REQUEST FOR PROPOSAL
RFP 26T-RP-218

Snow Removal Services Mountain View Village

August 2026

Prepared By:

Cook Inlet Housing Authority
Procurement Department
3510 Spenard Road
Anchorage, Alaska 99503

Terra Stowers, Procurement Specialist
Phone: (907) 793-3030
tstowers@cookinlethousing.org

Contents

SPECIFIED DATES 3
REQUEST FOR PROPOSAL 4
PROPOSAL SUBMITTALS 4
QUESTIONS 4
PERIOD OF PERFORMANCE 4
INTENT 4
CONTRACT TERM 5
SCOPE OF SERVICES 5
ADDRESS LISTING 6
INVOICING 7
PREFERENCE STATEMENT 7
WAGE DETERMINATION 8
PREFERENCE FACTOR 8
INDEMNITY AND INSURANCE REQUIREMENTS 8
GENERAL REQUIREMENTS 11
RFP CONDITIONS AND PROVISIONS 11
PROPOSAL SUBMITTAL REQUIREMENTS 12
EVALUATION PROCESS 12
PROTEST 13
AWARD 13
LIST OF ATTACHMENTS 14

SPECIFIED DATES
RFP # 26T-RP-218

Description	Date and Time	Locations
1. Proposal Packet Available	August 21, 2026	CIHA Website
2. Property Walk-Through	August 25, 2026	On-Site
3. Questions Due Date	August 27, 2026, 2:00PM*	Email
4. Proposal Due Date	September 3, 2026, 2:00PM*	Email/Mail/Hand Delivery

*All times stated in Alaska Standard Time

REQUEST FOR PROPOSAL
RFP # 26T-RP-218
Snow Removal Services Mountain View Village

Cook Inlet Housing Authority (CIHA) will accept proposals from responsive and responsible individuals and Contractors for Snow Removal Services.

PROPOSAL SUBMITTALS

Proposals must be submitted, clearly marked: **"Attn: Procurement, RFP # 26T-RP-218, Snow Removal Services Mountain View Village – Do Not Open".** CIHA will reject proposals received after the deadline. Faxed proposals will not be accepted.

- **Mailed and hand-delivered proposals:** Proposals must be received on September 3, 2026, 2:00PM at CIHA, Attn: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503, no later than according to the time clock located at CIHA's front desk.

- **Emailed proposals:** Proposals must be received no later than September 3, 2026, 2:00PM according to the time and date received by CIHA's email server. Emailed proposals may be submitted to Procurement@cookinlethousing.org.

QUESTIONS

CIHA shall not be bound by any oral interpretation of this RFP. Questions are encouraged and should be sent in writing to CIHA's Procurement Manager via email. All questions must be received at CIHA no later than August 27, 2026, 2:00PM. Written questions received by the deadline will be answered by Addendum to all vendors.

Email: Procurement@cookinlethousing.org

No communication is to be directed to any other CIHA employees or CIHA representative.

Substantive issues will be answered in writing in the form of an Addendum to this RFP. If determined necessary by CIHA, the proposal submittal due date may be extended and will be stated as such in the Addendum form.

PROPERTY WALK-THROUGH

Offerors are strongly encouraged to visit each property by themselves. This is the Offerors' opportunity to see each location before submitting your proposal. Walkthroughs need to be completed by August 25, 2026.

PERIOD OF PERFORMANCE

The period of performance shall begin upon the contract award and shall continue until completion and acceptance of all tasks and deliverables as set forth in the Scope of Services.

INTENT

The intent of this RFP is to establish an indefinite quantity term services contract with a responsive and responsible Snow Removal Contractor to provide services set in the Scope of Services for CIHA's Mountain View Village Properties. CIHA reserves the right to award one or more Contractors for this solicitation.

CONTRACT TERM

Award of a professional services contract for the specified work will include an initial two (2) year term with an option to extend for three (3) additional one (1) year terms based on available funding, satisfactory performance, agreed upon pricing and mutual consent. The yearly contract shall be automatically renewed for one (1) year unless either party gives written notice of thirty (30) days prior to the expiration thereof. The cost portion of your proposal submitted should include the initial two (2) year term and the extension option years.

