

INVITATION TO BID

**By the City of Homer, Alaska for
SNOW REMOVAL AND SANDING SERVICES
2019/2020, 2020/2021, 2021/2022**

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 August 22, 2019** 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, Library, and Skyline Drive Fire Station (6th location, new HPD added in 2020/2021).

Please direct all questions regarding this project to:

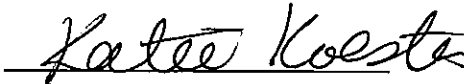
Dan Gardner
Public Works Superintendent
3575 Heath Street
Homer, Alaska 99603
(907) 235-3170

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.** An electronic copy of the Request for Proposals is available on the City's website <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Proposal Documents may be purchased at the Office of the City Clerk upon payment of \$5 per set (\$10 for priority mail delivery). All fees are non-refundable.

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 18 day of July, 2019.

City of Homer


Katie Koester, City Manager

Publish: Homer News 08/01/2019 and 08/08/2019
Acct. Nos.: City Hall 100-0140-5227; Library 100-0145-5227; Fire 100-0150-5227;
Police 100-0160-5227

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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, 2019 through May 30, 2020 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 – Old: (Heath Street, North of Fire Department)

- 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.
- **THIS FACILITY MAY BE REMOVED FROM THE CONTRACT AFTER THE FIRST CONTRACT SEASON OF 2019/2020.**

Area 3. City Hall: (Pioneer Avenue)

- This area includes the adjoining parking lots, located both in the front, side, and the rear of the building.
- All concreted sidewalk and entry areas located at both the front and the rear of the building, including connections to college property and stairs.
- 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. Skyline Drive Fire Station (by Water Treatment Plant)

- This area includes the entire area inside of the fence
- Snow removal for this location will require a minimum of 6"
- Sanding is on an on-call basis

Area 6. Police Department - New (Heath Street – New in 2020)

- This area includes all parking areas including the north, west, and east parking lots, including the fenced storage area on the east side.
- All concreted sidewalk areas located on the north, south, and east sides of the building, including the small 5'x5' concrete entry pad near the NW corner of the building.
- **AREA 6 WILL ONLY BE PLOWED/SANDED FOR THE 2020/2021 AND 2021/22 SEASONS AFTER THE FACILITY COMES ON LINE IN THE SUMMER OF 2020.**

Attached maps of each building location are included for general reference only and not to be considered as exact and complete regarding the stated scope.

2. 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 Dan Gardner, Public Works Superintendent, at 399-4170. Site visits are scheduled for Tuesday, August 13th at 1:30 p.m. beginning at the Homer Public Library.

III. SCHEDULE AND FREQUENCY OF SERVICE:

1. Schedule of Services: The schedule below depicts the days that each facility is required to be maintained, if conditions warrant. On days where a facility is closed, the contractor may elect to plow during a significant snow event to prevent excessive cleanup efforts from being required before the facility opens the following day.

<u>Area Identified by Number</u>		<u>Days of Required Service</u>
#1	Fire Department	Seven days per week
#2	Police Department (Old)	Seven days per week
#3	City Hall	Monday through Friday
#4	Public Library	Monday through Saturday
#5	Skyline Drive Fire Station	Seven days per week
#6	Police Department (New)	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.
3. 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. **Exception to the 2" requirement is the Skyline Drive Fire Station which requires a minimum 6" of snow depth.**
4. Sanding: Sanding of the facilities shall be as needed and shall be dependent upon the weather conditions and the surface conditions of the facility.
5. 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.
6. 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.
7. 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. The contractor shall make every effort to do the Fire Department after 5:00 am.

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 Superintendent.

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. 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
2019/2020, 2020/2021, 2021/2022
CITY OF HOMER
BID DATE: August 22, 2019

SNOW REMOVAL AND SANDING SERVICES
2019/2020, 2020/2021, 2021/2022

BID SCHEDULE

This work is based on a “per trip” service. The bidder agrees to perform all work, as detailed in the bid packet, and submits the following bid as full and just compensation for said work.

	<u>Snow Removal Per Trip</u>	<u>Sanding Per Trip</u>
1. Fire Department	\$_____	\$_____
2. Old Police Department	\$_____	\$_____
3. City Hall	\$_____	\$_____
4. Public Library	\$_____	\$_____
5. Skyline Dr. Fire Station	\$_____	\$_____
6. New Homer Police Department	\$_____	\$_____
This item not included for 2019/2020		

By: _____ Date: _____
Printed Name

_____ Title: _____
Signature

Business Name and Address: _____

Contact Number(s): _____

Alaska Business License No.: _____