



Request For Proposals

RFP 2024-30-02

Construction Materials

Tlingit Haida Regional Housing Authority (THRHA) is requesting proposals from qualified construction materials suppliers to provide construction materials to 12 remote communities throughout Southeast Alaska for a period of one year, with an option to extend the contract for an additional two years.

Submit Proposals to:

Tlingit and Haida Regional Housing Authority
Attn: Lorraine DeAsis - MATERIALS RFP
5446 Jenkins Drive
Juneau, AK 99801
IF PROPOSALS ARE SENT BY MAIL, THEY MUST BE SEALED

To submit rfp by email:
RFP@THRHA.ORG

For questions and registration,
Lorraine DeAsis, Director, Project
Development
907-780-3188
ldesis@thrha.org

Posting Date:	February 17, 2024
RFP Proposals Due:	March 22, 2024
Completion:	March 31, 2025

I. General Information

Tlingit Haida Regional Housing Authority (THRHA) is requesting proposals from qualified construction materials suppliers to provide construction materials to 12 remote communities throughout Southeast Alaska for a period of one year.

This is a non-exclusive bid.

If you are not able to supply certain materials, please mark "NOT SUPPLIED" on the quote sheet.

Materials may be ordered in phases of new construction, as a home package or remodel supplies.

Please indicate on the bid sheet whether the material qualifies as American Made.

This contract is not only for the purchase of the appropriate materials, but for the shipping of those materials from the manufacturing site to the ultimate village destination.

Quotes are to be quoted FOB Juneau.

However, orders will be made on behalf of the following villages: Angoon, Craig, Douglas/Juneau, Kake, Kasaan, Klawock, Petersburg, Saxman, Skagway, Wrangell, Yakutat.

All Projects will be given a Job number. The Job number is to appear on all materials.

Materials are to be palletized according to Job number.

Percentage for paying with Credit Card to be indicated on quote.

Responsiveness: To be considered responsive, Offerors must meet the minimum qualifications and possess sufficient resources to ensure streamlined deliverables and schedules are met.

Responsibility: THRHA expects to prioritize awards to the Offerors whose proposals are responsive, responsible and the most advantageous as determined by THRHA in its sole discretion. In determining responsibility; THRHA reserves the right to request supplementary information to assure prospective contractors have a satisfactory record of performance, are qualified legally to contract with THRHA, and have supplied all necessary information in connection with an inquiry concerning responsibility. Additionally, THRHA reserves the right to require prospective contractors to demonstrate they have the necessary financing, equipment, facilities, expertise, and personnel to perform any areas of the RFP and resulting contract. THRHA reserves the right to request additional supporting documentation in determining responsiveness.

Preference: Indian/Native owned firms and Minority and Women owned firms (MBE/WBE) are encouraged to participate. In accordance with 24 CFR 1000.52 and 1003.510, preference points will be given to Indian owned organizations and economic enterprises as described in Part XI Proposal Timeline and Evaluation.

To receive a qualifying preference (e.g. Minority Business /Woman Owned Entity), Offerors must have a valid, current business license and provide evidence to support which preference being requested. Acceptable evidence may consist of any of the following:

- Documentation that verifies the entity is at least 51% Indian Owned and operated (Owner must be listed in experience section, be involved in operation of business **AND MUST PROVIDE PROOF OF TRIBAL ENROLLMENT WITH BID RESPOSE**; OR
- Certification that verifies the entity is Minority Business Enterprise (MBE)/Woman Owned Enterprise (WBE). Owner must be listed in experience section and be involved in operation of business.

Proposals that do not provide acceptable supporting evidence will not receive a preference. Offerors must provide their documentation with Attachment K, Preference Questionnaire.

Special Conditions

The following conditions apply:

1. Project Supervision:
THRHA's Director of Project Development, Lorraine DeAsis, can be reached at 907-780-3188.
2. Contract Term:
The term of this contract is one year. THRHA reserves the right to offer an extension of the term of the contract for up to two additional years on a year-by-year basis beyond the original termination date so long as it is in the best interests of THRHA. The contractor reserves the right to refuse such an offer of extension.

Any increase or decrease in unit prices, in excess of 20%, over the course of the contract term will be presented to THRHA by the contractor. THRHA reserves the right to re-negotiate unit prices with the contractor when it is in the best interest of THRHA or, when it is justifiable based on information presented by the Contractor.

