



Date: **July 5, 2023**
Project: **Maintenance and Improvement of Bulk Fuel Systems and Barge Headers**
Solicitation No.: **RFP 23103**
Addendum No.: **3**

TO ALL PLAN HOLDERS:

The following changes, additions, clarifications, and/or deletions are hereby made a part of the ITB Documents for the above noted project, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Invitation to Bid, remain unchanged.

This amendment must be acknowledged in the space provided on the Bid Schedule.

The Submittal Date and Time is UNCHANGED. The **SUBMITTAL DATE is July 17, 2023, at 2:00 p.m.**

The modifications directed by this Addendum One are described on this page and the following attachments:

- | | |
|-----------------------------|---------|
| 1. Addendum Text: | 2 pages |
| 2. Submittal Checklist Form | 3 pages |

CHANGES TO DOCUMENTS:

1. **00 70 00 General Conditions, SEC 5.4.2.d Builder's Risk Insurance:** This section is removed from the RFP. Builder's Risk Insurance is not required.

END OF ADDENDUM #3

SUBMITTAL CHECKLIST

Competitive Sealed Proposals - 3 AAC 109.340(3)

**Project: Maintenance and Improvement of Bulk Fuel Systems &
Barge Headers**

Project No. : 23103

EXAMINATION OF REQUEST FOR PROPOSAL

- [] 1. Offerors are expected to examine carefully the RFP Documents before submitting a proposal. The submission of a proposal shall be considered prima facie evidence that the Offeror has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the Contract Documents.

PREPARATION OF PROPOSAL

- [] 2. Offerors must carefully review the RFP Documents for defects and questionable material and become familiar with submittal requirements before preparing proposals. Any explanation desired by Offerors regarding the meaning or interpretation of any of the project documents provided by the Contracting Agency must be requested in writing to the address shown under "Submittal Deadline and Location" on page 1 of Request for Proposals (RFP). Substantive issues will be addressed in an addendum to all recipients on record as receiving the RFP Documents. Oral explanations or instructions given before the award of the contract will not be binding. Failure to comply with directions will result in lower score and may eliminate a submittal from consideration. ***Protests based upon any omission, error or content of this solicitation may be disallowed at the discretion of the contracting agency if the protest is not received in writing at least ten agency work days prior to the submittal deadline (2 AAC 12.615(a)).***
- [] 3. Review all parts of the RFP, and then focus on the following documents: RFP, this Submittal Checklist, Evaluation Criteria, and the Proposal Form.
- [] 4. Review the Evaluation Criteria. Read the criteria in each section in light of the proposed project as portrayed in the RFP. Be aware of the assigned weight for each criterion. Plan your proposal to address the applicable criteria. All criteria Responses shall not exceed the number of pages stated below.
- [] 5. Prepare a distinct Response for each criterion. Failure to respond directly to any criteria will result in an evaluation score of zero for that criterion. Acceptable Responses must be specific and directly related to the proposed project. Marketing brochures and photographs, federal standard forms 254 and 255, and other non-project specific materials will be discarded without evaluation and should not be submitted.
- [] 6. ***Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Section 00 02 20***, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation. Responses shall be presented on 8 ½" X 11" paper, except for a minimal number of larger sheets (e.g. 11"x17") that may be used for drawings & schedules if they are folded to 8½" x 11" size. **CAUTION:** small print or typeface that is difficult to read will negatively influence evaluation of your submittal.
- [] 7. Complete all entries on the Proposal Form, Section 00 30 00. Note the statutory requirements for Alaska Licenses and be sure to **sign and date the Certification**.
- [] 8. Attach criteria Responses (**EXCEPT PRICE PROPOSAL**) to the Proposal Form. The maximum number of attached pages including any design drawings (each printed side equals one page) for criteria Responses shall not exceed: **10 Pages**.

Page limit does not include the two page Proposal form or the Price Proposal, ONE page resumes, requested submittals (Section 00 02 20, Criteria 4), Bid Schedule, and Bid Bond documents. **CAUTION:** Criteria Responses, which exceed the maximum page limit or otherwise do not meet requirements stated herein, may result in disqualification.

