

ADDENDUM NO. 1

TO THE BID DOCUMENTS

Furnish Replacement Rotary Screw Blowers for the Waste Water Treatment Plant

CITY OF HOMER, ALASKA

Addendum Issue Date: September 16, 2021

Bid Submittal Date: September 28, 2021

Previous Addenda Issued: 0

Issued By: Janette Keiser, PE
Public Works Director
City of Homer

Notice to Bidders:

Bidders must **acknowledge receipt of this addendum** by including the Addenda Acknowledgement Form with the bid.

Bidders are required to acknowledge each addenda separately on the Addenda Acknowledgement Form. Any bids received without acknowledgment of addenda may be rejected prior to evaluation.

The Bid Documents for the above project are amended as follows (all other terms and conditions remain unchanged):

The bid submittal date has been extended. The following documents are attached to reflect the modified project schedule.

- 1. Project Schedule**
- 2. Instructions to Bidders**

Project Schedule

Furnish Replacement Rotary Screw Blowers for the Waste Water Treatment Plant

Advertise	Homer News Anchorage Daily News	September 9, September 16 September 12
Bids Due		September 28
Notice of Intent to Award		September 29
Council Award		October 11
Notice to Proceed		October 14
Start Supply		October 15
Project Complete		TBD

INSTRUCTIONS TO BIDDERS

City of Homer, Alaska

Furnish Replacement Rotary Screw Blowers for the Waste Water Treatment Plant

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

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

- I. Introduction
- II. Scope of Services
- III. General Bidding Requirements
- IV. The Bid Package
- V. Tentative Project Schedule
- VI. Instructions to Bidders

I. Introduction

The City of Homer requests bids to furnish two (2) Rotary-Screw Digester Aeration Blowers, including VFDs, to replace the existing aeration blowers at the City's Waste Water Treatment Plant (WWTP).

All work activity associated with the project shall be completed in accordance with the submittal schedule completed by the contractor and approved by the City.

II. Scope of Services

The Scope of Services is to furnish two (2) Rotary-Screw Digester Aeration Blowers, including VFDs.

The City's WWTP personnel will take the lead in installing the equipment, with advice and consultation from the Contractor. The Contractor's scope of services includes providing all labor, materials, equipment, incidentals, and appurtenances to design, fabricate, and deliver the new blowers as well as providing advice and consultation to assist with installation, operator training, start-up, testing, and commissioning. Equipment shall be delivered to the City's property at the WWTP site in Homer, Alaska.

III. General Bidding Requirements

The work must be performed by a Contractor skilled and regularly engaged in the type of work called for under the Contract. Bidders must have the appropriate licenses to perform the work described in the Invitation. The City's local bidder preference requirements apply to this contract.

An electronic copy of Plans and Specifications is available on the City's website <http://www.cityofhomer-ak.gov/rfps> or you may purchase hard copies at the Office of the City Clerk upon payment of \$100 per set (\$150 for overnight delivery). City of Homer Standard Construction Specifications 2011 Edition (containing general contract provisions) may also be downloaded from the city's website. All fees are non-refundable.

The City of Homer reserves the right to accept or reject any or all bids, to waive irregularities or informalities in the bids, and to award the contract to the lowest responsive, responsible bidder.

Bids must be submitted on the Bid Form and be received by 2:00 PM on September 28, 2021, at the Office of the City Clerk, City of Homer 491 E. Pioneer Avenue, Homer, Alaska, 99603.

IV. The Bid Package

The City of Homer requires a two-part Bid Package, Part A and Part B. Each portion of the Bid Package must be submitted in separate envelopes, which shall be combined into one single Bid Package, marked with the name of the project and the time/date of the bid opening.

At the bid opening, Part B is opened first and must be complete or Part A will not be opened and the bid will be rejected.

Part A of the bid contains:

- a. Bid Form

Part A must be submitted, as part of the Bid Package, in a separate envelope marked Part A.

Part B of the bid contains:

- a. Addenda Acknowledgment Form
- b. If signature on the Bid is by an agent, other than an Officer of a Corporation, or of a member of a Co-partnership, a Power of Attorney must be submitted in Part B.

Part B must be submitted, as part of the Bid Package, in a separate envelope marked Part B.

V. Tentative Project Schedule

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|-----------------------------|--------------|
| • Bids Due | September 28 |
| • Notice of Intent to Award | September 29 |
| • Award by City Council | October 11 |
| • Notice to Proceed | October 14 |
| • Start Supply | October 15 |
| • Project Completion | TBD |

VI. Instructions to Bidders

The City of Homer intends to award the contract to the lowest responsive, responsible bidder but reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the bids or bid process, and to award the contract to the bidder that best meets the criteria stated below.