SCOPE OF SERVICES

Snow Plowing

- Automatically plow when snow accumulation exceeds two (2) inches or when called out by CIHA staff.
- Remove snow away from entrances, handicap/ADA ramps, sidewalks, fire exits, and other access points affected by plowing operations.
- At the onset of each snow event and throughout the season, push snow to the back of designated snow storage areas to avoid premature loss of storage capacity.
- Maintain driving lanes, parking areas, emergency access, stairways, steps, access to dumpsters, mailboxes, fire hydrants, and building entrances to the extent possible given weather and parked vehicles.
- Do not pile snow in locations that obstruct visibility, emergency egress, ADA routes, drainage, dumpsters, fire lanes, or resident access.

Sanding and Winter Aggregate

- Sanding must cover driving lanes and parking areas as required by conditions or as directed by CIHA.
- Contractor shall use coarse crushed winter aggregate. River-washed or smooth aggregate must not be used.
- Apply aggregate in a quantity sufficient to provide safe traction for residents, staff, visitors, and vehicles.
- Hand sanding may be required in empty parking spaces, ADA parking spaces, entrance areas, ramps, stairways, steps, and other locations not reachable by equipment.
- Winter aggregate supplied by Contractor must be included in the proposal price unless the Pricing Schedule states otherwise.

Response Requirements

- Contractor must be prepared to respond on-site for requested service within eight (8) hours.
- Contractor must provide prompt over-the-phone guidance to CIHA staff regarding snow removal and ice control matters.
- Contractor must maintain a 24-hour contact number during the winter service season and identify escalation contacts for CIHA.

Walkway Snow Removal

- For the period beginning October 15 through April 15, twenty-four (24) hours per day, seven (7) days per week, including weekdays, weekends, and CIHA holiday closures, the Contractor shall remove snow when two inches (2”) or more have accumulated.
- Routine application of ice melting material and ice controls will occur, no more than one (1) application per property, per day, without approval by the Maintenance Manager or designee, except where freezing rain conditions require more frequent preventative applications of ice control materials.

- As applicable, clear steps, fire exits, walkways, main sidewalks, and areas between vehicles parked in designated ADA parking spaces at least once prior to 8:00 a.m. whenever the applicable service trigger has been met.
- During periods of heavy or continuous snowfall, prioritize designated stairways, steps, fire exits, and primary access walkways for snow removal when accumulation creates an unsafe or materially restricted access condition.
- Ice melting materials shall be applied as defined herein.

Ice Melt Materials

- The Contractor shall furnish, supply, store, transport, and apply all ice melt materials necessary to perform the snow and ice control services as defined in this contract.
- The Contractor shall apply ice melt materials in a uniform, consistent, and controlled manner across all designated sideways, walkways, stairways, steps, fire exits, and accessible routes.
- Ice melt application rates shall be appropriate for site conditions, weather events, and surface type.

Spring Sweeping

- Spring sweeping must be completed no later than May 15 each year unless CIHA grants a written extension due to weather, site conditions, or other factors outside the Contractor's control.
- Sweeping must remove accumulated winter aggregate, sediment, and debris from parking areas, drives, sidewalks, stairway, steps, to include any other areas included in the contract scope.

Optional and Additional Services

The following services may be requested by CIHA and will be compensated only when authorized in writing:

- Loader services, including equipment, operator, and fuel.
- Sweeper services, including equipment, operator, and fuel.
- Additional sanding outside routine service requirements.
- Grading or snow-pack removal.
- Snow haul-away or end-dump hauling.
- Additional sidewalk, stairway, and step shoveling.

Service Logs

- Contractor shall document each service occurrence on the invoice that includes the property, date, arrival/departure time, service performed, snow depth, materials applied, equipment used, and any site issues.

Non-Performance and Deficiencies

- If the Contractor fails to clear stairways, steps, fire exits, walkways, or any other areas required under the Contract, CIHA reserves the right to utilize its own staff or engage another contractor to complete the work. CIHA may deduct the actual costs incurred, including labor, equipment, materials, and allowable administrative costs, from the Contractor's invoice. Repeated failure to meet the required service standards may constitute a default under the Contract and may result in cancellation or termination.

