

**INVITATION TO BID**

**By the City of Homer, Alaska  
for  
SNOW REMOVAL AND SANDING SERVICES  
2013/14, 2014/15, 2015/16**

Sealed Bids will be received by the Office of the City Clerk, 491 E. Pioneer Avenue, Homer, Alaska 99603 until **2:00 p.m. on September 30, 2013** at which time they will be publicly opened and read. Bids received after the time specified will be considered non-responsive shall not be considered.

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the work. The work includes, but is not limited to the following:

The plowing and sanding of five (5) parking lots and associated sidewalks. Areas of work consist of the Fire Department, the Police Department, City Hall, the Library, and the Pratt Museum.


**Please direct all questions regarding this project to:**

Richard Hill  
Public Works Superintendent  
3575 Heath Street  
Homer, Alaska 99603  
(907) 435-3129  
(907) 235-3170

Proposal Requirements and plan holder registration forms are available on line at <http://www.cityofhomer-ak.gov/rfps> **All proposers must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.**

The City of Homer reserves the right to accept or reject any or all bids, and to waive irregularities or informalities in the bids, and to award the contract to the bidder that best meets the aforementioned criteria. The City shall not accept faxed bids.

Dated this 6<sup>th</sup> day of September, 2013.

City of Homer  
  
Walt Wrede, City Manager

Publish: Homer News 09/12/13 & 09/19/13  
Acct. Nos.: City Hall 100-140-5227; Library 100-145-5227; Fire 100-150-5227;  
Police 100-160-5227; Pratt Museum 100-0350-5801



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**BID DOCUMENTS**

The City of Homer, Alaska, is requesting proposals from qualified firms and individuals for the project described herein.

The following subjects are discussed herein to assist you in the preparation of your proposal.

- I. Term of Contract
- II. Scope and Areas of Work
- III. Schedule and Frequency of Service
- IV. Insurance Requirements
- V. Billing and Payment
- VI. Bid Schedule

**I. TERM OF CONTRACT:** This Contract shall be effective from October 30, 2013 through May 30, 2014 with a two-year renewal option.

**II. SCOPE AND AREAS OF WORK:** The Contractor agrees to furnish all labor, materials, equipment and other facilities as required to perform the work associated with the plowing and sanding of the following facilities:

**1. Basic Bid:**

- Area 1. Fire Department: (Pioneer Avenue)
- This area includes the driveway and parking areas adjacent to Pioneer Avenue and the driveway and parking areas located at the rear of the Fire Hall complex.
- Area 2. Police Department: (Heath Street)
- This area includes the driveway and parking areas located in front and the driveway and parking areas located at the rear of the building complex.
  - Sidewalks located at the front entrance are also included in this area of work.
- Area 3. City Hall: (Pioneer Avenue)
- This area includes the adjoining parking lots, located both in the front and the rear of the building.
  - All concreted sidewalk areas located at both the front and the rear of the building.
  - Front main entry handicap ramp and adjacent deck area.

- Area 4.        Public Library: (Heath/Hazel Street)
  - This area includes all parking areas.
  - All concreted sidewalks areas and including.
  - Emergency Exit located at NE corner of building.
  - Emergency Exit located at SW corner of building.
  - Handicap ramp and adjacent steps located on north side of building.
  - Fuel storage tank area located on north side of building.
  
- Area 5.        Pratt Museum: (Bartlett Street)
  - This area includes all paved parking areas and sidewalks located near and adjacent to the museum complex.
  - Includes the driveway approach to the Pratt Museum Development Office located at 3799 Bartlett Street, next to the museum.

**Bid Preparation Site Visits**

All bidders are required to perform an on site field visit to each facility identified to aid them in compiling information to provide a true and accurate bid. Failure to visit the locations, as recommended, shall not constitute a basis for additional compensation upon award of the contract.

- For all City facilities the contact person for site visits is Richard Hill, Public Works Superintendent, @ 399-1951. Site visits are scheduled for Tuesday, September 24<sup>th</sup> @ 1:30 p.m. beginning at the Homer Public Library.
- For the Pratt Museum site visit, contact Art Koeninger at the museum @ 235-8635.

