

**INVITATION TO BID REQUIREMENTS**  
**By the City of Homer, Alaska**  
**For City-Owned Cold Storage Unit Rental- Bait**

The City of Homer is seeking bids from firms or individuals that are interested in renting out seasonal City cold storage units for the 2022 fishing season. All bidders are expected to familiarize themselves with the City rules and regulations for cold bait storage, unit location, bidding instructions and terms before submitting a bid. Cold storage units are not DEC certified and cannot be used to store edible products. **Cold Storage units are for non-edible product/bait storage ONLY.** Submission of a bid will be considered evidence that the bidder has carefully examined this information and is totally satisfied as to the restrictions on use of the City's cold storage facility and any and all terms of this Invitation to Bid.

The bid shall include a completed cold storage unit agreement (see Attachment A) and written narrative describing the seasonal planned use, the rental cold storage unit (or units) requested, and the bid price. Cold Storage Units will open for use at the time that the City Ice Plant begins spring operation in mid-March and shall continue until one week after the end of the commercial fishing season, or until November 5<sup>th</sup>, whichever is earlier. The Cold storage facility will be closed and shut down for winter maintenance at the end of each season and accessing cold storage units and/or storing bait over the winter shall not be allowed. All bait must be removed from the cold storage lockers by November 5th 2022.

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 these cold storage units to the highest single bidder or combination of bidders.

**A. DESCRIPTION, LOCATION, & COST**

Units 1 through 8 are 8' x 10'. Unit 9 is 22' x 10'. All units can safely have pallets stacked to 8' high, indicated by a yellow line on the wall of the facility. Each unit within the facility is fenced floor-to-ceiling for separation with a lockable access point. There is also a master lock located on the exterior entrance of the facility. For safety, the cold storage bait room is only accessible during the staffed operating hours of the ice plant.

The City's cold storage facility is located at the City Ice Plant on the Fish dock, and has an address of 795 Fish Dock Rd. Please contact Ice plant staff during business hours to make an appointment if you wish to view the offered cold storage units, 907-235-3162.

Bids must be for at least the minimum seasonal cost set by the Port of Homer Tariff No. 1. A season equals a **minimum bid of \$2317.50 for units 1-8,** and a **minimum bid of \$6373.80 for unit 9.**

Successful bidders are required to pay for the granted cold storage unit in advance at the Port and Harbor Office no later than January 31st 2022.

**B. PURPOSE & LIMITATION ON USE**

1. The above described premises may be occupied and used solely for the purpose of storing non-edible product/bait. The season shall start no later than March 15<sup>th</sup> and end as early as October 20<sup>th</sup> and no later than November 5th. At the end of the season the successful bidder shall quit premises and shall remove all items stored on the premises within twenty-four hours unless otherwise extended by the CITY. Items not removed from the premises within twenty-four hours of termination will be impounded and are subject to disposal. If abandoned items must be removed or if the dock or cold storage unit must be cleaned by Fish

Dock staff as a result of cold storage unit Occupant activity, the Occupant will be billed a minimum of \$102.00/man-hour for cleaning. The Cold storage facility will be closed and shut down for winter maintenance at the end of each season and accessing cold storage units and/or storing bait over the winter shall not be allowed.

### C. BIDDING GENERAL REQUIREMENTS

**All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List and to be considered responsive.** Interested firms or individuals should submit bids using the following instructions for their bid to be opened:

- Only one bid per envelope
- Bid application must be in an opaque envelope
- Bid envelopes must be sealed
- The following information must be printed on the outside of the envelope:
  - Bidder's Name and Address
  - "City of Homer 2022 ITB City Cold Storage Unit Rental"
- Sealed bids may be mailed or hand-delivered to:  
City of Homer  
Office of the City Clerk  
491 E. Pioneer Avenue  
Homer, Alaska 99603

Sealed bids shall be received at the Office of the City Clerk **no later than 2:00 p.m. Thursday November 4, 2021**, at which time they will be publicly opened and read. The time of receipt will be determined by the City Clerk's time stamp. Bids received after the time fixed for receipt of the bid shall not be considered. The City Clerk's Office does not provide envelopes for bidders to put their completed bid forms in, nor will the Clerk's Office Staff write bidders information on the envelope on behalf of the bidder.