3. Other Projects:
THRHA anticipates additional projects that may be included under this contract so long as it is in the best interest of THRHA.

4. Award of Contract:

- a) All bids will be evaluated based on materials that conform to the material specifications, and the total cost of the materials F.O.B. Juneau, including all fees, which include, but are not limited to material costs, freight, packaging fees and credit card payment fees.
- b) THRHA's basis for prioritizing awards of this contract will be for the total cost of the material and the contractor's ability to perform successfully under the stated terms and conditions;
- c) THRHA reserves the right to reject, for any reason, any or all offers or any part of any offer and to waive informalities and minor irregularities in offers received.
- d) THRHA expects, but does not guarantee, to purchase the quantities estimated. All materials listed reflect scopes of work on remodels and homes expected to be constructed throughout 12 SE AK villages. It is anticipated that purchases will include the quantities listed, but variations will occur. Not all supplies will be purchased from all contractors.
- e) THRHA may accept any item or group of items of any offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the schedule, offers may be submitted for any quantities less than those specified and THRHA reserves the right to make an award of any item for a quantity less than the quantity offered at the unit prices offered unless the offeror specifies otherwise in the offer.
- f) A written award (or Acceptance of Offer) mailed, or otherwise furnished, to the successful offeror within the time for acceptance specified in the offer shall be deemed to result in a binding contract without further actions by either party.

5. Rejection:

THRHA reserves the right to reject any and all proposals received, and to waive any informalities in the proposals received whenever such rejection or waiver is in the best interest of THRHA. THRHA also reserves the right to reject the proposal of any offeror who has previously failed to perform properly, or to complete on time, contracts of a similar nature; who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise. Contractors must be in good standing with THRHA and not debarred from Federal and/or State projects.

6. Acceptance of Work:

THRHA reserves the right to determine the acceptability of the materials. Should the Contractor fail to meet the required specifications, the Contractor will immediately remedy any discrepancy noted by THRHA, complete the order as specified, at no additional cost to THRHA.

7. Substitutions:

Substitutions for materials or manufacturers shown will not be accepted unless approved in writing prior to deadline for receipt of proposals. All requests for substitutions must be in writing and accompanied by complete manufacturer's product

MATERIALS RFP

data sufficient for owner to make "as equal" determination. THRHA will have final determination of whether material being offered is an "as equal"

8. 24 CFR Statement:

Offerors must provide a statement with their proposal stating they will employ Alaska Native / American Indian hire (Indian Preference) to the greatest extent feasible.

9. Payment Schedule:

Payment will be made within 30 days after receipt of proper invoice for materials delivered to the job site. Credit card is the preferred method of payment.

10. Disputes and Lien Releases:

Any dispute will be handled in accordance with THRHA's procurement policy, and will be brought to the attention of the CEO. The successful Offeror / awarded Contractor warrants that they waive any right to lien against the subject property, and that they hold harmless the property owner from any liens or claims arising out of the resulting contract.

11. Selection Criteria:

THRHA will award points based on the evaluation criteria found in Attachment XI. Points assigned will be based on the Offeror's responses and scored comparatively against one another. Offerors who demonstrate a strong understanding of the requirements and provide sufficient information with their proposal may be awarded higher points.

12. Assignment:

The Contractor will not assign any interest in this contract, and will not transfer any interest in the same without prior written consent of THRHA.

13. Responsibility:

The Contractor will be responsible for all required documentation to THRHA, including; product submittals, lien releases, licensing and bonding information, and all other documentation noted in this RFP. The Contractor will also be responsible for all third-party inspections in accordance with specifications identified in the RFP.

II. General Proposal Information

The following conditions also apply:

- THRHA, at its sole discretion, reserves the right to; reject any or all proposals, waive

MATERIALS RFP

irregularities and minor informalities, request additional information, and accept the proposal deemed to be in the best interest of THRHA, whenever such rejection, waiver and award is determined to be in the best interest of THRHA.