ADDRESS LISTING

Mountain View Village 1

243 N Klevin Street	3124 Peterkin Avenue	3125 Richmond Avenue	3332 Tarwater Avenue
3408 Peterkin Avenue	341 N Klevin Street	341 Taylor Street	3508 Peterkin Avenue
3516 Peterkin Avenue	509 N Bliss Street	616 N Park Street	617 N Bragaw Street

624 N Park Street	629 N Bragaw Street	716 N Price Street	724 N Price Street

Mountain View Village 2

517 Bliss	833 Bliss	841 Bliss	435 Bragaw
441 Bragaw	502 Bragaw	514 Bragaw	616 Bragaw
701 Bragaw	709 Bragaw	402 Bunn	533 Bunn
700 Flower	517 Irwin	225 Klevin	847 Klevin
3416 Peterkin	508 Pine	716 Pine	832 Pine
524 Price	532 Price	3233 Richmond	309 Taylor
317 Taylor	3424 Tarwater		

Mountain View Village 3

833 Bragaw	732 Hoyt	740 Hoyt	203 N Klevin
216 N Klevin	224 N Klevin	232 N Klevin	3920 McPhee
516 Mumford	508 Park	533 Park	3402 Peterkin
3424 Peterkin	3432 Peterkin	4040 Peterkin	516 Pine
524 Pine			

Mountain View Village 4

318 Flower Street	426 N Klevin Street	427 N Klevin Street	431 N Klevin Street
432 N Klevin Street	437 Flower Street	521 N Bliss Street	523 N Bliss Street
537 N Bliss Street	539 N Bliss Street	541 N Bliss Street	543 N Bliss Street
611 N Bliss Street	613 N Bliss Street	615 N Bliss Street	617 N Bliss Street

Mountain View Village 5

121 N Price Street	221 N Bunn Street	223 N Bunn Street	225 N Bunn Street
227 N Bunn Street	229 N Bunn Street	338 Price Street	352 Price Street
3610 Peterkin Avenue	3616 Peterkin Avenue	3620 Peterkin Avenue	3712 Richmond Avenue
3728 Richmond Avenue	3744 Richmond Avenue	3760 Richmond Avenue	3776 Richmond Avenue
380 Price Street	3814 Richmond Avenue	3830 Richmond Avenue	3846 Richmond Avenue
400 Price Street	4302 Mt. View Drive	4308 Mt. View Drive	4630 Parsons Avenue

INVOICING

Invoices are to include the contract control number, date(s), and a list of exact services performed, within thirty (30) days from the end of the monthly billing period.

Invoices shall be sent to CIHA Accounts Payable Department by one of the following methods: 1) email to cihaap@cookinlethousing.org or 2) mail to Cook Inlet Housing Authority, Attn: Accounts Payable, 3510 Spenard Road, Anchorage, Alaska 99503.

PREFERENCE STATEMENT

The work to be performed under this contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b). In accordance with 25 U.S.C. 5307(b) and 24 CFR 1000.52, CIHA requires that to the greatest extent feasible; (i) preferences

and opportunities for training and employment shall be given to American Indians/Alaska Natives (AIAN); and (ii) preferences in the award of contracts and subcontracts shall be given to AIAN owned economic enterprises.

The Contractor shall include this Indian Preference Statement, in its entirety, in every subcontract in connection with the awarded contract, and shall, at the direction of CIHA, take appropriate action pursuant to the subcontract upon a finding by the recipient or HUD that the subcontractor has violated 25 U.S.C. 5307(b).

Preference will be given to AIAN, Small-, Minority- and Women-owned businesses. AIAN, Small-Minority- and Women-owned businesses are encouraged to submit proposals.

WAGE DETERMINATION

The wage rates paid to your employees, and used to prepare your proposal, must be based on CIHA Tribally Designated Wage rate (TDW) included with this Contract (Attachment D). Submittal of certified payroll reports will not be required for this Contract; however, payrolls records should be maintained for three (3) years and are subject to prevailing wage compliance review by CIHA. The TDW must be posted at all times at the site of the work, in a prominent and accessible location, where it can easily be seen by all workers. Wage rates are subjected to change; awarded Contractor will accept updated wage rates when they become available.

