

ADDENDUM NO. 1
TO THE REQUEST FOR PROPOSAL/INVITATION TO BID
PUBLIC RESTROOM CUSTODIAL SERVICES
CITY OF HOMER, ALASKA

Addendum Issue Date: December 9, 2021

Bid Submittal Date: December 9, 2021 @ 2:00 p.m.

Previous Addenda Issued: None

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

Notice to Bidders:

Bidders must **acknowledge receipt of this addendum** by one of the following methods:

- (1) By acknowledging receipt of this addendum in the cover letter when Bid is submitted.
- (2) By Acknowledging receipt of this addendum in via fax or email prior to or no later than the time bids are due.
- (3) By including the Addenda Acknowledgement Form with the proposal/bid.

The Bid submittals require acknowledgment individually of all addenda issued for the bid. Any Bid received without acknowledgment of receipt of addenda will be rejected and considered non-compliant.

The bid documents for the above project are amended as follows (all other terms and condition remain unchanged):

ITEM 1 – Bid Submittal Date has been changed to allow interested contractors additional time to respond to the invitation to bid and to accommodate the inclement weather. The new bid date is Thursday, December 23, 2021 at 2:00 p.m.

ITEM 2 – Council Award is amended to Monday, January 10, 2021 at 6:00 p.m.

ITEM 3 – Contract period for the initial year has been amended to start on January 15, 2022.

ITEM 4 – Bid Documents and Project Schedule are updated to reflect the above changes and is included in this addendum.

ITEM 5 – Addendum Acknowledgement Form included

INVITATION TO BID

By the City of Homer, Alaska For PUBLIC RESTROOM CUSTODIAL SERVICES

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 proposal.

- I. Scope of Services
- II. Standard Operating Procedures
- III. Contractual Provisions
- IV. License and Insurance
- V. Contract Period
- VI. Areas of Work – Restroom Locations
- VII. Contract Period
- VIII. Project Schedule
- IX. Bid Schedule

I. Scope of Services

This is annual contract, subject to renewal of three additional one-year terms, subject to satisfactory performance and mutually agreeable price adjustments. The initial period will commence on January 15, 2022.

The contractor shall provide daily custodial services at eight public restrooms on the Homer Spit and two restrooms on Pioneer Avenue. This work will be conducted between the hours of 10:00 PM and 6:00 AM.

Except as otherwise specified, the Contractor shall furnish all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the work safely, and in accordance with the Standard Operating Procedures and other specifications.

II. Standard Operating Procedures

A. Bathroom Cleaning Task List

- a. Always wear disposable gloves. Change gloves between each restroom and more frequently as needed.
- b. Clean and sanitize all surfaces associated with the sinks, counters, soap dispensers, hand dryers, stall latches, handicap bars, toilet paper dispensers, feminine waste dispensers, and toilets (inside and out.)
- c. Wipe down walls and stall dividers.
- d. Restock toilet paper as needed. Dispensers are double jumbo dispensers. When one side runs out, the other becomes available. **Toilet paper will be provided by the City.**
- e. Fill soap dispensers. Metal soap dispensers are filled with liquid soap from one gallon jugs. Plastic soap dispensers are refilled with prefilled insert bottles. **All soap will be provided by the City.**
- f. Replace feminine hygiene dispenser bags where they are provided.
- g. For the restrooms that have mirrors, clean mirror with glass cleaner.

- h. Sweep and mop floor. Mop and bucket are in the utility room of each building along with the slop sink.

III. Contract Provisions

- A. The City of Homer shall:
 - a. Provide keys for accessing facilities and dispensers.
 - b. Provide all operating supplies necessary to perform the job, including bleach, soap, toilet paper, toilet cleaner, etc.
 - c. Provide broom, mop, and mop bucket in each utility room.

- B. The Contractor shall:
 - a. Provide all labor, transportation, insurance, license, and communication required to execute their duties.
 - b. Submit a daily inventory report on operating supply in stock at the Load & Launch restroom utility room.
 - c. Report all maintenance issues (damaged dispensers, plumbing issues, vandalism, etc.)
 - d. Communicate any issues that arise, which inhibit performance of the work to the Parks Superintendent.

IV. License and Insurance

The Bidder shall be responsible to secure and maintain a minimum of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) comprehensive general liability insurance, and comprehensive automobile insurance. The Bidder shall also be required to secure and maintain such insurance as will protect them and any subcontractors from claims under the Workmen’s Compensation Acts.

All insurance certificates shall name the City of Homer as an Additional Insured.

The Bidder is required to possess a current State of Alaska Business License at the time of bidding and keep it current throughout the contract term.

A copy of the required License and Insurance Certificates shall be submitted upon award of the contract and prior to commencing any work.