- Proposals may be submitted by; mail or email.
- Proposals may be considered non-responsive and may be rejected if all required documents are not present. A complete proposal consists of all documents listed in Section VI – Technical Proposal.
- A complete proposal must also include a cover letter signed by the Offeror's official authorized to bind the Offeror contractually and contain a statement that the proposal is firm for 90 days. An unsigned letter or one signed by an individual not authorized to bind the Offeror will be rejected.
- The successful Offeror must be an Equal Opportunity Employer.
- All information in the Offeror's response must be submitted on the RFP attachments provided. Any deviation in format or content will be grounds for finding the proposal nonresponsive and rejected. Accuracy and completeness are essential. The successful response will be incorporated into the resulting contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves to contractually.
- Proposals received after the deadline will not be accepted. **It is neither THRHA's responsibility nor practice, to acknowledge receipt of any proposal.** It is the Offeror's responsibility to assure that a proposal is received in a timely manner.
- THRHA will not reimburse any expenses incurred by the Offeror, including, but not limited to; expenses associated with the preparation and submission of the response and/or attendance at interviews (if required).
- THRHA expects all Offerors to consent to the scope of services, general specifications, and all required services of the RFP.
- 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 at least five days prior to the deadline set for receipt of proposals. This will allow time for the issuance of any necessary amendments. 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, at least five days prior to the deadline set for receipt of proposals.

Offerors are only allowed to submit one RFP. Any alternate proposals or proposals that offer something other than what is being asked in the RFP will not be accepted and will cause the Offeror's submission to be deemed nonresponsive and rejected. This includes and deviation from the provided attachments in response to the Offeror's Technical and Cost Proposals. Any exceptions / alterations proposed must be submitted in writing to the procurement officer at least five days prior to the deadline set for receipt of

proposals. Determinations will be provided in an amendment and address the questions / exceptions proposed.

Right of Rejection: Offerors must comply with all terms of the RFP, THRHA Procurement Policy, and all applicable local, state, federal and tribal laws, codes, and regulations. The Procurement Coordinator may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of THRHA. If an Offeror does so, the Procurement Coordinator 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 RFP;
- 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 Coordinator. THRHA 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 or one whose entity is identified on the System for Award Management (SAM) as having an 'Exclusion'; will be rejected.

Offeror's Certification: By signature on the proposal, Offerors certify that they comply with the following, if applicable:

- ✓ Anti-Kickback Act
- ✓ Byrd Anti-Lobbying
- ✓ Clean Air Act
- ✓ Davis-Bacon Act
- ✓ Contract Work/Safety Standards
- ✓ Energy Policy and Conservation Act
- ✓ Equal Employment Opportunity Act and the regulations issued thereunder by the federal government
- ✓ Examination of Records by Comptroller General
- ✓ Patent Rights
- ✓ Retention of Records
- ✓ Reporting Requirements

MATERIALS RFP

- ✓ Rights in Data
- ✓ Termination for Convenience
- ✓ Termination for Default
- ✓ All terms and conditions of this RFP, and
- ✓ Condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury

If any Offeror fails to comply with the above, THRHA reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default. THRHA may, at its sole discretion and after the evaluation process, choose not to issue any agreement. THRHA may also, at its sole discretion, choose to issue multiple awards (i.e. to multiple firms) if it is determined to be in the best interest of THRHA.

III. Technical Proposal (Total of 100 Points)

In order to be considered responsive, Offerors must submit all required documentation, through the attachments provided in the RFP. All proposals must contain a response to the following information and provide evidence that supports the criteria identified below.

Offerors will be evaluated and scored based on their responses to the following:

1. Firm Experience (25 Points)

1. Provide a brief background / history of the firm, and qualifications of personnel that will be assigned to the project (proposed team).

Key Personnel and Oversight of Project:

- A) Include resume describing the technical abilities and experience offered by your key personnel including experience, training, and education
- B) Project oversight and supervision: Describe the roles and function of proposed staff including sales, quality control, logistics and support staff
- C) Provide statement of assurance that the proposed personnel will be available for the work under this contract.

2. Identify the firm's specific experience in providing construction materials to remote Alaskan destinations and any other work performed that is relative to the requirements and objectives of the RFP.

3. Resources and Approach to the Project (20 Points)

- 3.01 Describe your methodology for ensuring all the deliverables required under the contract will be met.
- 3.02 Describe how your firm will approach the project (including prioritizing the deliverables identified, and organizing the subcontractors).

MATERIALS RFP

- 3.03 Your proposal should expand on your approach, how you will organize, prioritize, and provide each deliverable, and your ability to successfully carry each of them out.

Offerors must **use Attachment D** to provide responses to the above.

4. Current and Future Workload (15 Points)

- 4.01 Describe your current and future workload and how you will be able to provide materials in a timely and efficient manner.

Offerors must **use Attachment E** to provide responses to the above.