PREFERENCE FACTOR

AIAN, Small-, Minority- and Women-owned preference in contracting is applicable to this Request for Proposal (RFP) and any contractor/firm/vendor stating a preference must submit a signed HUD 5369-A Certification Form (Attachment A) with their submitted proposal to qualify for a preference; ownership must be a minimum of fifty-one percent (51%) and be active in the day- to-day control and operation of the business. CIHA shall reserve fifteen percent (15%) of the total of available rating points for qualified AIAN-owned organizations or economic enterprises and ten percent (10%) for Small-, Minority- and Women-owned businesses.

The prospective Contractor must provide, to the greatest extent feasible, preference in employment and training opportunities created as a result of a contract awarded as a result of the RFP.

INDEMNITY AND INSURANCE REQUIREMENTS

Indemnification

A. To the fullest extent permitted by law, Contractor shall release, defend, indemnify and hold CIHA, its subsidiaries, directors, officers, agents, officials, employees and consultants (collectively, “Indemnified Parties”) harmless from and against all claims or loss, including without limitation any and all demands, suits, expenses, damages, fines, charges, liens, actions or liability of any nature, kind or character whatsoever, and including without limitation, claims or loss resulting from injury, death, economic loss, violation of statutes, ordinances, constitutions or other laws, rules or regulations, contractual claims, attorneys’ fees, costs or expenses or any other kind of loss (collectively, “claims or loss”), related to, resulting from or arising directly or indirectly out of the activities of Contractor, the performance, failure of performance or breach of any term of this Contract by Contractor, or by any person or entity employed by Contractor in the performance of this Contract, regardless of whether such claim or loss is caused in part by Indemnified Parties.

B. Contractor’s responsibility for defense and indemnification extends to and includes any claim or loss alleging acts or omissions by Indemnified Parties that are said to have

contributed to the claim or loss. However, Contractor shall not be required to indemnify an Indemnified Party for any claim or loss that results from the sole negligence or willful misconduct of the Indemnified Party.

C. In any and all claims against the Indemnified Parties by any employee of Contractor, anyone directly employed by Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

D. Contractor agrees that as part of any subcontract, its subcontractor shall provide assurance of defense and indemnity in CIHA's favor that are identical in scope as those assumed by Contractor under the terms of this Contract.

E. The requirement of any insurance required of Contractor under this Contract shall not limit Contractor's indemnification responsibilities under this section in any way.

Insurance

A. Without limiting the Contractor's indemnification responsibilities, it is agreed that Contractor shall 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. Such policies shall be primary to any policies held by CIHA.

B. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, CIHA shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Manager of Procurement prior to fully executing the Contract, and as a condition of payment, Contractor shall purchase and maintain insurance that will protect it from the claims arising out of its operations under the Contract, whether the operations are by Contractor, or any of its consultants or subcontractors or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. This includes Worker's Compensation Insurance, Employer's Liability Insurance, Comprehensive General Liability Insurance and Automobile Liability Insurance.

C. Contractor's insurance shall name CIHA as additional insured, except for Worker's Compensation. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under Alaska Statutes Title 21.

D. 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 companies obligated under the following described policies must have a best rating of "A - VII" or better as identified in the A.M. Best Insurance Rating Guide, most recent edition.

Minimum Limits of Liability

Contractor shall maintain with a company satisfactory to CIHA at least the limits of liability set forth below. The requirements of this section shall not limit Contractor's indemnification responsibilities as provided in the Contract.

A. Worker's Compensation and Employers' Liability: 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. This policy must waive subrogation against CIHA.

1. Worker's Compensation – Statutory limits
2. Employer's Liability - $1,000,000 Each Accident, $1,000,000 Disease - Each Employee; $1,000,000 Disease - Policy Limits

B. Commercial General Liability Insurance: Covering all business premises used by and operations conducted by the Contractor in the performance of services under this Contract with minimum coverage limits of $1,000,000 combined single limit per occurrence. This policy must waive subrogation against CIHA.

1. $1,000,000 Each Occurrence
2. $2,000,000 General Aggregate
3. $2,000,000 Products/Completed Operations Aggregate
4. $1,000,000 Personal and Advertising Injury
5. $50,000 Fire Damage Legal Liability (any one fire)
6. $5,000 Medical Expense (any one person)

C. Commercial Automobile Liability Insurance: Covering all vehicles, owned, hired or non-owned, used by the Contractor in the performance of services under this Contract with minimum coverage limits of $1,000,000 combined single limit of bodily and property damage. This policy must waive subrogation against CIHA.

