

**ADDENDUM NO. 1**  
**TO THE BID DOCUMENTS**  
**For the Paintbrush Booster Pump Station Upgrade**  
**CITY OF HOMER, ALASKA**

**Addendum Issue Date:** May 17, 2024

**Bid Submittal Date:** June 18, 2024

**Previous Addenda Issued:** None

**Issued By:** Leon Galbraith, P.E.  
City Engineer  
City of Homer

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**Notice to Bidders:**

Bidders must **acknowledge receipt of this addendum** by including the Addenda Acknowledgement Form with the bid.

Bidders are required to acknowledge each addenda separately on the Addenda Acknowledgement Form. Any bids received without acknowledgment of addenda may be rejected prior to evaluation.

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The Bid Documents for the above project are amended as follows (all other terms and conditions remain unchanged):

The project design plan set is attached detailing the work.

The Pre-Bid Meeting and Site Visit date has been revised from May 27, 2024 to May 29, 2024.

The following documents are attached to this addendum:

- 1. Revised Project Schedule**
- 2. Revised Instructions to Bidders**
- 3. Plan set titled “PAINTBRUSH BOOSTER PUMP STATION UPGRADE” by RESPEC**

# Project Schedule rev1

## Paintbrush Booster Pump Station Upgrade

Advertise	Homer News Anchorage Daily News	May 16, May 23 May 19
Pre-Bid Site Meet via Zoom Cowles Council Chambers followed immediately by Site Visit	<del>2:00 p.m. Monday, May 27, 2024</del> <b><u>2:00 p.m. Wednesday, May 29, 2024</u></b>	
Bids Due	3:00 p.m. Tuesday, June 18, 2024	
Notice of Intent to Award	June 19, 2024	
Council Award	June 24, 2024	
Notice to Proceed	June 26, 2024	
Pre-Construction Meeting	July 2, 2024	
Start Construction	July 8, 2024	
Construction Complete	December 31, 2024	

**INSTRUCTIONS TO BIDDERS rev1**  
**City of Homer, Alaska**  
**Paintbrush Booster Pump Station Upgrade**

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 bid.

- I. Introduction
- II. Scope of Services
- III. General Bidding Requirements
- IV. The Bid Package
- V. Tentative Project Schedule
- VI. Instructions to Bidders
- VII. Prevailing Wages
- VIII. Equal Opportunity Employment Certification

**I. Introduction**

The City of Homer requests bids for the Paintbrush Booster Pump Station Upgrade Project. The purpose of this project is upgrade mechanical and electrical components within the Paintbrush Booster Pump Station.

All work activity associated with the project shall be completed by December 31, 2024.

**II. Scope of Services**

The proposed work is located within the limits of the City of Homer and is illustrated on the plans entitled Paintbrush Booster Pump Station Upgrade.

The project consists of furnishing all labor, materials, equipment, tools, supervision and other facilities necessary for the performance of the work described herein and shown on the project drawings. The work includes, but is not limited to:

- Replace existing pumps with integral VFDs with new, vertical multistage centrifugal pumps and wall mounted VFDs.
- Salvage and reinstall stainless-steel inlet and outlet headers, isolation valves, and check valves.
- Replace pressure tank.
- Furnish and install VFDs and enclosures.
- Furnish and install RTU and enclosure.
- Furnish and install combination meter base.
- Furnish and install 1-phase, 3-wire panelboard with 200-amp rated main circuit breaker.

**III. General Bidding Requirements**

The work must be performed by a Contractor skilled and regularly engaged 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. State prevailing wage rates will apply.

An electronic copy of Plans and Specifications is available on the City's website <http://www.cityofhomer.ak.gov/rfps> or you may purchase hard copies at the Office of the City Clerk upon payment of \$100 per set (\$150 for overnight delivery). City of Homer Standard Construction Specifications 2011 Edition (containing general contract provisions) may also be downloaded from the city's website. All fees are non-refundable. 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 the contract to the lowest responsive, responsible bidder.

**Performance and Payment bonds** in the amount of 100 percent (100%) of the bid amount are required.

Bids must be submitted on the Bid Form and be received by **3:00 PM on Tuesday, June 18, 2024** at the Office of the City Clerk, City of Homer 491 E. Pioneer Avenue, Homer, Alaska, 99603. **A bid bond is required.** Cashier checks in an amount equal to five percent (5%) of the bid are acceptable. Surety bonds are acceptable.