5. Cost Proposal (30 Points)

- 5.01 The Offeror's costs should be clearly listed for each item on the Materials List, including any expected delay in obtaining materials. The Cost Proposal is to include shipping FOB Juneau, assuming multiple shipments that may be less than full container loads. The Cost Proposal shall also list the rate charged for paying by credit card.
- 5.02 THRHA will select the finalist by considering the proposed cost as the Offeror's "best and final" – though THRHA reserves the right, at its sole discretion, to further negotiate terms / costs as needed to improve the elements of the proposal to best meet the needs of THRHA.
- 5.03 If you are not bidding the items listed, mark "NOT SUPPLIED" on the bid sheet.

Offerors must **use Attachment F** as their Cost Proposal.

6. References (10 Points)

- 6.01 Provide a list of three references whom you've provided similar materials for within the last three years.
- 6.02 Provide each client's contact information (Project Director, Name, address and phone number). Preferably, these references will be for construction projects in remote, rural villages.
- 6.03 THRHA may contact any other known clients, whether offered as references or otherwise, to obtain information that may assist THRHA in evaluating your proposal.
- 6.04 THRHA retains the right to use any / all reference information to make a

selection. By submitting a proposal, you agree that THRHA may contact and use this information.

Offerors must use **Attachment G** to provide responses to the above.

7. Training and Employment Opportunities for Indians (5 Points)

7.01 Provide a statement regarding the employment and training of Indians per 24 CFR sec. 1000.52(f).

Offerors must use **Attachment H** as their Training and Employment Statement.

Required Attachments

The Offeror must also provide the following non-scored attachments.

Conflict of Interest Statement

Provide a statement that indicates whether or not the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict.

THRHA 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. THRHA has the final authority in determining any questions of a conflict of interest.

Offerors must use **Attachment I** as their Conflict of Interest Statement

Debarment Statement

Provide a statement that indicates whether or not the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict.

THRHA 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. THRHA has the final authority in determining any questions of a conflict of interest.

Offerors must use **Attachment J** as their Debarment Statement.

Preference Questionnaire

To receive a qualifying preference (e.g. Minority Business / Woman Owned Entity), Offerors must have a valid, current business license and provide evidence to support which preference being requested. Acceptable evidence may consist of any of the following:

- Documentation that verifies the entity is at least 51% Indian Owned and operated (Owner must be listed in experience section, be involved in operation of business **AND MUST PROVIDE PROOF OF TRIBAL ENROLLMENT WITH BID RESPONSE**; OR
- Certification that verifies the entity is Minority Business Enterprise (MBE) / Woman Owned Enterprise (WBE). Owner must be listed in experience section and be involved in operation of business.

Proposals that do not provide acceptable supporting evidence will not receive a preference. Offerors must provide their documentation with **Attachment K**, Preference Questionnaire.

IV. Contract Terms and Conditions

THRHA will be responsible for managing the contract and the relationship with the awarded firms (Contractors). The Contractors will be responsible for managing all contracts and relationships with the subcontractors (if applicable). The Contractors will be required to adhere to all State and Federal provisions that govern the funding of the contract.

THRHA reserves the right to cancel the contract, at its convenience, with 30-days' written notice to the Contractor. THRHA is only liable for payment due from services performed, supplies provided, before the effective date of the termination.

V. License, Bond and Insurance Requirements

The successful Offeror must provide proof of their Business License at time proposals are due. The Offeror must provide proof of; workers compensation, commercial general liability, and commercial automobile liability prior to contract approval. Prior to contract award, THRHA must be named as Additional Insured under the Contractor's Certificate of Insurance; wherein the insurance company must have a Best rating of "A-V" or better.

Per the terms in Appendix B, Insurance & Liability, the Offeror is required to have the following insurance under the contract.

- ✓ Workers' Compensation: The Contractor will provide and maintain coverage, for all employees engaged in work under this contract, \$100,000 per person / occurrence, 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 THRHA.
- ✓ Commercial General Liability: covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of: \$1,000,000 General Aggregate; \$1,000,000 Products / Completed Operations Aggregate; \$1,000,000 Single Occurrence; including \$50,000 fire damage and \$5,000 Medical Expense per person.
- ✓ Commercial Automobile Liability Insurance: covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$1,000,000 combined single limit per claim of bodily injury, including; all owned, non-owned and hired automobiles.

