

INVITATION TO BID

**By the City of Homer, Alaska
For CITY LIBRARY, PARKS, HERC and POLICE DEPT.
LAWN MAINTENANCE
2023**

Sealed Bids for HOMER PUBLIC LIBRARY, POLICE STATION, RECREATION CENTER and PARKS MAINTENANCE will be received by the Office of the City Clerk, 491 E. Pioneer Avenue, Homer, Alaska 99603 until **2:00 p.m., May 18, 2023**, at which time they will be publicly opened. Bids received after the time fixed for receipt of the Bid shall not be considered. **All bidders must submit a City of Homer Plan Holders Registration form to be on the Plan Holders List to be considered responsive.**

An electronic copy of the Bid Documents and Plan Holder Registration form are available online at <https://www.cityofhomer-ak.gov/rfps> Paper copies of the Bid Documents may be purchased at the City Clerk's Office upon payment of \$15.00 per set (\$25.00 for priority mail delivery). All fees are non-refundable.

For questions regarding the Bid Plans and Specifications contact: City Clerk's Office, City Hall 491 E. Pioneer Avenue, Homer, Alaska 99603, (907) 235-3130

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the project in accordance with the plans and specifications. The work includes, but is not limited to the following:


Weekly mowing and trimming of grasses at two Parks, Homer Public Library, Homer Police Department and Homer Education Recreation Center (HERC), owned by and located throughout the City of Homer.

Please direct all questions in writing regarding this project to: Chad Felice, City of Homer Public Works Department 3575 Heath Street, Homer, Alaska 99603 Email: cfelice@ci.homer.ak.us Phone: 907-435-3139

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 1st day of May, 2023

City of Homer



Robert Dumouchel, City Manager

INVITATION TO BID

By the City of Homer, Alaska
For CITY LIBRARY, PARKS, HERC and POLICE DEPT. LAWN MAINTENANCE
2023

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. Mowing Frequency
- III. License and Insurance
- IV. Areas of Work – Mowing and Trimming
- V. Contract Period
- VI. Qualification of Bidders
- VII. Project Schedule
- VIII. Preparation of Bids
- IX. Bid Schedule
- X. Bid Award
- XI. Taxes

I. Scope of Services

This contract is for a one-year term, but may be renewed for two additional one-year terms, at the sole discretion of the City and subject to approval by the City Council.

The City will notify the Contractor of its intent to renew or to not renew, within 45 days of the expiration of the current term. The parties will enter into good faith negotiations to adjust the cost of services for inflation. In the event the parties are unable to agree upon a cost adjustment, the contract will not be renewed.

This Work consists of the mowing and trimming of the grasses at the Homer Public Library, Police Department, two city-owned parks and Homer Education Recreation Center (HERC), which are located throughout the City of Homer and identified in Section V of these specifications.

The bidder shall be required to furnish all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the work safely, and in accordance with the specifications.

II. Mowing Frequency

All areas, as identified in these specifications, shall be mowed and trimmed a minimum of one time per week.

Any area NOT completed on a weekly basis, due to the contractor's failure to perform, shall subject the contractor to an assessment of **ONE HUNDRED DOLLARS** (\$100.00) per week for each week that the work is not completed. In addition, no payment will be made for the area not completed for that week. If the contractor consistently fails to complete work to satisfactory quality, the City reserves the right to terminate the contract and make alternative arrangements for the remaining work.

III. License and Insurance

The bidder shall be responsible to secure and maintain a minimum of ONE MILLION DOLLARS (\$1,000,000) comprehensive general liability insurance, and comprehensive automobile insurance. The bidder shall also be required to secure and maintain such insurance as will protect him 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 and maintain a current State of Alaska Business License. A copy of the required License and Insurance Certificates shall be submitted upon award of the contract and prior to commencing any work.

IV. Areas of Work – Mowing & Trimming

Maps of all areas will be distributed upon request. Please contact Chad Felice if maps are desired.

“A”	Karen Hornaday Park.....	6.70 Acres
“B”	Jack Gist Park.....	5.21 Acres
“C”	HERC.....	1.73 Acres
“D”	Library.	1.55 Acres
“E”	Homer Police Department.....	0.68 Acres

***Note: Areas bordered by roadways shall be mowed and trimmed to roadway edge. Areas bordered by fences shall be mowed and trimmed on both sides of the fence.**

V. Contract Period

The following contract period dates apply to the year 2023. The dates may change slightly on subsequent years and will be established at the yearly contract renewal and Notice to Proceed.

Mowing and trimming work is to be provided from May 23, 2023 through September 5, 2023, for a total of fifteen (15) weeks.

