

**ALASKA COURT SYSTEM
ADDENDUM #1**

**Invitation to Bid #ANC-S-19-0016
Anchorage Campus Snow Removal Services**

Date: September 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: September 23, 2019 at 10:00 a.m.

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

- | | |
|---------------------------------------|---------|
| 1. Addendum Text: | 1 page |
| 2. Attachments: | |
| NEW Bid Schedule | 3 pages |
| NEW Technical Requirements | 4 pages |
| Product Preference Worksheet | 1 page |
| Pre-Proposal Conference Agenda | 2 pages |
| Pre-Proposal Conference Sign In Sheet | 1 page |
| Bid Tabulation from 2016 ITB | 1 page |

A. The following Document(s) are revised:

1. **Bid Schedule:**
Remove bid schedule and replace with the bid schedule included in this Addendum.
2. **Instructions to Bidders, Item 10.B, third paragraph:**
Remove all of paragraph three.
3. **Technical Requirements:**
Remove Technical Requirements and replace with the Technical Requirements included in this Addendum.

PRE-PROPOSAL QUESTIONS AND ANSWERS:

- Q1 *Bidder Question:*** How does the Alaska Bidder's Preference work?
ACS Response: Anyone who has an Alaska Business License may claim the Alaska Bidder's Preference.
- Q2 *Bidder Question:*** Page 2, Item 10 of the Instructions to Bidders mentions pesticide applicator certification. Do we need that for this contract?
ACS Response: Pesticide Applicator Certification is not needed for this contract. Language is removed – please see above.
- Q3 *Bidder Question:*** If we are using local sand can we claim a product preference?

ACS Response: In order to claim the product preference, the company and the product must be on the Alaska Product Preference list published by the Department of Commerce, Community and Economic Development at least 30 days prior to the issuing date of the solicitation. Please see:

<http://www.commerce.state.ak.us/oed/prodpref/pppcompany.cfm>

Q4 Bidder Question: The documents say the Court System has to approve any sub-contractors?

ACS Response: Yes, that is correct. You must also submit business license, certificate of insurance and anyone working on site will need to pass a background check.

END OF ADDENDUM #1

ALASKA COURT SYSTEM

BID SCHEDULE

SERVICE CONTRACT

Type of Service: Snow Removal, Plowing & Sanding
Property/Facility: Anchorage Court Complex
Date of Issuance: August 26, 2019
Submittal Deadline: September 23, 2019 10 AM
Location(s): 303 K. Street and 825 W. 4th Ave.,
Anchorage, AK.99501

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

ITB Number: ANC-S-19-0016

I. BID SCHEDULE: 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.

Failure to enter an amount in Pay Items A1-3, B-1 and C1-2 may result in the bid being declared non-responsive. Bids will be compared on the basis of the Adjusted Bid Amount. 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 offering services that, in the sole judgment of the ACS, meet the minimum service criteria. The ACS will award the contract on the basis of the Total Basic Bid. However, the ACS will make payments under the contract based on the unit prices for the work actually performed.

PAY ITEM	DESCRIPTION OF PAY ITEM, UNIT PRICE, TOTAL BID PRICE WRITTEN IN NUMBERS AND WORDS	TOTAL BID PRICE IN NUMBERS
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A. Significant Snowfall - the Snowplowing, Stacking and Removal (inclusive of all equipment and labor) from driveways and parking lots during the term of the Contract:

1.	2.0" – 3.9" \$ _____ x 20 = _____ words	\$ _____ numbers
2.	4.0" – 7.9" \$ _____ x 7 = _____ words	\$ _____ numbers
3.	8.0" +above \$ _____ x 2 = _____ words	\$ _____ numbers

B. Call out:

1.	For plowing paths, clean up of snowdrifts and slush (inclusive of equipment and labor): \$ _____ x 11 = _____ per Hour words	\$ _____ numbers
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C. Lot Sanding (inclusive of equipment, materials and labor):

1.	Price for Sanding lot and driveways with Heated Road Sand material \$ _____ x 21 = _____ per Occurrence words	\$ _____ numbers
2.	Price for Sanding lot and driveways with F-Chip material \$ _____ x 21 = _____ per Occurrence words	\$ _____ numbers

***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. Bidders are advised that **the ACS reserves the right to reject unbalanced bids (bids that do not reasonably allocate prices among the various bid items) if the unbalance is detrimental to the ACS.**

