

**ALASKA COURT SYSTEM
ADDENDUM #2**

**Invitation to Bid #KEN-S-19-0006
Kenai Landscaping Maintenance Services**

Date: March 11, 2019

To All Plan Holders:

The following changes, additions, clarifications, and/or deletions are hereby made a part of the ITB Documents for the above noted project, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Invitation to Bid, remain unchanged.

This amendment must be acknowledged in the space provided on the Bid Schedule.

The Submittal Date and Time is **UNCHANGED**. It remains: March, 26, 2019 at 2:00 p.m.

The modifications directed by this Addendum #1 are described on this page and the following attachments:

- | | |
|---------------------------------------|---------|
| 1. Addendum Text: | 1 page |
| 2. Attachments: | |
| Pre-Proposal Conference Agenda | 2 pages |
| Pre-Proposal Conference Sign In Sheet | 1 page |
| Bid Tabulation from 2016 ITB | 1 page |

CHANGES TO ADDENDA

1. None.

PRE-PROPOSAL QUESTIONS AND ANSWERS:

- Q1** ***Bidder Question:*** What is the soil testing?
 ACS Response: Soil testing is required in the fall prior to applying lime. See Technical Requirements, Item 2.A.10.

END OF ADDENDUM #2

ALASKA COURT SYSTEM

PRE-BID CONFERENCE March 11, 2019 11:00 am

KENAI GROUNDS AND LANDSCAPING SERVICES CONTRACT NUMBER KEN-S-19-0006

Introductions:

- Jack Bailey the Facilities Mgr with the Alaska Court System.
- Dawn Molina Leasing & Contracts Manager with the Alaska Court System
- The Local Contact at the Kenai Courthouse is Denice Chappell, the Clerk of Court. She will be the on-site contact after award of the contract – for coordination, and other on-site issues.

Now I would like to give a brief summary of this service contract, including its requirements and restrictions – then we can have general questions, followed by a site walk-through:

A General Description of the Contract Work is given in the ITB and attachment A the site drawing.
Specifically this contract includes:

- Landscape Maintenance Services at the Kenai Courthouse.
- Grounds areas include lawns, trees, shrubs, planting beds and gardens surrounding the court's property as identified on Attachment A site drawing.
- All areas in the contract must be maintained neat and aesthetically pleasing.
- Contractor shall perform early spring clean up to include: lawn pick up, corrective pruning, de-thatching and aerating lawns and reseeding.
- Ongoing services include: pruning/weeding, fertilizing, watering, mowing lawns, pest control, removal of debris and dead plant materials.
- Contractor shall perform raking and fall clean up to include: raking leaves, soil testing and applying lime.

Performance Period and Conditions are specified in the ITB.

- Contract Period commences on April 15, 2019, and expires on October 15, 2019
- Contract includes two options to renew for one year each.
- CPI Adjustment upon renewal.
- Employee of contract must be physically located in the Kenai area.
- No minimum usage is guaranteed, other than the minimum call-out times, and minimum monthly fee – Pay Item 6.
- Insurance requirements are specified and include: Worker's compensation Insurance coverage as required by AS23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. and H. and Jones Act requirements. The policy must waive subrogation against the state. Comprehensive General Liability with minimum coverage limits of \$300,000 combined single limit per claim, and Comprehensive Automobile Liability Insurance no less than \$300,000 combined single limit per claim.

Bid Requirements and Pricing Information:

- Bid Opening March 26, at 2:00pm. Bids to be delivered or mailed to the addresses noted on the ITB.
- Contractor must bid ALL items.
- Contractor may NOT condition or qualify bids – Conditioned or qualified bid will be considered NON-RESPONSIVE.
- We follow the State of AK Procurement Guidelines September 25, 2013.
- The Documents required for the bid are the Bid Schedule, including acknowledgement of any addenda. A **Bid Guarantee (5% of Total Bid Price or \$500 whichever is greater) is required.** Alaska Business License, Certification of Pesticide Applicator, and documents for proof of preferences.

Bid Award Requirements are:

- The Bid will be awarded to lowest responsible and responsive bidder
- Apparent successful bidder must notify the Court system of any subcontractors that will be used to perform this contract within 5 days of the Notice of Intent to Award.
- A certificate of Insurance and Business License must be submitted within five days after Notice of Award.

Questions:

Alaska Court System

KENAI LANDSCAPE MAINTENANCE

ITB #KEN-S-19-0006

Pre-Bid Conference

March 11, 2019, 11 AM

Sign-In Sheet

NAME

FIRM

PHONE NO.

Matthew Moffis Moore's Landscaping 907-252-2494

Dawn Molina ACS

BID TABULATION FORM

OPENED by:
RECORDED by:
CHECKED by:

FOR: ITB #KEN-S-16-0004 Landscape Mntc. Services

LOCATION: Kenai

ISSUANCE DATE: 02/29/16

OPENING DATE: 3/25/2016

TIME: 2:00 p.m.

I. Bid Packages		BIDDERS:	Chugach Yard Care	Booths Landscaping	
1	Bid Envelope Sealed w/date & Bid No.		X	X	
2	Bid Schedule		X	X	
3	Bid Signed & Sealed		X	X	
4	Non-Collsn Affidavit		X	X	
5	Bid Bond		NO	X	
6	Acknowledged Addendum -		X	X	
7	References		X	X	
8	Pesticide Applicator Certification		NO	X	
9	Business License		X	X	

II. Item Bid Prices				Unit Price	Annual Price	Unit Price	Annual Price	Unit Price	Annual Price
1	A.1 - Monthly Fixed Price X (6 mo)			\$1,450.00	\$8,700.00	\$1,475.00	\$8,850.00		
2	A.2 - Hourly Labor Rate			\$40.00	\$2,000.00	\$38.00	\$1,900.00		
Total Basic Bid (Item A.1+A.2)					\$10,700.00		\$10,750.00		

III Preferences				
a	AK Bidder Preference - 5%	5%		
b	AK Product Preference (3-5-7%)	3 - 7%		
c	Recycled Products 5%	5%		
d	AK Employment Program - 15%	15%		
e	AK Disabled Bidder - 10%	10%		
f	Veterans Preference - 5%	5%		
Preference Adjusted Total Bid				