**ATTACHMENT 1**

**Bid Submission Cover Sheet**

**PROJECT INFORMATION**

|  |  |
| --- | --- |
| ITB NUMBER: |  |
| PROJECT NAME: |  | |

**BIDDER INFORMATION**

|  |  |
| --- | --- |
| Company Name: |  |
| Address: |  |
| Tax ID: |  |
| Alaska Business License #: |  |

**CONTACT INFORMATION**

Provide contact information for the individual that can be contacted for clarification regarding this bid:

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Address |  |
| Email |  |
| Telephone |  |

Procurement Officer Note: REVISE OR DELETE AS REQUIRED.

**ADDENDA ACKNOWLEDGEMENT**

# The bidder acknowledges receipt of the following amendments and has incorporated the requirements of such amendments into their bid. Failure to identify and sign for all amendments may subject the bidder to disqualification. The bidder must list all amendments (by number), then initial and date to confirm that you have received and incorporated them into your bid (add more rows as necessary).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number | Initials & Date |  | Number | Initials & Date |  | Number | Initials & Date |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**CERTIFICATIONS**

|  |  |  |
| --- | --- | --- |
| No | Criteria | Response\* |
| 1 | The bidder is presently engaged in the business of providing the products and/or services required in this ITB. | YES  NO |
| 2 | The bidder confirms that it has the financial strength to provide and/or perform and maintain the services required under this ITB. | YES  NO |
| 3 | The bidder accepts the terms and conditions set out in the ITB and agrees not to restrict the rights of the state. | YES  NO |
| 4 | The bidder confirms that they can obtain and maintain all necessary insurance as required on this project. | YES  NO |
| 5 | The bidder certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. | YES  NO |
| 6 | The bidder is not established and headquartered or incorporated and headquartered, in a country recognized as Tier 3 in the most recent United States Department of State’s Trafficking in Persons Report. | YES  NO |
| 7 | The bidder complies with the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government. | YES  NO |
| 8 | The bidder complies with the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government. | YES  NO |
| 9 | The bidder complies with the applicable portion of the Federal Civil Rights Act of 1964. | YES  NO |
| 10 | The bidder can provide (if requested) financial records for the organization for the past three years. | YES  NO |
| 11 | The bidder has not had any contracts terminated by the State of Alaska (within the past five years). | YES  NO |
| 12 | The bidder certifies that it is not currently debarred, suspended, proposed for debarment, or declared ineligible for award by any public or federal entity. | YES  NO |
| 13 | The offeror certifies that they will not support or participate in a boycott of Israel. Failure to comply with this requirement may cause the state to reject the proposal as non-responsive or cancel the contract. | YES  NO |
| 14 | The bidder certifies that they do not have any governmental or regulatory action against their organization that might have a bearing on their ability to provide products and/or services to the State. | YES  NO |
| 15 | The bidder certifies, within the last five years, they have not been convicted or had judgment rendered against them for: fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements, or tax evasion. | YES  NO |
| 16 | The bidder does not have any judgments, claims, arbitrations or suits pending/outstanding against your company in which an adverse outcome would be material to the company. | YES  NO |
| 17 | The bidder is not (now or in the past) been involved in bankruptcy or reorganized proceeding. | YES  NO |
| 18 | The bidder certifies they comply with the laws of the State of Alaska. | YES  NO |
| 19 | The bidder confirms their bid will remain valid and open for at least 90 days. | YES  NO |

*\* Failure to answer or answering “False” may be grounds for disqualification. For any “False” responses, provide clarification (up to 250 word maximum for each “False” clarification) below* **(add rows as necessary)**.

|  |  |
| --- | --- |
| Number | Clarification |
|  |  |

**CONFLICT OF INTEREST STATEMENT**

Indicate below whether or not the firm or any individuals that will work 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 procurement officer reserves the right to consider a bid 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 services to be provided by the bidder.

