

**ALASKA COURT SYSTEM
ADDENDUM #1**

**Invitation to Bid #KEN-S-23-0004
Kenai Landscaping Maintenance Services**

Date: March 9, 2023

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 21, 2023 at 11:00 a.m.

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

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|--------------------------------|---------|
| 1. Addendum Text: | 1 page |
| 2. Attachments: | |
| Pre-Proposal Conference Agenda | 2 pages |

CHANGES TO DOCUMENTS

1. **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."

PRE-PROPOSAL QUESTIONS AND ANSWERS:

- Q1** ***Bidder Question:*** What is considered a sub-contractor?
 ACS Response: A sub-contractor is anyone that you would hire to do all or part of the work in your place.
- Q2** ***Bidder Question:*** Is the adjacent city lot part of the Scope of Work?
 ACS Response: No. The city is responsible for the landscaping on that lot.
- Q3** ***Bidder Question:*** is sweeping the lots included in the Scope of Work?
 ACS Response: No. We have a separate contractor for the lot sweeping.
- Q4** ***Bidder Question:*** Are there any annual plants?
 ACS Response: No.
- Q5** ***Bidder Question:*** Is there an automated sprinkler system?
 ACS Response: No.
- Q6** ***Bidder Question:*** What is needed for the background check?
 ACS Response: You will need to submit a Criminal History Report for each person that will work on-site. Criminal History Reports can be obtained from the Troopers.

END OF ADDENDUM #1

ALASKA COURT SYSTEM

PRE-BID CONFERENCE

March 8, 2023 11:00 am

KENAI GROUNDS AND LANDSCAPING SERVICES CONTRACT NUMBER KEN-S-23-0004

Introductions:

- Anna Harrison the Facilities Manager with the Alaska Court System.
- Dawn Molina Project Manager II 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, 2023, and expires on October 15, 2025
- 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. 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 21, at 11:00 am. 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: