

ALASKA COURT SYSTEM (ACS)
ADDENDUM #1
Invitation to Bid # KEN-S-19-0007

SERVICE CONTRACT

Addendum issued Date: **February 25, 2019**
Type of Services: **Landscaping Maintenance Services**

Service Location: **Kenai, Alaska**

To All Plan Holders:

The following changes, additions, and/or deletions are hereby made a part of the Invitation to Bid (ITB) for the above services as fully and completely as if the same were fully contained therein.

Please acknowledge this addendum under Item #III on the Contractors' Bid Form. All other terms, conditions, and specifications of the original ITB remain unchanged.

Response Due Date is CHANGED from that specified in ITB. The new bid deadline is Tuesday, March 26, 2019 at 2:00 P.M.

A. The following Document(s) are revised:

1. **Invitation to Bid, Cover Sheet:**
Remove the ITB Cover Sheet from the original ITB and substitute the new Cover Sheet included in this addendum. **The bid opening date and submittal deadline is changed to Tuesday, March 26, 2019 at 2:00 p.m.**
2. **Bid Schedule:**
Remove the Bid Schedule from the original ITB and substitute the new Bid Schedule included in this addendum. **The bid opening date and submittal deadline is changed to Tuesday, March 26, 2019 at 2:00 p.m.**
3. **Technical Requirements, Routine Scheduled Services, Fertilize Lawn (paragraph 6):** Paragraph 6 is changed to read, "In the Spring, upon Completion of de-thatching, apply 16/16/16 or 8/32/16 fertilizer to lawn areas at a rate of 12 lbs. per 1,000 sf. Again at mid-season (no later than August 1st), apply 16/16/16 or 8/32/16 fertilizer at a rate of 6-7 lbs. per 1,000 sf."

END OF ADDENDUM #1

ALASKA COURT SYSTEM (ACS)
INVITATION TO BID – COVER SHEET
SERVICE CONTRACT

Procurement per ACS Procurement Guidelines

ISSUING OFFICE:

Alaska Court System
820 West 4th Avenue
Anchorage, Alaska 99501

ITB Number: KEN-S-19-0006
Issuing Date: February 22, 2019

All questions shall be directed to Dawn Molina, Leasing & Contracts Manager, at 907-264-8284

SERVICE:

Location: 125 Trading Bay Drive, Kenai, Alaska

Description of Work: Landscaping Services Contract

Estimated Period of Contract: 1 (one) Year(s) with 2 (two) 1 (one)-year options to renew

Contract Term: April 15, 2019 through October 15, 2019

Estimated Cost of Base Year of Contract: \$10,000

SUBMITTAL DEADLINE:

DATE: Tuesday, March 26, 2019

PREVAILING TIME: **2:00 P.M.**

HAND DELIVER OR MAIL SEALED BID TO:

Alaska Court System
Attn: Facilities Manager
820 West 4th Avenue
Anchorage, Alaska 99501

Kenai Courthouse
Attn: Clerk of Court
125 Trading Bay Dr., Suite 100
Kenai, AK 99611

The Court System is soliciting sealed bids under ACS Procurement Guidelines 2-202. **Sealed Bids cannot be faxed.** Bid **modifications may be faxed** and will be accepted up to the time of bid. Faxed modifications must modify a sealed bid received by the Facilities Manager by the bid deadline. FAX number 264-8296. Bids will be opened publicly, shortly after submittal deadline.

PRE-BID CONFERENCE:

A pre-bid inspection will be held **Monday, March 11, 2019 at 11 a.m.** Meet in the **main lobby of the Kenai Courthouse, 125 Trading Bay Drive, Kenai, Alaska.**

Prospective bidders may tie in by teleconference by contacting the Facilities Manager at the above number, at least 1 hour prior to conference. Attendance is not mandatory, but separate or individual inspections of the non-public areas will not be permitted.