CFS

Please direct bid submission questions to Melissa Jacobsen, City Clerk, at (907) 235-3130. Please direct technical questions regarding the cold storage units to the Port and Harbor Office in writing at bhawkins@ci.homer.ak.us, or to 4311 Freight Dock Road, Homer, AK 99603.

### D. BIDDING CONTENTS

To be considered responsive, each sealed bid envelope must include the following:

- A completed Port and Harbor Cold Storage Unit Agreement.
- A written narrative (one page maximum) describing:
  - the bidder's seasonal planned use
  - the rental cold storage unit size (or sizes) requested
  - the total number of units requested
  - the bid price (expressed as price per unit)

### E. PROPOSED BID SCHEDULE

ITB Advertisement	October 7, 2021 – Homer News
Bids Due	November 4, 2021 at 2:00 pm
Review & Awarding of Bids	November 12, 2021



# City of Homer

www.cityofhomer-ak.gov

Port and Harbor

4311 Freight Dock Road

Homer, AK 99603

port@cityofhomer-ak.gov

(p) 907-235-3160

(f) 907-235-3152

## COLD STORAGE UNIT AGREEMENT

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between the CITY OF HOMER, ALASKA, (CITY) and \_\_\_\_\_ (OCCUPANT). In consideration of the mutual promises herein contained, the parties agree as follows:

1. **DESCRIPTION OF PREMISES.** CITY hereby grants to OCCUPANT the use, subject to all of the terms and conditions of Port and Harbor of Homer Terminal Tariff No. 1, the following property located on the Homer Spit, Homer Small Boat Harbor, more particularly described as:

**Cold Storage Unit No. \_\_\_\_\_ located on the Fish Dock**

Units 1 through 8 are 8' x 10'. Unit 9 is 22' x 10'. Items must be stored within the unit and no higher than the yellow line. **No plastic bags allowed.** Anything left outside the unit or in bags will be impounded and disposed of immediately and OCCUPANT will be billed a minimum of \$102.00/man-hour for disposal. OCCUPANT will display signage on unit of occupancy.

2. **LIMITATION TO DESCRIBED PURPOSE; PERIOD OF OCCUPANCY.** The above described premises may be occupied and used by OCCUPANT solely for the purpose of storing non-edible product. OCCUPANT hereby agrees, as part of the consideration for rental of storage space: (1) to comply with all ordinances, rules, regulations, and policies governing use of the port and harbor facilities; (2) to release the CITY from any obligation to protect subject property from vandalism, theft or other similar occurrences and agrees to hold the CITY harmless from any claim that may arise from the use thereof; and (3) to immediately notify the Administrative Staff at the Harbormaster's Office upon removal of storage items to discontinue billing. All charges for storage are on a month to month basis and can be paid for in advance. For month by month: \$334.75 per month (\$920.90 per month for Unit 9), minimum one month rental. For two consecutive months: \$309.00 per month (\$849.60 per month for Unit 9). For three consecutive months: \$283.25 per month (\$778.90 per month for Unit 9). For season (opening until closing): \$257.50 per month (\$708.20 per month for Unit 9). Occupancy is not to exceed closure of the facility.

3. **TERMINATION.** On any termination of this agreement, OCCUPANT shall quit premises and shall remove all items stored on the premises within twenty-four hours unless otherwise extended by the CITY. Items not removed from the premises within twenty-four hours of termination will be impounded and are subject to disposal. If abandoned items must be removed or if the dock or cold storage unit must be cleaned by Fish Dock staff as a result of OCCUPANT's activity, OCCUPANT will be billed a minimum of \$102.00/man-hour for cleaning.

OCCUPANT

CITY OF HOMER/PORT & HARBOR

Signature: \_\_\_\_\_

Harbormaster/Designee: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Acct. #: \_\_\_\_\_

Address: \_\_\_\_\_

Paid Thru Date: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

# COLD STORAGE UNITS

## Interior Layout of Cold Storage Space and Locker Locations

**Locker # 9**

Extra 10'x6' charged due to no corridor

**Locker #8**

**Locker #7**

**Locker #6**

**Locker #5**

**Locker #4**

**Locker #3**

**Locker #2**

**Locker #1**