|  |  |
| --- | --- |
| Does the bidder, or any individuals that will work on this contract, have a possible conflict of interest? | YES  NO |

*\* Failure to answer may be grounds for disqualification.*

If “Yes”, please provide additional information regarding the nature of that conflict:

|  |
| --- |
|  |

**FEDERAL REQUIREMENTS**

Indicate below all known federal requirements that apply to the bid, it’s evaluation, or the resulting contract:

|  |
| --- |
|  |

**ALASKA PREFERENCES**

If you wish to claim any Alaska Preferences, please complete the Alaska Bidder Preference Certification Form that follows the below signature section.

**SIGNATURE**

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

|  |  |
| --- | --- |
| Printed Name |  |
| Title |  |
| Date |  |
| Signature |  |

ALASKA BIDDER PREFERENCE CERTIFICATION FORM

AS 36.30.321 (A) / AS 36.30.990 (2)

|  |  |
| --- | --- |
| **Solicitation Number** |  |
| **Project Description** |  |
| **Business Name** |  |
| **Alaska Business License Number** |  |

A signed copy of this form must be included with your bid or proposal no later than the deadline set for receipt of bids or proposals.

If you are submitting a bid or proposal as a **JOINT VENTURE**, all members of the joint venture must complete and submit this form before the deadline set for receipt of bids or proposals. [AS 36.30.990(2)(E)](http://www.akleg.gov/basis/statutes.asp#36.30.990)

**If the procuring agency is unable to verify a response, the preference may not be applied.** Knowingly or intentionally making false or misleading statements on this form, whether it succeeds in deceiving or misleading, constitutes misrepresentation per [AS 36.30.687](http://www.akleg.gov/basis/statutes.asp#36.30.687) and may result in criminal penalties.

**Signature**

By signature below, I certify under penalty of law that I am an authorized representative of the above entity and all information on this form is true and correct to the best of my knowledge.

|  |  |
| --- | --- |
| **Printed Name:** |  |
| **Title:** |  |
| **Date:** |  |
| **Signature:** |  |

|  |  |
| --- | --- |
| **Alaska Bidder Preference:** Do you believe your firm qualifies for the Alaska Bidder Preference? | □ Yes □ No |
| **Alaska Veterans Preference:** Do you believe your firm qualifies for the Alaska Veteran Preference? | □ Yes □ No |
| **Alaska Military Skills Program Preference:** Do you believe your firm qualifies for the Alaska Military Skills Program Preference? | □ Yes □ No |

To qualify for and claim the **Alaska Bidder Preference** you must answer **YES** to all questions in the Alaska Bidder Preference Question section below:

**Alaska Bidder Preference Questions**

|  |  |  |
| --- | --- | --- |
| 1 | Does your business hold a current Alaska business license per AS 36.30.990(2)(A)? | □ Yes □ No |
| 2 | Is your business submitting a bid or proposal under the name appearing on the Alaska Business license identified above? Per AS36.30.990 (2)(B)? | □ Yes □ No |
| 3 | Has your business maintained a place of business within the state staffed by the bidder or offeror or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal per AS 36.30.990 (2)(C)? | □ Yes □ No |

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

|  |  |
| --- | --- |
| **Physical Place of Business Address** |  |
| **City** |  |
| **Zip Code** |  |

“**Place of business**” is defined as a location at which normal business activities are conducted, services are rendered, or goods are made, stored, or processed; a post office box, mail drop, telephone, or answering service does not, by itself, constitute a place of business per [2 AAC 12.990(b)(3)](http://www.akleg.gov/basis/aac.asp#2.12.990).

|  |  |
| --- | --- |
| Do you certify the Place of Business identified above meets this definition? | □ Yes □ No |

