

## INVITATION TO BID

**By the City of Homer, Alaska for  
SNOW REMOVAL AND SANDING SERVICES  
2022/2023, 2023/2024, 2024/2025**

Sealed Bids will be received by the Office of the City Clerk, City of Homer, 491 E. Pioneer Avenue, Homer, Alaska 99603 until **2:00 p.m. on Tuesday, October 18, 2022** at which time they will be publicly opened and read. Bids received after the time specified will be considered non-responsive and shall not be considered.

Pre-Bid Site inspections are scheduled for Thursday, October 13, 2022 at 1:30 p.m. starting at the Homer Public Library.

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.

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


Mike Zelinski  
Public Works Superintendent  
3575 Heath St.  
Homer AK, 99603  
(907) 435-3125

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 \$10 per set (\$15 for priority mail delivery). All fees are non-refundable.

Small and minority owned businesses are encouraged to participate in this contract. The City of Homer reserves the right to accept or reject any or all bids, and to waive irregularities or informalities in the bids.

Dated this 28th day of September, 2022.

City of Homer

  
Melissa Jacobsen, Acting City Manager

Publish: Homer News 10/06/22 & 10/13/22

Fiscal Note: City Hall 100-0140-5227; Library 100-0145-5227; Fire 100-0150-5227;  
Police 100-0160-5227



## **INVITATION TO BID**

**By the City of Homer, Alaska  
for  
SNOW REMOVAL AND SANDING SERVICES  
2022/2023, 2023/24, 2024/25**

### **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. General Bidding Requirements
- IV. The Bid Package
- V. Project Schedule
- VI. Instructions to Bidders
- VII. Schedule and Frequency of Service
- VIII. Snow Storage
- IX. Insurance
- X. Prevailing Wages
- XI. Billing and Payment
- XII. Bid Form

**I. TERM OF CONTRACT:** This Contract shall be effective from October 26, 2022 through May 30, 2023 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 all parking areas including the north, west and east parking lots and 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 pad near the NW corner of the building.
- Do not store snow over flower beds.

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 areas located at both the front and the rear of the building.
- Front main entry handicap ramp and adjacent deck area.
- Sidewalks on the east and south sides of the parking lot leading to the college. For the sidewalk on the south side of the parking lot, stop at the bottom of the stairs.
- Do not shovel snow or spread sand onto flower beds

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.
- Do not plow snow onto the flower bed in the NW corner of the parking lot

Area 5. Skyline Drive Fire Station (by Water Treatment Plant)

- This area includes the entire area inside of the fence
- Do not plow this area unless the snow in the parking lot is, at minimum, 6".

**Bid Preparation Site Visits**

All bidders are required to perform an onsite 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 Mike Zelinski, Public Works Superintendent, @ (907) 299-6814. Site visits are scheduled for Thursday, October 13<sup>th</sup> @ 1:30 p.m. beginning at the Homer Public Library.

### III. GENERAL BIDDING REQUIREMENTS

The work must be performed by a Contractor skilled and whom regularly engages in the type of work called for under the Contract. Bidders must have a current contractor’s license issued by the State of Alaska. The license must apply to the work described in the Invitation. The City’s local bidder preference requirements apply to this contract.

Bids must be submitted on the Bid Form and be received by **2:00 PM on Tuesday, October 18, 2022** at the Office of the City Clerk, City of Homer 491 E. Pioneer Avenue, Homer, Alaska, 99603.

### IV. PROJECT SCHEDULE

- |                             |                                    |
|-----------------------------|------------------------------------|
| • Homer News Advertisement  | October 6, 2022 & October 13, 2022 |
| • Site Visits               | 1:30 p.m. October 13, 2022         |
| • Bids Due                  | 2:00 p.m. October 18, 2022         |
| • Notice of Intent to Award | October 20, 2022                   |
| • Council Award             | October 24, 2022                   |
| • Notice to Proceed         | October 26, 2022                   |
| • Start Work                | October 31, 2022                   |

### V. 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. Small and Minority Owned Businesses are encouraged to participate in this contract.

#### A. 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.

## **B. 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 A.**

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

## **C. 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 indicated will not be considered responsive and shall not be considered.

**VI. 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

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 V 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. **Exception to the 2” requirement is the Skyline Drive Fire Station which requires a minimum 6” of snow depth.** The contractor shall not plow the same area more than twice in a 24-hour period unless instructed to do so by the City.

Sanding:

Sanding of the facilities shall be as needed and shall be dependent upon the weather conditions and the surface conditions of the facility. The contractor shall not sand the same area more than twice in a 24-hour period unless instructed to do so by the City.

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. The contractor shall make every effort to do the Fire Department after 5:00 am.

**VII. 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 or 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.

**VII. 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 additional insured:

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.

**X. PREVAILING WAGES:**

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

**XI. 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.

**XII. BID FORM:**

Bids must be submitted by **2:00 P.M. on Tuesday, October 18, 2022**. Any bids submitted after that date and time will be considered non-responsive.



**SNOW REMOVAL AND SANDING SERVICES  
2022/23, 2023/24, 2024/25**

**BID FORM**

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.

<b>Bid Item</b>	<b>Description</b>	<b>Snow Removal Per Trip Bid Price</b>	<b>Sanding Per Trip Bid Price</b>
1	Fire Department		
2	Police Station		
3	City Hall		
4	Public Library		
5	Skyline Dr. Fire Station		

Snow Removal Total: \$\_\_\_\_\_ Sanding Total: \$\_\_\_\_\_

**Grand Total (Snow Removal + Sanding): \$\_\_\_\_\_**

Name of Bidding Company\_\_\_\_\_

Address of Bidding Company\_\_\_\_\_

Signature of Company Representative \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Company Representative\_\_\_\_\_

Phone#/Email\_\_\_\_\_



ADDENDA ACKNOWLEDGMENT

Project Name: **Snow Removal and Sanding Services for City Facilities 2022/2023, 2023/2024 & 2024/2025**

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I hereby acknowledge addenda numbers:

_____	_____
_____	_____
_____	_____

Name of Firm: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

**This Acknowledgement must be included in the Bid/Proposal for the project if any Addenda are issued or the Bid/Proposal could be considered non-responsive.**

