

ALASKA COURT SYSTEM (ACS)
ADDENDUM #1
Invitation to Bid #KEN-S-21-0004

For SERVICE CONTRACT

Addendum issued Date: **August 23, 2021**

Location: **Kenai, Alaska**

To All Bid Package Holders:

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

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

The Submittal Date and Time is **UNCHANGED**. It remains: September 2, 2021 at 10:00 a.m.

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

Pre-Proposal Conference Agenda	2 pages
Pre-Proposal Conference Sign In Sheet	1 page

PRE-PROPOSAL QUESTIONS AND ANSWERS:

Q1 ***Bidder Question:*** Is there any heated sidewalk on the property?

ACS Response: Yes. The concrete slab in front of the main entrance is heated.

END OF ADDENDUM #1

ALASKA COURT SYSTEM

PRE-BID CONFERENCE August 19, 2021 11:30 am

KENAI COURTHOUSE PARKING LOT & SIDEWALK SNOW REMOVAL SERVICES CONTRACT NUMBER S-21-0004

Introductions:

- Dawn Molina, Contracts Manager 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 Clerk of Court, Denise Chappell. She will be the on-site contact after award of the contract – for coordination, notices and other on-site issues; if there are any concerns with performance, or scope requirements, they will be handled by the Project Manager, Dawn Molina.

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:

PARKING LOTS

- Snowplowing, Snow Removal and Sanding Services at the Kenai Courthouse which includes: All parking lots, and access driveways.
- Snowplow areas include the entire area of parking lots and driveways as identified on Attachment A site plan.
- 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.

SIDEWALKS, STAIRS, RAMPS ENTRYWAYS AND EXITS

- Shoveling and Removal of snow from all areas which include: sidewalks, stairs, ramps, entryways and exits.
- Shoveling areas are identified on Attachment B site plan.
- 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.
- Shoveling services shall also be provided during the weekdays 7:30 a.m. to 5:00 p.m. when snow or ice is actively accumulating (2" or more), once at 11:00 a.m. and once at 4:00 p.m.
- Court may request call-out at other times as necessary, such as when high winds cause snow drifting.
- Contractor will apply ice melt to sidewalks, steps, ramps and building entries and exits to prevent slip and fall conditions.

Performance Period and Conditions are specified in the ITB.

- Contract Period commences on October 15, 2021, and expires on April 15, 2022.
- Employee of Contract must be physically located in the Kenai/Soldotna area.
- Minimum call-out time is 2 hours, inclusive of travel time.
- Dump site shall be no farther than 5 miles from courthouse.

- 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:

- Bid Opening Date is Thursday, September 2nd, 2021, at 10:00 a.m. Bids are 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.
- Invoice is on an itemized basis per inches of snowfall and on a per occurrence basis for sanding and applying ice melt.
- 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) 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.
- 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 have a completed background check.

Questions:

Alaska Court System

KENAI COURTHOUSE SNOW REMOVAL

ITB #KEN-S-21-0004

Pre-Bid Conference

August 19, 2021 11:30 am

Sign-In Sheet

NAME

FIRM

PHONE NO.

March Speed	North Wind 200pc	513 - 747g
Evan Hatfield	Steam on Wheels	262 - 3240
Mike Hall	Steam on Wheels	252 - 2335