**Per AS 16.05.415(a) per 2AAC 12.990(b)(7), the bidder or offeror, or at least one employee of the bidder or offeror must be a resident of the state?**

|  |  |  |
| --- | --- | --- |
| 1 | Do you certify the bidder or offeror, or, at least one employee of the bidder or offeror is physically present in the state with the intent to remain in Alaska indefinitely and to make a home in the state per AS 16.05.415(a)(2)? | □ Yes □ No |
| 2 | Do you certify the resident(s) used to meet this requirement has maintained a domicile in Alaska for the 12 months immediately preceding the deadline set for receipt of bids or proposals per AS 16.05.415(a)(2)? | □ Yes □ No |
| 3 | Do you certify the resident(s) used to meet this requirement is only claiming residency in Alaska per AS 16.05.415(a)(3)? | □ Yes □ No |
| 4 | Do you certify the resident used to meet this requirement is not obtaining benefits under a claim of residency in another state, territory, or country per As 16.05.415 (a)(4)? | □ Yes □ No |

**Per AS 36.30.990(2)(D), is your business**:

|  |  |  |
| --- | --- | --- |
| 1 | Incorporated or qualified to do business under the laws of the state? | □ Yes □ No |
| **If yes**, enter the current Alaska Corporate Entity Number: | | |

**Indicate below how your business is organized:**

|  |  |  |
| --- | --- | --- |
| 1 | Is your business a Sole Proprietorship and the Proprietor is a resident of the state? | □ Yes □ No |
| 2 | Is your business a Limited Liability Corporation organized under AS 10.50 and **ALL** members are residents of the state? | □ Yes □ No |
| **If the answer to question 2 above is YES**, please identify each member by name: | | |
| 3 | Is your business a partnership under former AS32.05, AS32.06, or AS32.11 and all partners are residents of the state? | □ Yes □ No |
| **If the answer to question 3 above is YES**, please identify each partner by name: | | |

**Alaska Veterans Preference Questions:**

To qualify for and claim the Alaska Veteran Preference, you must answer **YES** to the below questions as well as answer **YES** to all the questions in the Alaska Veteran Preference section above.

**Per AS36.30.321(F), is your business**:

|  |  |  |
| --- | --- | --- |
| 1 | A sole proprietorship owned by an Alaska veteran? | □ Yes □ No |
| 2 | A partnership under AS32.06 or AS32.11 and a majority of the members are Alaska veterans? | □ Yes □ No |
| 3 | A limited liability company organized under AS10.50 and a majority of the members are Alaska veterans? | □ Yes □ No |
| 4 | A corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans? | □ Yes □ No |

**Per AS36.30.321(F)(3), an “Alaska veteran”** is defined as an individual who:

1. Served in the:
   1. Armed forces of the United States, including a reserve unit of the United States armed forces ; or
   2. Alaska Territorial Guard, The Alaska Army National Guard, the Alaska Air Nations Guards, or the Alaska Naval Militia; and,
2. Was separated from services under a condition that was not dishonorable.

|  |  |  |
| --- | --- | --- |
| 4 | Do you certify the individual(s) indicated in items 1-4 above meet this definition and can provide documentation of their service and discharge in necessary? | □ Yes □ No |

**Alaska Military Skills Program Preference Questions**

To qualify for and claim the Alaska Military Skills Program Preference, you must answer **YES** to the below questions as well as answer **YES** to all the questions in the Alaska Bidder Preference section above.

**Per 36.30.321(l), does your business:**

|  |  |  |
| --- | --- | --- |
| 1 | Employ at least one person who is enrolled in, or within the past two years, graduated from, a United States Department of Defense SkillBridge or United States Army career skills program that offers civilian work experience through specific industry training, pre-apprenticeships, registered apprenticeships, or internships during the last 180 days before a service member separates or retires from the service; or  during the last 180 days before a the person separates or retires from the service? | □ Yes □ No |
| 2 | Have an active partnership with an entity that employs an apprentice through a program described in item 1 above? | □ Yes □ No |
| 3 | Have proof of an employee’s graduation or enrollment in a qualified program as described in 1. above? | □ Yes □ No |