with the option to renew for two (2) additional one (1) year periods under the same terms, conditions, and price as the original contract. Renewals will be exercised at the sole discretion of the State.

**WORK WEEK:** Monday and Thursday after 1700 AKST.

**TOTAL SQUARE FEET:** 8,755

**BUILDING SECURITY:** This is a 24 hour secured facility. All custodians must agree to a criminal background check and be fingerprinted before being cleared for entry into the facility.

**HIPAA REQUIREMENTS:** all custodians must agree to sign a HIPAA BAA as part of the resulting contract from this RFQ and before being cleared for entry into the facility.

**COMMUNICATION:** At minimum one person fluent in reading, writing, and speaking American English to be present at all times when work is being performed.

**CONTRACTOR AND EMPLOYEE QUALIFICATIONS:** The Contractor, subcontractor, and all employees will be capable and experienced in the contract work performed. They will be free from communicable diseases. The successful Contractor and all employees who will be working at this site must pass a criminal background check, and be fingerprinted before performing services as part of this contract.

**EMPLOYMENT OF MINORS:** Minors are prohibited from performing work on this contract, and are not permitted on the premises while work is being performed.

**CONDUCT OF WORK:** All services will be performed as set in this RFQ. All contract work will be completed without interfering with the performance of State business or work being done by other Contractors. The Contractor will prevent their employees from distributing material on the desks, opening drawers or cabinets, using telephones, copy machines, typewriters, computers or printers provided for official State use. If removed for cleaning convenience furniture and wastebaskets will be replaced in their original locations.

**Smoking is prohibited.** Eating and drinking if necessary is to be done in designated areas.

**WORK INSPECTIONS:** The Contractor will be prepared to make an inspection with the State's representative at the beginning of each week of the contract term.

**JANITORIAL SERVICE/SUPPLIES/EQUIPMENT:** The Contractor will provide all of the janitorial services described in this RFQ including labor, equipment, supplies, and materials necessary to accomplish the work described in this RFQ.

The Contractor will provide standard commercial grade products, supplies, equipment, paper goods, and restroom supplies of types and sizes to fit existing State-provided dispensers. These items are subject to inspection and approval by the State. The Contractor may not use alternative restroom product dispensers in lieu of those already in place without the approval of the Procurement Specialist. The Procurement Specialist may require the Contractor to submit a list of proposed brand names and product samples of the supplies the Contractor intends to use.

**CONSUMABLE SUPPLIES:** Provide and maintain adequate supplies of toilet paper, trash bags, towels, and soap. These supplies are to be of standard or better quality and are to be furnished by the Contractor.

**STANDARD QUALITY:** The consumable supplies furnished by the Contractor will be the listed brand or equivalent.

The equivalent brand must fit the existing dispensers:

- Toilet paper: KC004460
- Trash Bags: TYCO PXR33, 24" x 33" and TYCO PXR48, 40" x 48".
- Towels: KC1510 C-fold style
- Soap: Spartan Clean Express Lotionized Liquid Hand Cleaner.

**MINIMUM EQUIPMENT NECESSARY TO PROVIDE SERVICES:** the vacuum must be in good working condition and is subject to inspection by the State. The Contractor must provide adequate backup equipment to assure all services are provided as scheduled:

- One commercial, dual motored upright vacuum cleaner with at least 70 inches of static water lift equipped with beater brush and attachments, or one commercial backpack vacuum cleaner with at least 90 inches of static water lift and all attachments necessary to clean carpets, edges, and corners.
- One commercial wet/dry vacuum cleaner with at least 90 inches of static water lift, minimum 10 gallon tank and equipped with attachments for vacuuming up stripper solution and water from floods.
- All other tools and equipment such as but not limited to brooms, mops, buckets, and sponges necessary to complete the tasks detailed in this RFQ.

**PRE-AWARD INSPECTION:** Prior to award of the contract, the Johnson Youth Center Designee may inspect the equipment the bidder proposes to use in fulfilling the contract obligations. If equipment is not available for inspection the bidder may be required to show the Procurement Officer proof of purchase with anticipated delivery date of equipment prior to award of the contract.

**WORK AREA INCREASE OR DECREASE:** The State reserves the right to increase or decrease the work area covered by the contract resulting from the RFQ. The price per square foot of any increase or decrease will be equal to the initial price per square foot of this contract. The initial monthly rate divided by the square footage will determine the price:

$$\$(\text{Initial Monthly Rate}) \div (\text{Total Square Footage}) = \$(\text{Price}) \text{ per square foot.}$$

By signing and submitting a response to this RFQ the Contractor indicates their agreement with this provision.