VI. 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 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.

VII. Project Schedule

- Bids Due Thursday, May 18, 2023 @ 2:00 p.m.
- Notice of Intent to Award Friday, May 19, 2023
- Award by City Council Monday, May 22, 2023
- Notice to Proceed Tuesday, May 23, 2023
- Contract Start Wednesday, May 24, 2023
- Contract Completion September 5, 2023

VIII. Preparation of Bids

Bids must be submitted on the forms provided by the city and completed in all respects. The bidder, or the bidder's duly authorized representative, shall manually sign bids. Each bid shall be submitted enclosed in a sealed, opaque envelope.

The bidder shall see that the bid title and date of bid opening are on the lower left-hand corner of the envelope. Bidders name and address must be shown on the envelope. The City will not be responsible for the premature opening of, or failure to open, a bid not properly addressed and identified.

Bid forms must be completed in ink or by typewriter. If erasure or other changes appear on the forms, the person signing the bid must initial each such erasure or change.

The City reserves the right, when in its best interest, to reject or accept any or all bids and to waive any informalities or irregularities.

IX. Bid Schedule

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

Part B of the bid contains the Bid Form.

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

Part A 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 A must be submitted in a separate envelope marked Part A.

X. Bid Award

Bidders are not required to bid on all areas of work. Any bidder who bids on area "A" must also bid on area "B" and vice versa. Other than areas "A" and "B", bidders may bid on any combination of areas they wish.

Bids will be awarded to the lowest responsive, responsible bidder for each area, not on a combined basis, except for areas "A" and "B" which will be awarded to the lowest, responsive, responsible combined bid. Different areas may be awarded to different bidders.

XI. 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.

BID FORM

ITEM	ESTIMATED QUANTITY	PAY ITEM NAME WITH UNIT BID PRICE WRITTEN IN WORDS	UNIT BID PRICE PER WEEK	TOTAL BID AMOUNT
101	15 (weeks)	Mow and Trim Area "A" at unit price of: _____ Per Week		
102	15 (weeks)	Mow and Trim Area "B" at unit price of: _____ Per Week		
103	15 (weeks)	Mow and Trim Area "C" at unit price of: _____ Per Week		
104	15 (weeks)	Mow and Trim Area "D" at unit price of: _____ Per Week		
105	15 (weeks)	Mow and Trim Area "E" at unit price of: _____ Per Week		

COMBINED BIDS FOR ITEMS "A" AND "B": _____
COMBINED TOTAL BID AMOUNT (NOT CONSIDERED IN AWARD): _____

NAME: _____ TITLE: _____

COMPANY NAME: _____

Alaska Business License No. _____

MAILING ADDRESS: _____

 (Signature) Date: _____

ADDENDA ACKNOWLEDGMENT

Project Name: CITY LIBRARY, PARKS, HERC and POLICE DEPT. LAWN MAINTENANCE 2023

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.

**CONTRACTOR'S QUESTIONNAIRE
NOTICE TO CONTRACTORS**

Prior to Award, this questionnaire shall be completely filled out for the project upon which a bid is submitted.

A. FINANCIAL

Have you ever failed to complete a contract on account of insufficient resources?

B. EQUIPMENT

1. Set forth below the equipment which you have available for the work, which you propose to do. This equipment should be listed in detail (General statements will not be accepted).

NO.	ITEMS	TYPE	SIZE/CAPACITY	PRESENT VALUE

2. Do you thoroughly understand that in case the contract is awarded to you, you may be required to use any or all of the equipment listed on the work covered by this contract?

3. Do you propose to purchase any equipment for use on this project should the contract be awarded to you? If so, state type, quantity and approximate cost.

4. Do you propose to rent any equipment for this work? _____
If so, state type, quantity, and reason for renting. _____

C. EXPERIENCE

1. How many years has your organization been in business as a general contractor under your present business name? _____

2. How many years of experience in construction work has your organization had:
 - a) As a General Contractor _____.
 - b) As a Subcontractor _____.

3. List previous contracts you have completed of a similar nature to this proposed contract:
 - a) _____
 - b) _____
 - c) _____
 - d) _____
 - e) _____

4. List projects which you currently have under contract or expect to have under contract during the life of this contract:
 - a) _____
 - b) _____
 - c) _____

Use additional sheets as necessary.

5. List your staff you plan to use on this project and the position they will fill for this project (include managerial and clerical personnel that will provide support services).

STAFF MEMBER

POSITION

_____	_____
_____	_____
_____	_____

Signature: _____

Title: _____