TOTAL BASIC BID (Total of Bid Prices above).....\$ _____
numbers

ALASKA COURT SYSTEM
BID SCHEDULE
SERVICE CONTRACT

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
- ☐ E. Alaska Products
- ☐ F. Recycled Products or Paper (Not Applicable.)
- ☐ G. Alaska Veterans

II. REFERENCES (Must list at least 3 companies with whom you had a contract to perform similar services as provided in the Technical Requirements of this Bid, 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

III. ADDENDA ACKNOWLEDGEMENT:

The Bidder acknowledges receipt of the following addenda to the DRAWINGS and/or SPECIFICATIONS (***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, I agree to furnish for the above amounts – which was arrived at independently and without collusion – all necessary labor, materials, and equipment. 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.

ALASKA COURT SYSTEM
BID SCHEDULE
SERVICE CONTRACT

Contractor 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: _____ Other (Specify): _____

Contractor Signature: _____ **Date:** _____

ALASKA COURT SYSTEM (ACS)

TECHNICAL REQUIREMENTS

(Service Contracts)

Procurement per Alaska Court System Procurement Guidelines

1. **SCOPE:**

All required snowplowing, stacking and removal from the site per occurrence of a snowfall 2 inches or greater, call outs for additional work requested by ACS, and sanding as needed for parking lots and associated access driveways at the **Anchorage Court Complex**. Contract includes the rental or use of the below listed snow removal equipment and all labor, materials and dumpsite fees to perform this work.

2. **DESCRIPTIONS:**

A. "Significant Snowfall" is the accumulation of 2 inches or greater depth of snow *in a 24 hour period starting at 6pm each day* as measured in any parking lot under this contract at the Anchorage Court Complex. Without the approval of the contracting officer, the Contractor may not invoice for work exceeding the number of snowfalls per month and amount of inches of snowfall precipitation per 24 hr period found on the website located at <http://www.arh.noaa.gov/climate.php?stnid=PAAQ&mon=1&yr=2009&obs=true&precip=true>. (In the drop down boxes at the top, enter "Anchorage" and the dates, then check the "observed" box and the "precipitation" box)

B. "Snowplowing, Stacking and Removal" means all plowing, and stacking of snow that has fallen on the parking lots and driveways, removal of snow from the premises, and removal of built-up, packed snow or ice from plowed areas. Contractor must automatically plow and remove snow from driveways and parking lots upon a significant snowfall in an evening, as measured in any parking lot under this contract at the Anchorage Court Complex. Contractor must assure that after plowing there is no built-up or packed snow and/or ice from plowed areas greater than 1" deep. If packed snow and ice is allowed to be greater than 1", Contractor will remove within 24 hours of notice from ACS, at no additional cost to ACS, down to the 1" or less depth.

C. "Call outs" means work performed by Contractor at the special request of ACS for clean up of snowdrifts, slush or plowing of egress or ingress paths for vehicles and people. "Call outs" does not include any work included in Snowplowing, Stacking and Removal, nor does it include requests to correct defective work.

D. "Sanding Lot" means spreading Heated Road Sand or F-Chip material on plowed or slippery areas. Contractor shall use whichever material is appropriate to the conditions to prevent slippage of people and vehicles on snow or ice.

E. Contractor shall normally conduct all activities at night or other low utilization times, i.e., outside ACS business hours, unless ACS directs otherwise. (See Supplemental Conditions for Emergencies).

F. ACS guarantees no minimum usage. Call outs will be by the designated ACS representative only. Minimum call out time is 2 hours.

Section C

ALASKA COURT SYSTEM (ACS)

TECHNICAL REQUIREMENTS

(Service Contracts)

Procurement per Alaska Court System Procurement Guidelines

G. Travel time is the actual transit time expended by the Contractor in moving the equipment and materials from the Contractor's place of business to the work location and return and shall be included in the bid prices. Contractor's unit prices for Snowplowing and Sanding Lot include travel time. For call outs, see 6.B, below.

H. The Contractor shall be responsible for any Contractor-caused damages to ACS buildings and improvements. This includes but is not limited to damages to the utilities, landscaping, structures, paving, curbing, signs or vehicles parked in the lots.

3. EQUIPMENT AND MATERIALS:

A. All equipment must meet pertinent Federal and State safety standards, with particular emphasis on lighting required for snow removal equipment.

B. The designated ACS representative shall have the authority to terminate the use of any equipment, which ACS believes is not maintained in good working condition or does not perform at a production capability consistent with maintenance standards.