V. Contract Period

The Contract Period shall commence on **January 15, 2022** provided that the City issues a Notice to Proceed and shall continue through December 31st, 2022. Contract Periods for subsequent terms, if awarded, will be memorialized in a Contract Extension Agreement.

VI. Areas of Work – Restroom Location and Amenities

- A. Some restrooms have an open floor plan with a “Men’s” and “Women’s” side, partitioned with stalls. These are listed as “Open.”
- B. Some restrooms have individual unisex units that have a locking door. These are listed below as “Individual.”
- C. Except where specified, bids should be based on twelve months of service, seven days a week.

- D. Ramp 4 and Ramp 6 both function at different capacities in winter and summer. There are five units in each that are closed for 6 months of the year. Bidders are required to state a separate bid price for (i) the six months of summer service and (ii) the six months of winter service.
- E. Fishing Hole is only open in the summer, Bidders should state a bid for the 6 months of summer service only.
- F. See **Attachment A** for locations of facilities.
- G. Facility Breakdown
 - a. Fishing Hole (summer only)- *Open*
 - i. 234 square feet
 - ii. 3 toilets
 - iii. 1 urinal
 - iv. 4 sinks
 - v. Three TP dispensers
 - vi. 2 soap dispensers
 - b. Deep Water Dock (summer & winter)- *Individual*
 - i. 104 square feet
 - ii. 2 toilets
 - iii. 2 sinks
 - iv. 2 TP dispensers
 - v. 2 soap dispensers
 - c. Ramp 6 (summer) - *Individual*
 - i. 390.5 square feet
 - ii. 7 toilets
 - iii. 7 sinks
 - iv. 7 TP dispensers
 - v. 7 soap dispensers
 - d. Ramp 6 (winter) - *Individual*
 - i. 228 square feet
 - ii. 2 toilets
 - iii. 2 sinks
 - iv. 2 TP dispensers
 - v. 2 soap dispensers
 - e. Load & Launch (summer & winter) - *Individual*
 - i. 108 square feet
 - ii. 2 toilets
 - iii. 2 sinks
 - iv. 2 TP dispensers
 - v. 2 soap dispensers
 - f. Ramp 5 (summer & winter) - *Individual*
 - i. 175.5 square feet
 - ii. 3 toilets
 - iii. 3 sinks
 - iv. 3 TP dispensers
 - v. 3 soap dispensers
 - g. Ramp 4 (summer) - *Individual*
 - i. 390.5

- ii. 7 toilets
- iii. 7 sinks
- iv. 7 TP dispensers
- v. 7 soap dispensers
- h. Ramp 4 – (winter) – *Individual*
 - i. 228 square feet
 - ii. 2 toilets
 - iii. 2 sinks
 - iv. 2 TP dispensers
 - v. 2 soap dispensers
- i. Ramp 2 – (summer & winter) – *Open*
 - i. 688.5 square feet
 - ii. 11 toilets
 - iii. 3 urinals
 - iv. 6 sinks
 - v. 11 TP dispensers
 - vi. 4 soap dispensers
 - vii. 7 feminine hygiene disposal bins
- j. End of the Road – (summer & winter) - *Individual*
 - i. 117 square feet
 - ii. 2 toilets
 - iii. 2 sinks
 - iv. 2 TP dispensers
 - v. 2 soap dispensers
- k. Bartlett Street – (summer & winter) - *Individual*
 - i. 117 square feet
 - ii. 2 toilets
 - iii. 2 sinks
 - iv. 2 TP dispensers
 - v. 2 soap dispensers
- l. WKFL Park – (summer & winter) - *Individual*
 - i. 117 square feet
 - ii. 2 toilets
 - iii. 2 sinks
 - iv. 2 TP dispensers
 - v. 2 soap dispensers

Project Schedule

Advertise to Bid: HOMER NEWS	November 25 & December 2, 2021
Bid Opening	<u>Thursday, December 23, 2021 @ 2:00 p.m.</u>
Council Award	<u>Monday, January 10, 2021 @ 6:00 p.m.</u>
Contract Period	<u>Initial year period will commence January 15, 2022 and end on December 31, 2022</u>

VII. Bid Schedule

Bidders are required to bid each element independently. The City reserves the right to deduct elements from the contract prior to award if funds are insufficient to award the entire contract.

BID SCHEDULE

PUBLIC RESTROOM CUSTODIAL SERVICES 2022

Restroom	Price per Day	Estimated Days of Service	Extended Total
Fishing Hole	\$_____	182 Days	\$_____
Deep Water Dock	\$_____	365 Days	\$_____
Ramp 6 (summer)	\$_____	182 Days	\$_____
Ramp 6 (winter)	\$_____	182 Days	\$_____
Load & Launch	\$_____	365 Days	\$_____
Deep Water Dock	\$_____	365 Days	\$_____
Ramp 5	\$_____	365 Days	\$_____
Ramp 4 (summer)	\$_____	182 Days	\$_____
Ramp 4 (winter)	\$_____	182 Days	\$_____
Ramp 2	\$_____	365 Days	\$_____
End of the Road	\$_____	365 Days	\$_____
Bartlett Street	\$_____	365 Days	\$_____
WKFL	\$_____	365 Days	\$_____

TOTAL AMOUNT – Full Bid: \$_____ **In Numbers**

Total Amount – Full Bid In Words

Name of Firm: _____

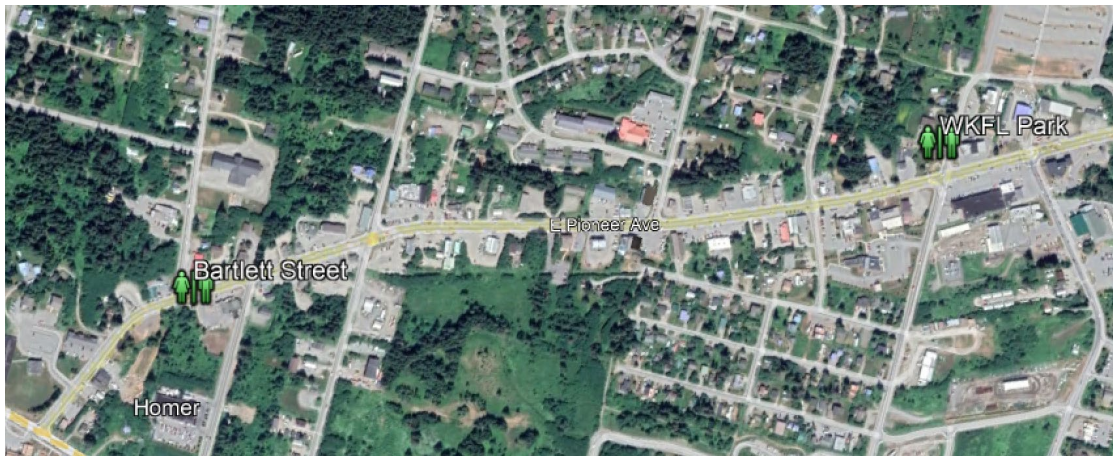
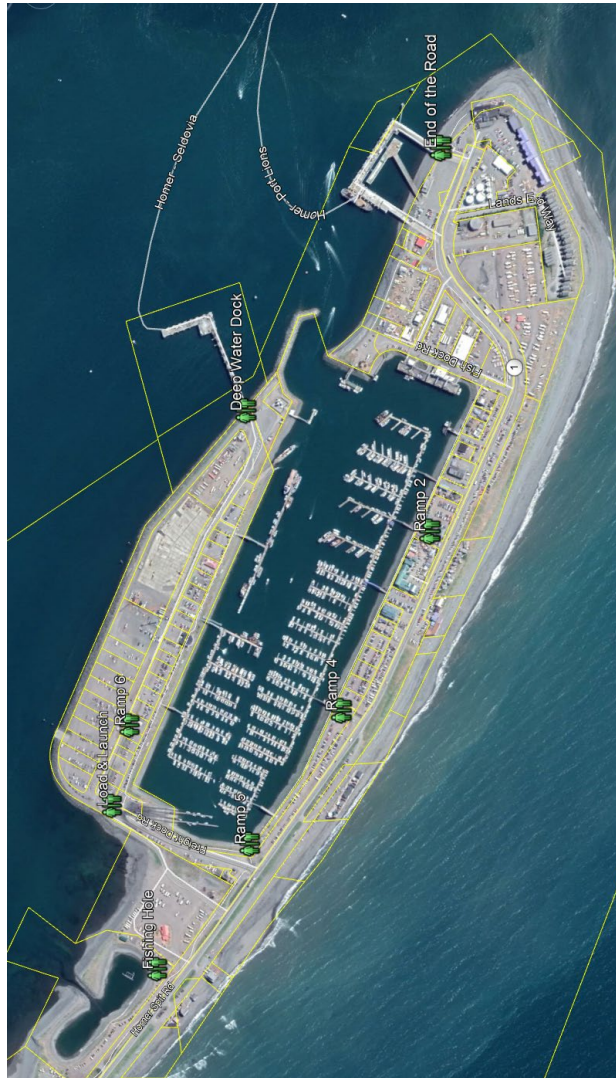
Authorized Signature: _____

Address of Firm: _____

Printed Name: _____

Date of Bid: _____

Attachment A – Location of Facilities



ADDENDA ACKNOWLEDGMENT

Project Name: **Invitation to Bid Public Restroom Custodial Services**

I hereby acknowledge addenda numbers:

_____	_____
_____	_____
_____	_____

Name of Firm: _____

Signature of Bidder: _____

Date: _____

This Acknowledgement must be included in the Proposal for this project or the Proposal could be considered non-responsive.