PRICE PROPOSAL

- [] 9. Review the RFP: Price Proposal, Bid Schedule, and Bid Bond documents. Prepare a PRICE PROPOSAL for all design, labor, subcontracts, equipment, expenses, etc., in compliance with the RFP. Complete the three documents on the forms furnished, or copies thereof.
- [] 9.1 The Price Proposal will provide for quotation of a price or prices for one or more contract items which may include unit price or lump sum items and alternative, optional or supplemental price schedules or a combination thereof which will result in a total proposed price for the work. When an item in the Price Proposal contains a choice to be made by the Offeror, the Offeror shall indicate his choice in accordance with the specifications for that particular item, and no further choice will be permitted.
- [] 9.2 Where required, Offerors must quote on all items and THEY ARE WARNED that failure to do so will disqualify them. When quotations on all items are not required, Offerors should insert the words "no bid" in the space provided for any item not requiring a quotation and for which no quotation is made.
- [] 9.3 On unit price contracts Offerors shall also show the products of the respective unit prices and quantities written in figures in the column provided for the purpose and the total amount of the proposal obtained by adding the amounts of the several items. All the words and figures shall be in ink or typed.
- [] 9.4 When provided within the supplements to the bid schedule Offerors shall specify Alaska Bidder to their proposal. All entries made by Offerors and designating applicable preferences must conform to the requirements of AS 36.30 and the instructions on the forms to warrant consideration.
- [] 9.5 Neither conditional nor alternative bids will be considered unless called for.
- [] 9.6 Unless specifically called for, telegraphic or telefacsimile bids will not be considered.
- [] 9.7 The Price Proposal must be signed with ink. If the Offeror is a corporation, the proposal shall be signed by an individual having authority to sign the contract. If the Offeror is a partnership, the proposal shall be signed by any authorized member of the partnership. If the Offeror is a sole proprietorship, the proposal shall be signed by the owner. Any erasure or change on the Price Proposal or Bid Schedule must be initialed by the person signing the proposal.

ACKNOWLEDGEMENT OF ADDENDA

- [] 10. The Proposal Form provides for acknowledgement individually of all Addenda to the RFP. All addenda shall be acknowledged on the Proposal Form or by email prior to the scheduled time for submittal of proposals. If no addenda are received, the word "None" should be shown as specified.

REQUIRED DOCUMENTS

- [] 11. Submittals shall consist of the following applicable items assembled as follows and in the order listed. Proposals will not be considered if documents are not completely filled out. Telegraphic or telefacsimile submittals are NOT acceptable.
- [] 11.1 One (1) copy of Proposal Form (at least one copy with original signature) with responses to all Evaluation Criteria [EXCEPT PRICE PROPOSAL] attached. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter other than the Proposal Form will be included. CAUTION: Failure to comply with this instruction will negatively influence evaluation of Submittal.
- [] 11.2 **One copy** of the Price Proposal, and Bid Bond attached, with one staple in the upper left corner. The Price Proposal, and Bid Bond shall be enclosed together in a separate sealed envelope marked on the outside to identify it as **PRICE PROPOSAL** and with the names of the Project and Offeror.

DO NOT place the Proposal Form (Section 00 30 00) in the sealed price proposal envelope.

- [] 11.3 **CAUTION:** If you replicate (other than by photocopy) any form in the RFP in lieu of filling out forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may result in rejection at the Contracting Agency's discretion. Any alteration may be cause for rejection without recourse.

DELIVERY

- [] 12. Deliver **submittals in one sealed package** to the location and before the submittal deadline cited on page 1 of

the Request for Proposal. Do not include in the package any proposals or bids for other projects. **Mark the outside of the package** to identify the Project and the Offeror. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

WITHDRAWAL OR REVISION OF BIDS

- [] 13. A Offeror may withdraw or revise a proposal after it has been delivered to the Contracting Agency, provided that the request for such withdrawal or revision is received by the designated office, in writing, or by telefacsimile, before the time set for submittal of proposals. If the Price Proposal is to be changed, the telefacsimile modifications shall include both the modification of the unit bid price and the total modification of each item modified, but shall not reveal the amount of the total original or revised Price Proposal.