**III. SCHEDULE AND FREQUENCY OF SERVICE:**

1.     Schedule of Services:

The areas, as referenced below, may, depending on the weather conditions, require that snow plowing and sanding services be provided based on the following days of the week:

<u>Area Identified by Number</u>	<u>Days of Required Service</u>
1. Fire Department	Seven days per week
2. Police Department	Seven days per week
3. City Hall	Monday thru Friday
4. Public Library	Monday thru Saturday
5. Pratt Museum	Seven days per week

2.     Frequency of Services:

The contractor will be required to provide plowing and sanding services for the facilities as described in Section II Scope and Areas of Work of the specifications on the days indicated in Section III Schedule and Frequency of Service.

Snow Removal:

The basic services shall require the contractor to remove snow from the identified facilities when **each snow event accumulation equals or exceeds two inches, (2"), in depth**. Additional services may be required, by the individual facilities, upon notification by the affected facility.

Sanding:

Sanding of the facilities shall be as needed and shall be dependent upon the weather conditions and the surface conditions of the facility.

Sidewalks & Other Areas:

When sidewalks and/or other areas of work are specified, this work will be included in the area as defined in Section II. Work associated with sidewalks and other areas shall not be measured separately, but shall be considered incidental to other work performed in the associated area.

3. Additional Service / Call Out:

From time to time the contractor may be called out by one of the affected facilities to provide additional snow plowing and/or sanding services. Should this occur, the contractor will be provided payment for this additional work at the unit prices of the bid.

4. Priority of Service:

The priority of the required work shall be in the same order as the areas listed in the Schedule of Services, Basic Bid.

5. Hours of Service:

Under normal conditions, the contractor shall complete the plowing and/or sanding work prior to 8:00 a.m., on the Days of Required Service as outlined in the Schedule of Services, Basic Bid. Additional services may be required, depending on weather, and shall be scheduled by a designated person from the affected facility.

**IV. SNOW STORAGE:**

1. All snow plowed at each location shall remain stored on the same site and may be "stockpiled" at a location approved by the individual department contact and the Public Works Lead Operator.
2. When the stockpiled snow storage area reaches maximum capacity, the contractor shall notify the Public Works Department and the City shall load and haul the snow from the storage area.

**V. INSURANCE:**

The Contractor shall provide, and maintain in force for the duration of this contract, the following insurance with the City of Homer named as the certificate holder.

1. Automotive liability insurance in the minimum amount of five hundred thousand dollars (\$500,000.00) bodily injury aggregate, and fifty thousand dollars (\$50,000.00) property damage aggregate.
2. Comprehensive liability insurance in the minimum amount of five hundred thousand dollars (\$500,000.000) aggregate.
3. The City shall be named as an Additional Insured on all policies.
4. Workers' Compensation insurance in the statutory amount as required by law.

The Contractor shall be required to provide proof of insurance and a copy of a current business license prior to the commencement of work.

**VI. CONTRACTOR WAGES:**

Per the State of Alaska Department of Labor, the Little Davis, Bacon Act does not apply to this maintenance contract.

**VII. BILLING AND PAYMENT:**

1. The Contractor will be paid on a "per trip" basis in the amount indicated on the bid schedule.
2. The Contractor shall submit monthly invoices, in a format acceptable to the City, to the affected facility or department.
3. NOTE: The billing for the services provided to the Pratt Museum shall be submitted, on separate invoice, to City Hall.
4. In the event that items on an invoice are disputed, payment of the disputed items will be withheld pending resolution of these items.

**VIII. BID SCHEDULE:**

The attached bid schedule shall reflect all work and indirect costs associated with the project.

Submit two (2) copies of the executed Bid Schedule to the City Clerk's Office in an opaque envelope marked as follows:

**SNOW REMOVAL AND SANDING SERVICES**  
**2013/14, 2014/15, 2015/16**  
CITY OF HOMER  
BID DATE: September 30, 2013