A. Qualification of Bidders

It is the intention of the City of Homer to award this contract to the Bidder who furnishes satisfactory evidence they have the requisite experience, ability and sufficient capital, facilities and plant to prosecute the work successfully (and properly) and to complete it within the time allowed in the Contract at the least cost to the

City of Homer for dollars spent for value received. Bidders will be required to fill out a questionnaire attesting to their qualifications.

B. Taxes

Attention is directed to the requirements of the General Conditions regarding the payment of taxes. All taxes that are lawfully assessed against Owner or Contractor in connection with the work shall be paid by the Contractor. The Bid prices shall include all such taxes.

The City of Homer is exempt from local sales taxes. The Contractor shall not include sales tax markup in his bid. However, in order to recoup sales tax the Contractor might pay at local vendors, the Contractor must secure a Tax Exempt card from the Kenai Peninsula Borough Tax Department.

C. Familiarization with the Work

Before submitting its Bid, each prospective Bidder shall familiarize itself with the work, labor conditions and all laws, regulations and other factors affecting performance of the work. Bidders shall carefully correlate their observations with the requirements of the Contract Documents and otherwise satisfy themselves of the expense and difficulties attending performance of the work. The submission of a Bid shall constitute an acknowledgement that the Bidder has thoroughly examined and is familiar with the Contract Documents and the provisions thereof. The failure or neglect of a Bidder to receive or examine any of the Bid Documents shall in no way relieve the bidder from any obligations with the respect to their Bid or to the Contract. Misinterpretation or a reputed lack of knowledge concerning the Bid will not serve as a basis for a claim for additional compensation.

D. Interpretation of Bid Documents

All questions about the meaning or intent of the Contract Documents shall be submitted to the Office of the Director of Public Works in writing. Replies will be issued by Addenda and delivered to all parties recorded by the City Clerk's Office as having received the Bidding documents. **The City of Homer will not be held responsible for questions received less than (5) calendar days prior to the date of opening of Bids.** Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

The Bidder shall acknowledge receipt of all Addenda on the Addendum Form, which shall be properly signed by the Bidder and placed in Part B.

It shall be the Bidder's responsibility to inquire as to addenda issued. **Failure to include the Addenda Form in Part B of the Bid Package shall result in the Bid being rejected as non-responsive.**

E. Bid Bond – NOT USED

F. Return of Bid Guarantee – NOT USED

G. Contract Time

The Contract Time is an essential part of the Contract and it will be necessary for each Bidder to satisfy the City of his ability to complete the work within the time set forth in the Bid form. Provisions for delays,

liquidated damages, and extensions of time are set forth in the Standard Construction Specifications. Time is of the essence in this contract.

H. Preparation of Bids

Bids must be submitted on the forms provided by the City and completed in all respects as required by the Bid Documents. Bids shall include all information requested herein, and be manually signed by the Bidder or the Bidder's duly authorized representative, with the Bidder's address and phone number. If the signature is by an agent, other than an Officer of a Corporation, or a member of a Co-partnership, a Power of Attorney must be submitted in Part B of the Bid; otherwise, the Bid will be rejected as non-responsive. **All Bids must be regular in every respect, and no alterations shall be made to the Bid Form.**

If erasures or changes appear on the forms, each must be initialed by the person signing the Bid. No oral, telegraphic, electronic or telephone proposals will be considered.

Bid Packages, containing separate envelopes for Part A and Part B of the bid, will be received at the City Clerk's Office located at City Hall 491 East Pioneer Avenue, Homer, Alaska 99603, until the time indicated on the Invitation to Bid. Each Bid shall be submitted enclosed in a sealed, opaque envelope. **The envelope shall have the Bid title and date of Bid opening on the lower left-hand corner of the Bid Package.** The City is not responsible for the premature opening of, or failure to open, a bid not properly addressed and identified.

No consideration will be given by the City to a claim or error unless such claim is made to the City in writing within two (2) hours after the time of Bid opening. Written verification and supporting evidence of the error shall be delivered to the City Clerk within 24 hours of the Bid Opening (not including Saturday, Sunday or legal holidays) to allow consideration of the claim for error. Supporting evidence shall be original documents, including cost breakdown sheets, supplier quotes and other documents used to compute the Bid.

It is the bidder's responsibility to see that Bid Packages are deposited at the time and place set forth for the public opening of Bids. Bids not received by the time will not be considered responsive and shall not be considered.