

MUNICIPALITY OF ANCHORAGE**PURCHASING DEPARTMENT**

PHONE (907) 343-4590

P.O. Box 196650

ANCHORAGE, ALASKA 99519-6650

Issue Date	Time and Date of Opening	Buyer	Buyer Phone Number
11/23/22	11:00 A.M. Alaska Time December 15, 2022	Ryan Marquis	907-343-4590

ADDENDUM No. 1**TO INVITATION TO BID No. 2022B070****DATE ISSUED: December 8, 2022****TITLE: 2022B070 –Provide Temporary Support and Payroll Services to the Municipality of Anchorage, Purchasing Department.**

The following changes and/or additions are hereby made to subject Invitation to Bid:

1. **Change** Date and Time of **Bid Opening** to **11:00 A.M. Alaska Time, December 15, 2022.**
2. **Incorporate** Questions & Answers, identified as Addendum No. 1, dated December 8, 2022.

All other terms, conditions, and specifications remain unchanged.

An electronic (.pdf) copy of the Invitation to Bid is available at MOA, Purchasing Department's website; (<http://www.muni.org/Departments/purchasing/Pages/bidding.aspx>). It is your responsibility to periodically check the website for any addenda.

ANY QUESTIONS REGARDING ADDENDUM #1, MUST BE SUBMITTED IN WRITING TO WWPUR@MUNI.ORG BY 12:00 P.M., ALASKA TIME, December 9, 2022. Please reference the Project Title and Invitation to Bid Number.

THIS ADDENDUM MUST BE ACKNOWLEDGED IN SPACE PROVIDED ON BID PROPOSAL SHEET OR SIGNED AND RETURNED TO PURCHASING PRIOR TO TIME SET FOR BID OPENING IN ACCORDANCE WITH ANCHORAGE MUNICIPAL CODE 7.20.020C.

The MOA reserves the right to accept or reject bids. Prices bid must be F.O.B. Destination. The MOA is exempt from Federal Excise Tax. Bids must be submitted to the Purchasing Department prior to time set for opening. Any bids not received by the Purchasing Department prior to that time will not be considered and will be returned. Time of receipt of bids will be as determined by the time stamp in the Purchasing Department, 632 W. 6th Avenue, Suite 520.

Please ACKNOWLEDGE AND RETURN THIS ADDENDUM PRIOR TO THE DATE AND TIME SHOWN ABOVE OR YOUR BID MAY BE REJECTED.

MUNICIPALITY OF ANCHORAGE

Authorized Representative Signature_____
Date


Printed Name

Nikki Martindale
Deputy Purchasing Director

Printed Vendor Name

QUESTIONS & ANSWERS

ITB #2022B070

Addendum #1, dated December 8, 2022

1. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

The Municipality of Anchorage is currently contracting with LeMay Engineering & Consulting for these services.

2. Can you please let us know the previous spending of this contract?

We would need more detail to be able to answer this question accurately.

3. Please confirm if we can get the proposals or pricing of the incumbent(s).

Previous bid awards can be found on our website at the following address:

<https://purchasing.muni.org/ShowBids.aspx?bidtype=Closed>

A public records request can be submitted. The instructions are available here:

<https://www.muni.org/Pages/RecordsRequest.aspx>

4. Are there any pain points or issues with the current vendor(s)?

No.

5. Please confirm the anticipated number of awards.

Award will be to the two lowest responsive and responsible bidders, per the basis of award listed in the ITB.

6. What is the addendum acknowledgement? I am not sure how to answer this question.

Any Addendum/Addenda that are released for this solicitation will need to be acknowledged on the bid proposal form, per the instructions on Page 5 of the ITB.

7. Is this a new contract or are there any incumbents?

See the answer to Question 1.

8. Could you please share the previous spending on this contract, if any?

See the answer to Question 2.

9. Please confirm whether the Award will be only made to the two lowest bidders?

See the answer to question 5.

10. Is there any local preference?

Yes. Local preference can apply in accordance with Section 7.20.040 of Anchorage Municipal Code.

11. What are the job titles and job descriptions of the projected jobs? What are your most commonly requested positions?

The Municipality may request candidates to meet any job title or job description for which they have a need for services. The most often requested positions would likely be administrative/clerical roles.

12. How many workers under each job classification are required on a weekly basis?

This number varies depending on the needs of the Municipality.

QUESTIONS & ANSWERS

ITB #2022B070

Addendum #1, dated December 8, 2022

13. How many vendors do you intend to award? If multiple vendors are awarded, how are job tasks distributed?

See the answer to question 5. The requesting Municipal Department will request applications and select employees based upon the qualifications and fitment of the applicant.

14. Who are your current vendors? What are any challenges or pain points with the present contract vendors?

See the answers to questions 1 and 4.

15. What are the bill rates and pay rates of your current vendors?

The current contract has a bill rate of 17.5% above the employee rate of pay. Employee rate of pay is depending on the desires of the requesting department and job classification.

16. What is the estimated contract value?

The contract value is not to exceed \$500,000.00 per year.