Cancellation, Renewal and Modification

Contractor shall maintain in effect all insurance coverages required under the Contract at Contractor's sole expense and with insurance companies acceptable to CIHA. All policies shall contain a provision that coverage will not be modified, cancelled or not renewed until at least thirty (30) days prior written notice has been given to CIHA. Certificates of Insurance showing required coverage to be in force pursuant to this Section shall be filed with CIHA prior to commencement of the Work. In the event Contractor fails to obtain or maintain insurance coverage required under the Contract, CIHA may purchase such coverage as desired for CIHA's benefit and charge the expense to Contractor or terminate the Contract for default.

Continuation of Coverage

If any of the required liability insurance is on a claims made basis, "tail" coverage will be required at the completion of this contract for twelve (12) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twelve (12) months following Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this Contract. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for not less than twelve (12) months from the end of the Contract. This will be a condition of the final acceptance of work or services.

Certificates of Insurance

Certificates of insurance and copies of all insurance policies and endorsements if requested by CIHA required by this Section 10 shall be delivered to the Procurement Manager prior to commencement of the Work, or as soon thereafter, as is practicable. Renewable certificates shall be delivered to the Procurement Manager no later than thirty (30) days subsequent to the certificate's expiration date. No contract will be signed until the certificate of insurance has been received and approved by the Procurement Manager.

If the insurance expires or is cancelled during the term of the contract, services and related payments will be suspended. Certificates shall be addressed to Cook Inlet Housing Authority, ATTN: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503.

Subcontractors

Contractor shall require and verify all subcontractors maintain insurance coverage subject to all of the requirements stated herein.

Additional Insured

Cook Inlet Housing Authority, ATTN: Procurement, 3510 Spenard Road, Anchorage, Alaska 99503

GENERAL REQUIREMENTS

The general rules and conditions which follow apply to all proposals issued by CIHA unless otherwise specified.

Request for Proposal (RFP) is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a Request for Proposal and is thus a solicitation for responses.

Conversely, This Request for Proposal does not constitute a contract or commitment of award by CIHA. Moreover, any acceptance of a proposal shall NOT result in a binding contract between CIHA and the Offeror but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the Offeror and CIHA.

Subletting of Contract: Offeror shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of CIHA, but in no case shall such consent relieve the offeror from their obligations, or change the terms of the contract.

RFP CONDITIONS AND PROVISIONS

If any offeror is in doubt as to the intent or meaning of any part of this RFP, or should CIHA omit anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, the offeror should contact the CIHA Procurement representative listed on the cover page of this document by the deadline for questions.

Offerors are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a proposal. The submission of a proposal by a Vendor implies Vendor acceptance of the terms and conditions herein, unless otherwise stated.

The format of the Vendor's proposal must be consistent with the format of the specifications listed.

All participating Vendors, by their proposal submission, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein.

Offerors shall respond with sufficient detail to facilitate the evaluation of all factors included in the Evaluation Criteria. Failure to provide required items will result in the proposal being considered non-responsive. Failure to provide sufficient information for the evaluation criteria will result in loss of points.

The offeror is responsible for all costs related to the preparation of this Proposal.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals should include the appropriate narrative and supporting materials to adequately address the scoring criteria. Proposals not containing all of the items listed below may be determined non-responsive by CIHA. For consistency and to facilitate evaluation of all proposals, offerors shall include the following in their response to this RFP.

1. **Cover Page.** Proposals must be signed and include the firm name, local address, telephone number, the name of the person authorized to submit the proposal, along with the person's title and telephone number, and the name and title of the person authorized to execute a contract.

2. **Statement of Qualifications and Experience.** Provide a statement as to the Offeror's qualifications to perform the Snow Removal Services described in the Scope of Services

3. **References** (Limit One Page)**.** Provide three (3) references from current clients of a similar size and nature to CIHA who receive similar services. Include the company name, contact name, phone number, and a description of the services provided.

4. **Proposal Price Form**.