**A Pre-Bid Meeting will be held at 2:00 p.m. on ~~May 27, 2024~~ May 29, 2024** at the Cowles Council Chamber, City Hall 491 E Pioneer Ave Homer, Alaska 99603. This meeting will be conducted simultaneously via Zoom. Invitations will be distributed to all bidders listed on the Plan Holder's List maintained by the City Clerk's Office.

A Site Visit will be conducted immediately following the meeting.

#### **IV. The Bid Package**

**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 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 A.
- c. EEO-1 Certification
- d. Equal Employment Opportunity Clause

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

**Part B** of the bid contains:

- a. Bid Form
- b. Bid Bond

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

**V.     Tentative Project Schedule**

- Pre-bid Conference 2:00 p.m. on ~~May 27, 2024~~ **May 29, 2024**
- Bids Due 3:00 p.m. on June 18, 2024
- Notice of Intent to Award June 19, 2024
- Award by City Council June 24, 2024
- Notice to Proceed June 26, 2024
- Pre-Construction Meeting July 2, 2024
- Start Construction July 8, 2024
- Contract Completion December 31, 2024

**VI.    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.

**A.     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 and plant 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.

**B.     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.

**C.     Familiarization with the Work**

Before submitting its Bid, each prospective Bidder shall familiarize itself with the work, labor conditions and all laws, regulations and other factors affecting performance of the work. Bidders shall carefully correlate their observations with the requirements of the Contract Documents and otherwise satisfy themselves of the expense and difficulties attending performance of the work. The submission of a Bid shall constitute an acknowledgement that the Bidder has thoroughly examined and is familiar with the Contract Documents and the provisions thereof. The failure or neglect of a Bidder to receive or examine any of the Bid Documents shall in no way relieve the bidder from any obligations with the respect to their Bid or to the Contract. Misinterpretation or a reputed lack of knowledge concerning the Bid will not serve as a basis for a claim for additional compensation.

Each Bidder shall visit the site of the work and completely inform themselves relative to construction hazards and procedures, the availability of lands, the character and quantity of surface and subsurface materials and utilities to be encountered, the arrangement and conditions of existing structures and facilities, the procedure necessary for maintenance of uninterrupted operations of existing facilities, the character of construction equipment and facilities needed for performance of the work, and facilities for transportation, handling and storage of materials and equipment. All such factors shall be properly investigated and considered in the preparation of the Bid.

#### **D. 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 shall result in the Bid being rejected as non-responsive.**

#### **E. Bid Bond**

Each Bid shall be accompanied by a Bid Bond duly completed on the suggested form provided by a guaranty company authorized to conduct business in the State of Alaska, along with a General Power of Attorney form, if applicable, for payment to the City in the sum of five percent (5%) of the total amount of the Bid. **Failure to include the Bid Bond in Part B of the Bid Package shall result in the Bid being rejected as non-responsive.**

The amount payable to the City under the Bid Bond or the certified or cashier's check, as the case may be, shall be forfeited to the City in case of a failure or neglect of the Bidder to furnish, execute, and deliver to the City required Performance and Payment Bonds, Evidences of Insurance, necessary forms or material required by the Bid or failure to enter into, execute and deliver to the City the Contract on the form provided therefore, **within ten (10) working days after receipt of "Notice of Intent to Award Contract" by the City that the Contract is ready for execution.** The "Award of Contract" will be made upon the execution of the Contract by the Bidder and the City.

#### **F. Return of Bid Guarantee**

Within thirty (30) days after the Bids are opened, the City will return the Bid Guarantees accompanying the Bids, which are not to be considered in making the award. The bid Guarantees of the three (3) lowest responsive Bids will be held until the Contract has been fully executed after which time the Guarantees will be returned to the respective Bidders whose Bids the Guarantees accompanied.

#### **G. Contract Time**

The Contract Time is an essential part of the Contract and it will be necessary for each Bidder to satisfy the City of his ability to complete the work within the time set forth in the Bid form. Provisions for delays, liquidated damages, and extensions of time are set forth in the Standard Construction Specifications. Time is of the essence in this contract.

## **H. 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 A 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 will not be considered responsive and shall not be considered.

## **VII. Labor Rates**

### **State Labor Rates.**

This project is covered by the State of Alaska Title 36 Laborer's and Mechanic's Minimum Rate of Pay (AS 36.05.010 & 36.05.050) Pamphlet No. 600, Issue 48, Effective April 1, 2024. It is the responsibility of the bidder to determine the current rates of pay required and to submit the proper certified payrolls to the State Department of Labor.

## **VIII. Equal Opportunity Employment**

Bidders must submit forms related to Equal Employment Opportunity with their bids, including:

- Equal Employment Opportunity Clause
- EEO-1 Certification