Bonds

THRHA may require a bond prior to issuing the Notice to Proceed. Bond requirements may

consist of:

- ✓ Bid Bond equal to 5% of the total bid amount;
- ✓ Performance Bond equal to 100% of the total contract price; or
- ✓ Another form of security authorized by 24 CFR 1000.26

All licenses, bonds and insurance requirements must be valid at time of award and remain valid through the duration of the contract and all subsequent extensions.

In addition to the provisions of the RFP, the terms and conditions in **Appendix A** also apply.

VI. Submission Instructions

- If submitting by email:
Email proposals to rfp@thrha.org titled CONSTRUCTION MATERIALS RFP
- If submitting by mail:
Your response must be sealed and delivered to:

Tlingit Haida Regional Housing Authority
ATTN: CONSTRUCTION MATERIALS RFP-
Lorraine DeAsis
5446 Jenkins Dr.
Juneau, Alaska 99801

- If submitting by carrier or in-person:
Your response must be sealed and delivered to:

Tlingit Haida Regional Housing Authority
ATTN: CONSTRUCTION MATERIALS RFP-
Lorraine DeAsis
5446 Jenkins Drive
Juneau, Alaska 99801

VII. Questions

Offerors are encouraged to contact the Lorraine DeAsis at LDEASIS@THRHA.ORG to register for the RFP to ensure they receive all updates related to the solicitation. All RFP documents will be posted on THRHA website

<http://regionalhousingauthority.org/resources/solicitations/>

VIII. Proposal Timeline and Evaluation

Timeline

THRHA intends to follow the below timeline for review and award of this solicitation:

RFP Issued	02/16/2024
Deadline for Proposals	03/22/2024
Evaluation of Proposals	03/29/2024
Anticipated Contract Completion	03/31/2025

Dates are subject to change at the discretion of THRHA.

Proposals must be received **no later than MARCH 22, 2024 @ 04:30PM** prevailing Alaska Time.

Evaluation

Offeror's proposals will be scored comparatively against one another to determine the most advantageous offer proposed. Proposals will be reviewed and evaluated in accordance with the Offerors responses for each requirement listed in Section VI:

The following evaluation criteria will be utilized to evaluate the proposals by an internal evaluation team. An Offeror can receive a maximum of **120 Points**:

EVALUATION CRITERIA	RATING POINTS
Firm Experience and Qualifications	0 to 25
Resources and Approach	0 to 20
Workload	0 to 15
References	0 to 10
Cost	0 to 30
Evaluation Points	100
ADDITIONAL POINTS	
Training	0 to 5
MBE/WBE/ OR	0 or 5
Native Preference	0 or 15
Additional Points	20
TOTAL POINTS	120

MATERIALS RFP

¹ Points for MBE/WBE cannot be combined with Native Preference points

² To be eligible for Native Preference points, bidders must submit evidence showing Indian Ownership of 51% or more and Proof of Tribal Enrollment to the Authority's satisfaction.

IX. Notice of Intent to Award

Once the Successful Offeror is determined, a Contract will be sent to those respondents who submitted a proposal.

X. Period of Performance

The period of performance for this contract is one year from the date of the Notice to Proceed, with an option to extend the contract for an additional two years.

XI. Termination

THRHA reserves the right to cancel the contract, in whole or in part, immediately, in the event the Contractor (or subcontractor) fails to perform the work in accordance with the provisions identified in this RFP.

Either party may terminate the contract with a 30 calendar days' prior written notice.

XII. Attachments

The following attachments are required to be submitted with your proposal:

- ✓ Appendix A: Contract Provisions
- ✓ Attachment A: Proposal Checklist
- ✓ Attachment B: Proposal Cover Sheet
- ✓ Attachment C: Firm Experience and Qualifications
- ✓ Attachment D: Resources and Approach
- ✓ Attachment E: Current and Future Workload
- ✓ Attachment F: Cost Proposal
- ✓ Attachment G: References
- ✓ Attachment H: Training & Employment Opportunities for Indians
- ✓ Attachment I: Conflict of Interest
- ✓ Attachment J: Debarment Certification
- ✓ Attachment K: Preference Questionnaire



Regional Housing Authority

Attachment A – Proposal Checklist

The following documents are required for this solicitation. To be considered responsive, each Attachment and required document(s) must be submitted with your proposal. Provide a check in the box to acknowledge you have submitted each document.