C. Contractor must have the following minimum equipment and each designated class of equipment available for all areas and shall meet the following specifications:

- 1) Rubber tired front end loader equipped for snow removal relative to this project and safety features for night-time operation, no less than (4) cubic yard capacity.
- 2) End dump trucks, equipped for hauling snow relative to size of this project, no less than (18) cubic yards, and fitted with side boards to retain snow.
- 3) Full sized four-wheel drive pickup equipped with a minimum of a seven and one-half (7-1/2) foot hydraulic snow plow. Plow to have boxed ends.
- 4) Full sized four-wheel drive pickup equipped with a minimum of a sander having a minimum capacity of one (1) cubic yard or functional equivalent.
- 5) Bobcat with plow blade and bucket.

D. Contractor shall supply the material listed below, as is appropriate to the conditions.

- 1) Heated Road Sand material for this contract shall be in accordance with the standard for the State of Alaska, Department of Transportation road maintenance.
- 2) F-Chip material shall be chips from crushed rocks that range from min. 1/8" to max. 3/8" size.

Section C

ALASKA COURT SYSTEM (ACS)

TECHNICAL REQUIREMENTS

(Service Contracts)

Procurement per Alaska Court System Procurement Guidelines

4. **WORKMANSHIP:** The Contractor agrees that all of the work and labor shall be performed in the most workmanlike manner and that all materials and labor shall be in strict conformity with contract specifications.

A. Equipment operators shall be competent and experienced and shall be capable of operating the equipment to its capacity. The Contractor shall replace those operators who in the opinion of the designated ACS representative, misconduct themselves on the job or are incompetent or negligent in the operation of the equipment.
5. **AREA REQUIREMENTS:**
A. Contractor must plow and haul the snow and ice to a dumpsite, which has been approved in advance by the ACS representative.

B. No equipment may be left over night or stored on site.
6. **METHOD OF MEASUREMENT:** Will be computed as follows:

A. For Snowplowing, Stacking and Removal work it will be performed per occurrence of significant snowfall in an evening. This "per occurrence" charge includes all work inclusive of materials, equipment and labor necessary to conform to these Technical Requirements and the Supplemental Conditions.

B. By the hour for equipment and operators when used on a call-out basis. The measurement shall commence when the required equipment and operator leaves the Contractor's designated storage yard or previous work location (whichever is closer) for the specific location as directed by authorized ACS personnel. The measurement shall cease when the equipment departs the ACS premises for the Contractor's designated storage yard or the equipment and operator depart for a secondary work location, or the equipment fails, or when directed to stop work by the designated ACS representative. All work should be complete prior to Contractor leaving ACS premises.

C. Lot Sanding will be performed on an "as needed" basis as determined by the Contractor to prevent slippage of people and vehicles on snow and ice. Contractor shall automatically use whichever material is appropriate to the conditions to prevent slippage of people and vehicles on snow or ice. This "per occurrence" charge includes all work inclusive of materials, labor and equipment necessary to conform to these Technical Requirements and the Supplemental Conditions.
7. **UNIT PRICES:** The unit prices on the Contractor's signed Bid Schedule shall be full compensation for all labor, material, fuel, transportation of equipment and personnel, equipment, wages, dumpsite fees, supplies, tools, and all other incidentals necessary to complete all tasks.

Section C

ALASKA COURT SYSTEM (ACS)

TECHNICAL REQUIREMENTS

(Service Contracts)

Procurement per Alaska Court System Procurement Guidelines

- A. To invoice for Pay Item A, on the Bid Schedule: Contractor must itemize each date snowplowing, stacking and removal from the site was provided and note the number of inches in snowfall.
 - B. To invoice for Pay Item B, on the Bid Schedule: Contractor must itemize the number of hours for call out, multiplied by the unit price.
 - C. To invoice for Pay Item C, on the Bid Schedule: Contractor must itemize each date lot sanding was provided multiplied by the unit price.
8. **INVOICING:** All invoices must be received within 30 days from the date of service on a monthly bill.

ALASKA PRODUCTS PREFERENCE WORKSHEET

<http://www.commerce.state.ak.us/oed/prodpref/prodpref.htm>

Project Name and Number: _____

Bid Phase: _____ Contractor: _____

[illegible]

ALASKA COURT SYSTEM

PRE-BID CONFERENCE September 9, 2019, 10:00 a.m.

