

## INVITATION TO BID

**By the City of Homer, Alaska for  
SNOW REMOVAL AND SANDING SERVICES  
2025/26, 2026/27, 2027/28**

Sealed Bids will be received by the Office of the City Clerk, 491 E. Pioneer Avenue, Homer, Alaska 99603 until **2:00 p.m. on Tuesday, September 9, 2025** at which time they will be publicly opened and read. Bids received after the time specified will be considered non-responsive shall not be considered. **All bidders must submit a City of Homer Plan Registration form separate from their bid submission to be on the Plan Holder's List and to be considered responsive.** Plan holder registration forms and Plan and Specification are available online at <http://www.cityofhomer-ak.gov/rfps>. Paper copies of the Bid Packet may be obtained from the City Clerk's Office for a \$10.00 fee (Priority mail delivery \$25.00)

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.

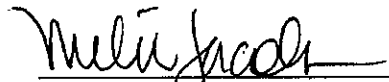
**Please direct all questions in writing regarding this project to:** Mike Zelinski, Superintendent, Public Works Department, 3575 Heath St. Homer AK, 99603 Email: [mzelinski@ci.homer.ak.us](mailto:mzelinski@ci.homer.ak.us) (907) 435-3125

**Please direct all questions regarding submission of bids to:** City Clerk's Office, 491 E Pioneer Avenue Homer, AK 99603 to [clerk@ci.homer.ak.us](mailto:clerk@ci.homer.ak.us) or 907-235-3130.

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 28<sup>th</sup> day of July, 2025.

City of Homer

  
Melissa Jacobsen, City Manager

Publish: Homer News 08/7/25 & 8/14/25

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  
2025/2026, 2026/27, 2027/28**

### **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 1, 2025 through May 30, 2026 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 on site 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) 299-9814 or [mzelinski@ci.homer.ak.us](mailto:mzelinski@ci.homer.ak.us). Site visits are to be scheduled by appointment with Mike Zelinski between August 18<sup>th</sup> and August 21<sup>st</sup>.

### III. GENERAL BIDDING REQUIREMENTS

The work must be performed by a Contractor skilled and 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 September 9, 2025 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.

### 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:

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

**Part B** of the bid contains:

- Bid Form
- Bid Bond

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

### V. PROJECT SCHEDULE

- Homer News Advertisement August 7, 2025 & August 14, 2025

- |                             |                             |
|-----------------------------|-----------------------------|
| • Site Visits               | 1:30 p.m. August 21, 2025   |
| • Bids Due                  | 2:00 p.m. September 9, 2025 |
| • Notice of Intent to Award | September 13, 2025          |
| • Council Award             | September 22, 2025          |
| • Notice to Proceed         | September 24, 2025          |
| • Start Work                | October 1, 2025             |

## 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. 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. 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 therefor, 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.

### **D. 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.

### **E. 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 will not be considered responsive and shall not be considered.

## **VII. 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 7:30 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.



#### **VIII. 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.

#### **IX. 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 certificate holder.

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.
4. The City may apply a 15% deductive penalty for each day that Service was provided later than specified in the Schedule of Service for each location. The same 15% deductive penalty may be applied for incomplete Services. Examples of incomplete Services include but are not limited to skipped sidewalks and omission of requested sanding. Both deductive penalties will may be applied simultaneously. An example where both deductive penalties may be applied is where Service is provided late and sidewalks are skipped and City Staff have to shovel and sand sidewalks.

## **XII. BID FORM:**

Bids must be submitted by **2:00 P.M. on Tuesday, September 9, 2025**. Any bids submitted after that date will be considered non-responsive.

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

**BID SCHEDULE**

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: \_\_\_\_\_

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.**