

**NOTICE AND INSTRUCTION TO BIDDERS
CHUGACH ELECTRIC ASSOCIATION, INC.
REQUEST FOR PROPOSAL NO. 23-13
2024 HARDWARE REFRESH
June 6, 2023**

Chugach Electric Association, Inc. (Chugach) is soliciting proposals to provide workstations, laptops, tablets, monitors, and warranty repair services.

Non-Disclosure Agreement Required:

The documents provided by Chugach are confidential; the technical specification and attachments will be provided upon receipt of a Non-Disclosure Agreement (NDA) provided on Chugach's website.

This NDA is available at Chugach's Bid Opportunities Website under the following:

<https://bidopportunities.chugachelectric.com>

Select: RFP 23-13 – 2024 Hardware Refresh

(This requires a registration to view & download).

The completed NDA should be uploaded to Chugach's website at the same link provided above using the "Submit Technical Proposal" button. Once the NDA is received by Chugach, the Bid documents will be transmitted to the prospective Bidder.

Proposals are to be uploaded to Chugach's website at the same link provided above and the project listed as RFP 23-13, 2024 Hardware Refresh - Submit Technical Proposal button, no later than 4:00 p.m., Alaska Daylight Time (ADT), Friday, July 28, 2023.

Questions should be directed to Josh Travis, Vice President of Administrative Services, via email to JoshT@chugachelectric.com. Questions are due no later than 4:00 p.m. ADT, Friday, June 30, 2023. Responses will be sent via email to all Bidders, by 5:00 p.m., Alaska Time, Friday, July 7, 2023.

Chugach will review all submissions and narrow down the field by August 2, 2023. At which point those proposers will be made aware of final quantities for each device type and provided an opportunity to give a best and final pricing proposal.

Proposals are to be valid for 90 days from the Proposal due date.

Chugach reserves the right to define and waive irregularities, to accept or reject any or all Proposals, in whole or part, and to reissue, withdraw or cancel the Project in its entirety for any reason, without liability of any type to Proposers, including but not limited to any costs associated with Proposal preparation and submittal.