REQUIRED DOCUMENTS	DOCUMENT TITLE	INCLUDED?
Attachment – A	Proposal Checklist	<input type="checkbox"/> YES
Attachment – B	Proposal Cover Sheet	<input type="checkbox"/> YES
Attachment – C	Firm Experience and Qualifications	<input type="checkbox"/> YES
Attachment – D	Resources and Approach	<input type="checkbox"/> YES
Attachment – E	Current and Future Workload	<input type="checkbox"/> YES
Attachment – F	Cost Proposal	<input type="checkbox"/> YES
Attachment – G	References	<input type="checkbox"/> YES
Attachment - H	Training & Employment Opportunities for Indians	<input type="checkbox"/> YES
Attachment – I	Conflict of Interest	<input type="checkbox"/> YES
Attachment – J	Debarment Certification	<input type="checkbox"/> YES
Attachment - K	Preference Questionnaire	<input type="checkbox"/> YES



Attachment B – Proposal Cover Sheet

OFFEROR INFORMATION

This is the cover page for your proposal. By signing and submitting this attachment, you confirm that you comply with all provisions of the RFP; are a company officer empowered and authorized to bind the company legally and financially, and; if applicable, can provide notice that you qualify as a Minority / Women Owned Business and/or American Indian / Alaska Native Entity.

Failure to sign this attachment and provide the information required will deem your proposal nonresponsive and will be rejected.

RFP NUMBER:

2024-30-02

RFP NAME:

Construction Material RFP

RFP NAME:

Construction Material RFP

MAILING ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

FEDERAL TAX ID #:

**BUSINESS LICENSE
NUMBER:**

CONTACT NAME:

TITLE:

E-MAIL ADDRESS:

ALTERNATE PHONE #:

BY SIGNATURE ON THIS PAGE, THE OFFEROR HEREBY CERTIFIES THAT ALL INFORMATION PROVIDED IS TRUE AND SERVES TO BIND THE COMPANY TO THE PROVISIONS OF THE RFP AND RESULTING CONTRACT.

SIGNATURE

DATE

TITLE



Attachment C – Firm Experience and Qualifications

Instructions: Offerors must use this form to provide a response to Section VI. Offerors are required to limit their response to FIVE PAGES for this section of their proposal. Do not list any cost information on this form.

Offeror's Response: Demonstrate you meet the minimum requirements of the RFP and Section VI.

Describe how the organization meets the minimum qualifications and experience requirements identified in the RFP, and Section VI. In order to be found responsive, Offerors must provide enough detail and information that responds to each item requested in this section and questions proposed.



Attachment D – Resources and Approach

Instructions: Offerors must use this form to provide a response to Section VI. Offerors are required to limit their response to FOUR PAGES for this section of their proposal. Do not list any cost information on this form.

Offeror's Response: Demonstrate you meet the minimum requirements of the RFP and Section VI.

Describe how you will organize, prioritize and provide each deliverable, and your ability to successfully carry out each item identified in the RFP, and Section VI. In order to be found responsive, Offerors must provide enough detail and information that responds to each item requested in this section and questions proposed.



Attachment E – Current and Future Workload

Instructions: Offerors must use this form to provide a response to Section VI. Offerors are required to limit their response to FOUR PAGES for this section of their proposal. Do not list any cost information on this form.

Offeror's Response: Demonstrate you meet the minimum requirements of the RFP and Section VI.

Describe your current and future workload and how you will be able to provide materials in remote Alaskan villages in a timely and efficient manner identified in the RFP, and Section VI. In order to be found responsive, Offerors must provide enough detail and information that responds to each item requested in this section and questions proposed.



Regional Housing Authority

Attachment F – Cost Proposal

OFFEROR'S NAME: _____

Instructions: Offerors must propose an all-inclusive price to perform the services required in the RFP and resulting contract.

Note: The fees provided in this form will be used for RFP cost evaluation and in the awarded contract.

Cost Proposal Guidelines:

Using the Materials List, and associated cabinet layout, siding and truss specifications, please provide a cost per item. Below, please provide the total cost, the freight cost (per pound, and multiplied out) if the materials were Less Than Container Loads and the cost of freight for full container loads (per pound and multiplied out).

Then provide the packaging fees and credit card fee percentage and multiplied out, with a total cost for materials.