ALASKA COURT SYSTEM (ACS)

BID SCHEDULE SERVICE CONTRACT

Procurement per ACS Procurement Guidelines

Type of Service: Landscape Maintenance Services
Property/Facility: Kenai Courthouse
Date of Issuance: February 22, 2019
Submittal Deadline: March 26, 2019 2pm
Location(s): 125 Trading Bay Drive
Kenai, Alaska

Contracting Agency: Alaska Court System
Facilities Department
820 W. 4th Ave.
Anchorage, AK 99501
Contracting Officer: Jack Bailey, Facilities Mgr.
Contract Manager: Dawn Molina,
Leasing & Contracts Mgr.
Phone: 907-264-8284 Fax: 907-264-8296

ITB Number: KEN-S-16-0006

I. BID SCHEDULE and ITEMS: ***Bidders should carefully read all Bid Documents attached to this schedule***

Bid Documents include Instruction to Bidders, General Conditions, Supplemental Conditions, Technical Requirements and Attachments.

Bidder Please Note: The bidder must enter a fixed monthly price for services and hourly rate. Failure to enter bid amounts on items A.1 and A.2 will result in the bid being declared non-responsive. Bids will be compared on the basis of the Total Basic Bid. The ACS reserves the right to reject all bids. If a Contract is awarded, it will be awarded to the lowest responsible and responsive bidder. The Contract will be awarded in the Amount of the Total Basic Bid Amount.

BID ITEMS:

A. BASIC BID AMOUNT - Monthly Fixed Price: \$ _____

1. Annualized Basic Bid Amount (Bid Item A x 6 mos.) = \$ _____

2. Hourly Labor Rate \$ _____ x 50* Hours = \$ _____

TOTAL BASIC BID AMOUNT (A.1 plus A.2) \$ _____

***NOTE:** The quantities shown above are for bid comparison purposes only, and are not intended to indicate the quantities of work to be required. See Technical Requirements.

Check Preference if applicable-See Instructions to Bidders and attach required proof and paperwork:

- ☐ A. Alaskan Bidders
- ☐ B. Alaskan Bidder with Disabilities
- ☐ C. Alaskan Employment Program
- ☐ D. Alaska Products
- ☐ E. Recycled Products or Paper (Not Applicable.)
- ☐ F. Alaska Veterans

II. REFERENCES (Must list at least 1 company with whom bidder has had a Service contract for at least 1 full year in the last 5 years):

1. _____
Company Contact Name Daytime Telephone
2. _____
Company Contact Name Daytime Telephone
3. _____
Company Contact Name Daytime Telephone

ALASKA COURT SYSTEM (ACS)
BID SCHEDULE
SERVICE CONTRACT

Procurement per ACS Procurement Guidelines

III. ADDENDA ACKNOWLEDGEMENT:

The Bidder acknowledges receipt of the following addenda to the original Bid Documents (*note number and date of each*) and that associated costs are included in this bid.

Addenda #, Date Issued

Addenda #, Date Issued

Addenda #, Date Issued

No other alternates or substitutions allowed on this Bid Form.

IV. AGREEMENT:

By completing, signing and submitting this form I certify that I have reviewed the bid documents, with addenda, and understand the scope of services and conditions required for this Property/Facility. Furthermore, if awarded this contract, I agree to furnish for the above Bid Amounts – which were arrived at independently and without collusion – necessary labor, materials, and equipment in full compliance with the Contract and each of its incorporated terms and conditions. Work shall be accomplished in a workmanlike manner, observing all applicable civil rights and equal employment opportunity acts, and to the satisfaction of the Contracting Officer.

HUMAN TRAFFICKING: By signature on this bid, the bidder certifies that the bidder is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/g/tip/>

Failure to comply with this requirement will cause the state to reject the bid as non-responsive, or cancel the contract.

Bidder Name: _____ Contact Name: _____

Mailing Address: _____

Business License #: _____ EIN or SSN: _____

Phone: _____ Fax: _____ E-Mail: _____

Check one of the following to indicate type of business entity for your company:

Sole Proprietor: _____ Partnership: _____ Corporation: _____ LLC: _____ Other (Specify): _____

Bidder Signature: _____ Date: _____