ANCHORAGE CAMPUS SNOW REMOVAL SERVICES CONTRACT NUMBER PAL-S-19-0016

Introductions:

- Dawn Molina, Leasing and Contracts for the Court System. I will be the contact both during the bid process and during the course of the contract.
- The Local Contact is Dawn Molina. She will be the on-site contact after award of the contract - for coordination, notices and other on-site issues. Dawn will handle any concerns with performance, or scope requirements.

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 on the ITB and attachment A the site drawing.

Specifically this contract includes:

- Snowplowing, Snow Removal and Sanding Services at the Palmer Courthouse.
- Snowplow areas include the entire area of parking lots and driveways as identified on Attachment A & B site plans.
- All areas in the contract must be cleared of snow, and sanded or ice free by 7:30 am each day.
- Contractor shall automatically plow and remove snow as needed upon accumulation of 2" or more in a 24 hour period.
- If conditions become icy from 7 am to 6 pm; contractor will, w/in 2 hrs from call-out, provide sanding services.
- Court may request call-out for icy conditions during the day.
- Classes of equipment and sanding materials are specified in the Technical Requirements.

Performance Period and Conditions are specified in the ITB.

- Contract Period commences on October 15, 2019, and expires on April 15, 2020.
- Employee of Contract must be physically located in the Palmer area.
- Minimum call-out time is 2 hours, inclusive of travel time.
- Insurance requirements are specified and include: Worker's compensation Insurance per statutory minimums, but not less than \$100,000 per person, \$100,000 per occurrence., General Liability with coverage not less than \$500,000 combined single limit per occurrence; and Automobile Liability Insurance no less than \$100,000 per person; \$300,000 per occurrence bodily injury; and \$50,000 property damage.

Bid Requirements and Pricing Information:

- Bids are to be delivered or mailed to the addresses noted on the ITB. Bids submitted after the submittal deadline noted on the ITB will be considered NON-RESPONSIVE. Bid Opening Date is September 23, 2019 at 10:00am.
- Contractor must bid ALL items.
- Contractor may NOT condition or qualify bids – Conditioned or qualified bid will be considered NON-RESPONSIVE.
- Invoice is on an itemized basis per inches of snowfall and on a per occurrence basis for sanding.
- We follow the State of AK Procurement Guidelines September 25, 2013. Available on Court System website.
- The Documents required for the bid are the Bid Schedule, including acknowledgement of any addenda. A Bid Guarantee (5% of Total Bid Price) is required. Copy of a valid Alaska Business License.

Requirements for Bid Award are:

- The Bid will be awarded to lowest responsible and responsive bidder. The sum of the Total Basic Bid plus any alternates awarded governs for purpose of determining low 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 must be submitted within five days after Notice of Award.
- Pre-season and post-season inspections will be held.
- Prior to commencement of any work on court premises the ACS requires each contractor, agent, principal, officer or employee who will work on court premises to provide a completed Background Check Form – obtained from the ACS.

Questions:

Alaska Court System

ANCHORAGE CAMPUS SNOW REMOVAL

ITB #ANC-S-19-0016

Pre-Bid Conference

September, 9 2019 10:00 AM

Sign-In Sheet

NAME

FIRM

PHONE NO.

K. H. C. Zipay Zipay Services 907-252-0240

OPENED by: DM
RECORDED by: DM
CHECKED by: SL

FOR: **Parking Lot Snow Removal/Sandin**
LOCATION: **Anchorage Campus**
ISSUANCE DATE: **08.15.2016** OPENING DATE: **09.12.16 2:00 PM**

I. Bid Packages		BIDDERS:		1 - SmithSons		2 -		3 -		4 -		5 -	
1	Bid Envelope Sealed w/date & Bid No.			X									
2	Bid Schedule				X								
3	Bid Signed & Sealed				X								
4	Non-Collsn Affidavit				X								
5	Bid Bond				X								
6	Acknowledged Addendum - #1				X								
7	References				X								
8	Business License				NO.								
II. Item Bid Prices		Est. Qty	Unit	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
1	2.0" - 3.9" inches	20		\$1,200.00	\$24,000.00								
2	4.0" - 7.9" inches	7		\$1,200.00	\$8,400.00								
3	8.0" inches and above	2		\$1,000.00	\$2,000.00								
4	PLOWING	11		\$20.00	\$220.00								
5	LOT SANDING-HEATED	21		\$50.00	\$1,050.00								
6	LOT SANDING F-CHIP	21		\$50.00	\$1,050.00								
Total Basic Bid					\$36,720.00								
II Preferences													
a	AK Bidder Preference - 5%	5%		X									
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													