Cost if shipped LCL:

\$ _____ Materials

\$ _____ Freight, if shipped LCL @ \$ _____/lb

\$ _____ Packaging fees

_____ Credit Card fee @ _____%

_____ TOTAL

Cost if shipped Full Container Loads:

\$ _____ Materials

\$ _____ Freight, if shipped in full container loads @ \$ _____/lb

\$ _____ Packaging fees

_____ Credit Card fee @ _____%

_____ TOTAL

PRINT NAME & SIGNATURE _____

DATE _____

TITLE _____



Regional Housing Authority

Attachment G – References

Instructions: Offerors must use this form to provide a response to Section VI. Offerors are required to limit their response to THREE PAGES for this section of their proposal.

Offeror's Response: Demonstrate you meet the minimum requirements of the RFP and Section VI.

Please provide three references whom you've provided similar materials and expediting for within the last three years. Preferably, these references will be for construction projects in remote, rural villages.

1.

Company Name: _____

Project Director: _____

Address: _____

Phone Number: _____

Email: _____

2.

Company Name: _____

Project Director: _____

Address: _____

Phone Number: _____

Email: _____

3.

Company Name: _____

Project Director: _____

Address: _____

Phone Number: _____

Email: _____



Regional Housing Authority

Attachment H – Training & Employment Opportunities for Indians

Instructions: Offerors must use this form to provide a response to Section VI. Offerors are required to limit their response to THREE PAGES for this section of their proposal. Do not list any cost information on this form.

Offeror's Response: Demonstrate you meet the minimum requirements of the RFP and Section VI.

Describe how your organization will provide employment and training opportunities to Indians as identified in the RFP, and Section VI.

In order to be found responsive, Offerors must provide enough detail and information that responds to each item requested in this section and questions proposed.



Regional Housing Authority

Attachment I – Non-Conflict of Interest Statement

I certify that neither I nor any member of my immediate family has a material personal or financial relationship with any Offeror, or to a direct competitor of any Offeror under consideration by this proposal evaluation committee. I further certify that no other relationship, bias or ethical conflict exists which will prevent me from evaluating any proposal solely on its merits and in accordance with the Request for Proposal's evaluation criteria.

Furthermore, I agree to notify the Procurement Coordinator if my personal or financial relationship with one of the Offerors is altered at any time during the evaluation process.

Name

Company/Position

Date

2024-30-02

RFP Number



Regional Housing Authority

**Attachment J – Certification Regarding Debarment,
Suspension, and Other Responsibility Matters**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal, State, Local or Tribal department or agency;
 - b) Have not, within a seven-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Tribal or Local) transaction, contract or subcontract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged a governmental entity (Federal, State, Tribe or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d) Have not, within a seven-year period preceding this proposal, had one or more public transactions (Federal, State, Tribal or local) terminated for cause or default.
 - e) Have not, within a seven-year period preceding this proposal, had a civil or criminal judgement rendered against them by a Tribal Court for any offense related to Indian Preference laws (including TERO provisions) or had a civil judgement rendered against them relating to the firm's status as an Indian contractor.
 - f) Have not, within a seven-year period preceding this proposal, had one or more contracts terminated for default by any Federal, State, Tribal or Local agencies.
- (2) Principals, for the purpose of this certification, means: officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. General Manager; Plant Manager; Head of Subsidiary, division, business segment, or similar positions).

- a) The Offeror must provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 13 USC Sec. 1601, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years or both.

--	--

Name & Title of Authorized Representative

Date

--	--

Signature of Authorized Representative

Date

☐ I am unable to certify to the above statements. My explanation is attached.



Regional Housing Authority

Attachment K – Preference Questionnaire

In order to qualify and receive any of the preferences, Offerors must provide supporting documentation with their proposal as well as check “YES” in the form provided. Failure to provide the information requested may determine your preference not applicable.

PREFERENCE FORM	CLAIMING PREFERENCE?
Minority Business Enterprise (MBE)/Woman Business Enterprise (WBE)	<input type="checkbox"/> YES / <input type="checkbox"/> NO
INDIAN OWNED FIRM (be sure to include Tribal Enrollment and proof of 51% ownership)	<input type="checkbox"/> YES / <input type="checkbox"/> NO

Points for MBE/WBE cannot be combined with Native Preference points

To be eligible for Native Preference points, bidders must submit evidence showing Indian Ownership of 51% or more and Proof of Tribal Enrollment WITH BID to the Authority's satisfaction.



Attachment M

Material to Bid