5. **Addendum Acknowledgement** (if applicable)**.**

6. **Federal Forms:**
   a. Completed Representations and Certifications of Bidders, form HUD-5369-A (Attachment A)
   b. Completed Lobbying Certification and Disclosure (Attachment B)

EVALUATION PROCESS

CIHA will appoint an Evaluation Committee. The Evaluation Committee will review proposals submitted in response to this RFP. The committee may, at its discretion, decide to interview the offerors.

An Evaluation Committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. Failure of the Offeror to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the Offeror. The evaluation process shall be based on a 100-point scale. The proposal that accrues the highest point total shall be recommended for award subject to the best interests of CIHA. Categories have been identified for the evaluation process. Each category shall receive a point value within the specified range based on how well the proposal meets or exceeds CIHA's requirements. The following table lists the maximum points associated with each category.

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting CIHA's requirements and terms and conditions, pricing, and overall responsiveness to the RFP.

Contractor submission of a proposal implies Contractor acceptance of the evaluation technique and Contractor recognition that some subjective judgments shall be made by CIHA during assignment of points.

All Contractors who submitted a proposal will be notified in writing of the results after the scoring and subsequent due diligence is completed.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. This RFP and its attachments shall form the basis of the Contract Terms and Conditions. **Exceptions or deviations to this proposal must not be added to the proposal pages but**

must be on Contractor's letterhead and accompany the proposal. Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. CIHA reserves the right to reject any or all of your proposed modifications.

SCORING CRITERIA

1)	Preference: American Indian/Alaskan Native (AIAN) owned vendor preference (If applicable, must submit HUD 5369-A) **OR** Small/Minority/Woman-Owned (If applicable, must submit HUD 5369-A) Maximum Points shall be **15**	**10** **OR** **15**
2)	Statement of Qualifications and Experience Maximum points shall be **15**	**15**
3)	Proposed Fee's: Provide pricing as described in Proposal Submittal Requirements Maximum points shall be **70**	**70**

TOTAL POSSIBLE POINTS ---------- 100

PROTEST

A protest may be submitted according to the procedures set forth below. An offeror who wishes to appeal a Notice of Intent to Award must file a written protest within ten (10) calendar days following the date this notice is issued. If the tenth day falls on a weekend or holiday, the last day of the protest period is the first working day following the tenth day.

The protest shall be filed with in writing 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 designated representative;
3. Identification of the solicitation, contract, or grant agreement 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.

Protest must be mailed or hand-delivered to:

Cook Inlet Housing Authority
Attn: Rashaad Esters, Procurement Manager
3510 Spenard Road
Anchorage, Alaska 99503

AWARD

Rejection of Proposals: CIHA reserves the right to accept or reject any or all proposals and to waive irregularities and technicalities. CIHA also reserves the right to reject the proposal of any

offeror who has previously failed to perform properly or complete on time contracts of a similar nature, or a proposal from an offeror who, investigation shows, is not in a position to satisfactorily and timely perform the contract. CIHA reserves the right to award more than one Contractor.

Selection: CIHA desires to enter into negotiations and ultimately reach an agreement with an Offeror who demonstrates the best combination of attributes to conduct the project, and who negotiates a project cost with CIHA that is fair and reasonable. CIHA may conduct discussions with any Offeror who has submitted a proposal to determine qualifications for further consideration. Since the initial review by CIHA will be deemed preliminary in nature, the document and process will be deemed confidential until the successful Offeror is selected. CIHA is not required to accept the proposal with the lowest cost estimate.

No proposal shall be withdrawn for a period of forty-five (45) days subsequent to the deadline date for receipt of the proposals without the written consent of CIHA. In no way does this Request for Proposal constitute a contract, or obligate CIHA in any way.

A firm, fixed-price contract for the work will be awarded in accordance with CIHA's procurement policies to the Contractor that submits the highest rated proposal which will be graded on the scoring criteria. The awarded Contractor will be required to provide the following:

- Certificate of Insurance as defined by this RFP
- State of Alaska Business License
- IRS Form W-9
- State of Alaska Contractors License
- Municipality Contractors License

LIST OF ATTACHMENTS

Attachment A – Representations and Certifications of Bidders, form HUD-5369-A
Attachment B – Lobbying Certification and Disclosure
Attachment C - Sample Contract
Attachment D – Tribally Designated Wages
Attachment E – Proposal Price Form