**DEFECTIVE WORK:** The Contractor will at their own expense remedy and correct any defect in work or an article which is provided in the connection with when the defect is brought to their attention. The Contractor will without additional cost to the State or building owner, make good and be fully responsible for all injury or damage to persons or property which may result from the Contractor's fault or negligence or that of their employees. This includes damages resulting from the use of

materials and equipment or from workmanship that is inferior, defective, or not in accordance with the terms and conditions of this RFQ. Failure to provide any of the services described will cause the Procurement Specialist to issue a written warning to the Contractor with the Division copied. If the deficiency is not corrected within 12 hours of notification it will constitute a warning.

More than three warnings in a 60 day period will be grounds for the State to declare the Contractor in default.

If a deficiency is not corrected within 24 hours of notification the State will hire another janitorial firm to correct the deficiency and deduct that cost from the next payment due under the contract.

## **REQUIRED SERVICES**

### **MEDICAL SUITE (one bathroom, exam room, two offices, lobby area):**

- Scrub and disinfect sink, toilet, fixtures, walls, and light switches in the bathroom with a liquid disinfectant as well as sweep and mop floor with a liquid disinfectant.
- Clean all surfaces in exam room with a liquid disinfectant including exam table, sink, backsplash, fixtures, walls, and light switches as well as sweep and mop floors with a liquid disinfectant.
- Sweep and mop floors in lobby area with liquid disinfectant.
- Vacuum carpeted areas in the two offices when office doors are left open.

### **SCHOOL ANNEX (two bathrooms and a hallway):**

- Vacuum all carpeted areas in the hallway.
- Clean spots from all carpeted floors with a solvent or cleaning method recommended for stains by the manufacturer.
- Scrub and disinfect sinks, toilets, fixtures, walls, and light switches with a liquid disinfectant as well as sweep and mop floors with a liquid disinfectant.

### **FRONT OFFICE AREA (Includes entryway, lobby, staff locker room, shower stall, four bathrooms, urinalysis room, conference room, break room, two interview rooms, and other offices)**

- Empty all wastebaskets in the area including any offices with open doors. Replace plastic wastebasket liners. This is required at least once a week or whenever the plastic liner is torn or soiled.
- Empty shredders and dispose of paper with other trash.
- Vacuum all carpeted floors including offices with open doors.
- Clean spots from all carpeted floors including offices with open doors with a solvent or cleaning method recommended for stains by the manufacturer.
- Scrub and disinfect all sinks, toilets, tile floors, and bathroom fixtures with a liquid disinfectant in all four bathrooms; two in staff locker room, one in waiting room, and one in the middle of the front office area.
- Clean all dirt and smudge marks from walls, fixtures, light switches, and window frames.
- Vacuum, sweep, and mop the entryway.
- Maintain air vent grills in a dust and lint-free condition.
- Replace burned out light fixture lamps and clean covers. The Contractor will furnish lamps that are compatible with the pre-existing fixtures.
- Damp wipe all flat surfaces with a liquid disinfectant including counters, tables, file cabinets, shelves and windowsills, and any offices with doors left open and the waiting room.
- Clean all interior glass including offices with doors left open leaving the glass in a clean and streak-free condition.

### **PERTAINS TO ALL OF THE ABOVE AREAS:**

- Replace paper towel, toilet paper, seat covers, and fill soap dispensers with products supplied by the Contractor.
- Clean all mirrors leaving them in a clean and streak-free condition.
- In all bathrooms and exam rooms empty wastebaskets and dispose of garbage. Clean wastebaskets when soiled and replace plastic wastebasket liners daily.
- Secure trash in plastic garbage bags and dispose for trash in the dumpster located behind the facility. After disposal, secure the dumpster lids and shed doors.

## **INSTRUCTIONS TO BIDDERS, 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 ninety (90) days from the date of quote opening.

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

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

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

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

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

**24. SUBCONTRACTOR(S):** Within five (5) 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 thirty (30) days before the desired date of cancellation.

**28. DEFAULT:** In case of default by the Contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the Contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

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

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

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

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

**33. ORDER DOCUMENTS:** Except as specifically allowed under this RFQ, an ordering agency will not sign any vendor contract. The State is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the State under this RFQ. The State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this RFQ.

