

**INVITATION TO BID**  
**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 2024 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.

Sealed bids shall be received at the Office of the City Clerk no later than **2:00 p.m. Thursday, November 9, 2023**, at which time they will be publicly opened and read. Time of receipt will be determined by the City Clerk's time stamp. Bids received after the time fixed for receipt of bid shall not be considered. **All bidders must submit a City of Homer Plan Holder's Registration Form to be on the Plan Holder's List and to be considered responsive.**

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 5, 2024.


Please direct bid submission and related questions to: City Clerk's Office, City of Homer, 491 E Pioneer Avenue Homer, AK 99603 or call 907-235-3130.

Please direct technical questions regarding the cold storage units in writing to Bryan Hawkins, Port Director, City of Homer, Port and Harbor Office 4311 Freight Dock Road, Homer, AK 99603 or [bhawkins@ci.homer.ak.us](mailto:bhawkins@ci.homer.ak.us).

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.

Dated this 11th day of October, 2023.

**CITY OF HOMER**



Robert Dumouchel, City Manager

Publish: Homer News – October 19 & 26, 2023  
Fiscal Note: 400-0600-5227  
Ad# 23-0xx

**INVITATION TO BID REQUIREMENTS**  
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**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 \$2678.00 for units 1-8**, and a **minimum bid of \$7367.20 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 2024.

**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 for cleaning at a minimum of one man-hour at the current rate for harbor labor listed in the Port of Homer Tariff No.1. 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 submittal 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 2024 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 9, 2023**, 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.

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

### 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

Bids Due

Review & Awarding of Bids

Thursday, October 19 & 26, 2023 – Homer News

Thursday, November 9, 2023 at 2:00 pm

Monday, November 27, 2023