

Kodiak Island Housing Authority



REQUEST FOR QUOTE RFQ # 25-02 Warehouse Material

June 2025

Prepared By:
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Procurement Officer
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Kodiak Island Housing Authority RFQ 25-02 WAREHOUSE MATERIALS REQUEST FOR QUOTE

The Kodiak Island Housing Authority is soliciting written proposals from responsive and responsible vendors to furnish and deliver Warehouse Materials to KIHA Warehouse, 8450 W Rezanof, Kodiak, Alaska 99615, as listed in the attached scope.

1. Scope of Work

- a. The selected vendor shall:
 - i. Supply and deliver the specified warehouse materials in the quantities listed.
 - ii. Ensure all items meet minimum quality and specification requirements.
 - iii. Deliver all items within 30 days of contract award, unless otherwise agreed in writing.
 - iv. Coordinate delivery to KIHA Warehouse during regular business hours (Monday–Friday, 8:00 AM–4:30 PM).
 - v. Notify KIHA of any backordered or discontinued items in writing before substitution.
 - vi. Provide a packing list and invoice at the time of delivery.

2. Proposal Submission Requirements

- a. All proposals must include:
 - i. Completed quote form with itemized pricing per unit and extended totals.
 - ii. Confirmation of product availability and estimated delivery timeline.
 - iii. Shipping company and charges, and any other fees clearly identified.
 - iv. Company contact information and authorized representative signature.
 - v. Current Alaska business license and certificate of liability insurance.
 - vi. Completed W-9
 - vii. Completed Non-Collusive Affidavit
 - viii. Evidence of Native preference eligibility (if applicable).

3. Evaluation Criteria

- a. Proposals will be evaluated and scored based on the following criteria:
 - Price - 55 points
 - Delivery timeline and availability - 20 points
 - Vendor responsiveness and completeness of proposal - 10 points
 - Native Preference eligibility and documentation – 15 points
 - Total: 100 points

4. Contract Terms

- a. The selected vendor will be issued a contract based on this RFQ. All invoicing must reference the RFQ number and include a breakdown of costs. Payment will be made upon verified delivery and acceptance of all items. KIHA reserves the right to cancel any portion of the order not fulfilled within the agreed timeframe unless written extension is granted.
- b. Kodiak Island Housing Authority is a tax-exempt entity. The selected vendor must be capable of processing this order without applying state or local sales tax. A tax exemption certificate

will be provided upon request.

- c. This procurement is subject to federal funding requirements. All vendors must comply with applicable provisions of 2 CFR 200 and HUD procurement standards

5. Submission Instructions

- a. Proposals must be received no later than June 5, 2025 at 2:00 PM AKDT
- b. Email submissions to
 - i. Procurement@KIHA.org
 - 1. Subject line: "RFQ 25-02 Submission – Warehouse Materials"
- c. Hardcopy must be delivered to
 - i. Kodiak Island Housing Authority
 - ii. Attn: Procurement Department
 - iii. 3137 Mill Bay Road, Kodiak, AK 99615
 - 1. Clearly marked "RFQ 25-02 Submission – Warehouse Materials"
- d. Late submissions may not be considered.

6. Additional Notes

KIHA reserves the right to:

- a. Reject any or all proposals
- b. Request additional information or clarification
- c. Award the contract in whole or in part
- d. Questions are encouraged and must be sent in writing to the Procurement Department at Procurement@KIHA.org, by June 2, 2025. Responses will be provided to all known interested parties.
- e. Any changes or clarifications will be issued via addenda. It is the vendor's responsibility to ensure they have received all addenda before submitting a quote
- f. The selected vendor will be notified by June 10, 2025
- g. By signing, the vendor certifies that this proposal is genuine and not made in interest or on behalf of any undisclosed party and that no attempt has been made to induce or influence another to submit or not submit a proposal.

7. American Indian / Alaska Native Preference

- a. American Indian/Alaska Native owned firms and individuals are encouraged to participate. Preference in the award of this contract will be given to Indian-owned economic enterprises and individuals. The project is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450 e(b)). To qualify as an Indian-owned enterprise, the proposal must include documented evidence that the enterprise is at least 51% Indian-owned and evidence of operation and control showing a substantial Indian involvement in the day-to-day management and business activities of the enterprise. Proposer must certify whether they are an Indian organization or Indian owned economic enterprise, or how opportunities for employment will be given to Indians for this project.