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

**35. OFFERORS WITH DISABILITIES:** The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this procurement should contact the procurement officer named on the cover page of this RFQ as soon as possible, but no later than the date and time quotations are due to make any necessary arrangements.

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

**37. ALASKA BIDDER PREFERENCE:** The award of a contract based on a Request for Quotation (RFQ) will be made to the lowest responsive and responsible bidder after an Alaska bidder preference of five percent (5%) has been applied. An "Alaska bidder" is a person who: (1) holds a current Alaska business license; (2) submits a bid for goods, services, or construction under the name as appearing on the person's current Alaska business license; (3) has maintained a place of business within the state staffed by the bidder or an employee of the bidder for a period of six months immediately preceding the date of the bid; (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and, (5) if a joint venture, is composed entirely of ventures that qualify under (1) - (4) of this subsection. AS 36.30.170, AS 36.30.321(a) and AS 36.30.990(2)

**38. ALASKA VETERAN PREFERENCE:** If a bidder qualifies for the Alaska bidder preference under AS 36.30.321(a) and AS 36.30.990(2) and is a qualifying entity as defined in AS 36.30.321(f), they will be awarded an Alaska veteran preference of five percent (5%). The preference will be given to a (1) sole proprietorship owned by an Alaska veteran; (2) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans; (3) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or (4) corporation that is wholly owned by individuals and a majority of the

individuals are Alaska veterans, and may not exceed \$5,000. The bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other governments, or the general public. AS 36.30.321(i)

**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 seven percent (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 fifteen percent (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), the will be awarded an Alaskans with Disabilities Preference of ten percent (10%) in accordance with AS 36.30.321(d). A bidder may not receive both an Employment Program Preference and an Alaskans with Disabilities Preference.

**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.

**45. NONDISCLOSURE AND CONFIDENTIALITY:** Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The Contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the Contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The Contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines (i) provided by the state

to the Contractor or a Contractor agent or otherwise made available to the Contractor or a Contractor agent in connection with this contract, or (ii) acquired, obtained or learned by the Contractor or a Contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

**46.HOLD HARMLESS:** The Contractor will indemnify, hold harmless and defend the State, its officers, agents and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission or negligent act of the Contractor, subcontractor or anyone directly or indirectly employed by them in the performance of this contract.

All actions or claims including costs and expenses resulting from injuries or damages sustained by any person or property arising directly or indirectly from the Contractor's performance of this contract which are caused by the joint negligence of the State and the Contractor will be apportioned on a comparative fault basis. Any such joint negligence on the part of the State must be a direct result of active involvement by the State.

**47. INSURANCE:** Without limiting Contractor's indemnification, it is agreed that the Contractor will 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 there will be minimum acceptable limits. If the Contractor's policy contains higher limits, the State will 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.

**Proof of insurance is required for the following:**

Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the state.

Commercial General Liability Insurance: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

Failure to supply satisfactory proof of insurance within the time required will cause the state to declare the bidder non-responsible and to reject the bid.

**48. F.O.B. POINT:** Final Destination. The F.O.B. point is always final destination. Ownership of and title to the ordered items remains with the Contractor until the items have been delivered to their final destination and accepted by the State.

**49. CANCELLATION:** The State reserves the sole right to cancel the contract in whole or in part upon thirty (30) days prior written notice.

**50. TERMINATION:** The State reserves the sole right to terminate the contract in whole or in part in the event of the Contractor's failure to perform in accordance with the provisions of any resultant contract.

**51. PRICE:** Bidders are reminded that their bid prices must include the cost of labor, supplies, taxes, insurance, overhead, profit and all other costs associated with doing business and providing the services required by this RFQ. Price to remain firm through the life of the contract period.

**52. FEDERAL EXCISE TAX:** Federal Excise Tax should not be included in the bid price(s). The State of Alaska is exempt from Federal Excise Tax. The state's FET number is 92-73-0006-K.

**53. INVOICES:** Invoices must be sent directly to H&SS Procurement P.O. Box 110650 Juneau, AK 99811-0650. Procurement will only make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the Procurement Specialist.

**Federal Requirements**

Expenditures from this contract may involve federal funds. The U.S. Department of Labor requires all state agencies that are expending federal funds to have a certification filed in the proposal (by the offeror) that they have not been debarred or suspended from doing business with the federal government. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (**included in this document**) **must be completed**.

<https://www.epls.gov/>

**This document must be completed.**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities.

The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

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

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

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

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Name and Title of Authorized Representative

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Signature Date

**INSTRUCTIONS FOR CERTIFICATION:**

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