

BIDDING AND CONTRACT DOCUMENTS

FOR

2022-2025 PW

Snow Removal Services – City Facilities

BID OPENING DATE & TIME: SEPTEMBER 15, 2022, at 2:00 p.m.



Prepared for:
CITY OF PALMER
231 W. Evergreen Avenue
Palmer, Alaska 99645
(907)745-3271

Contact: Greg Wickham, Superintendent of Public Works
Phone: (907) 745-3400
Email: gwickham@palmerak.org

August 31, 2022
City of Palmer

Snow Removal Services – City Facilities

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CITY OF PALMER, ALASKA

August 31, 2022

Invitation to Bid

Snow Removal Services – City Facilities

The City of Palmer is requesting bids from qualified contractors for Snow Removal Services for 8 locations. Palmer Public Safety Building 453 South Valley Way, Palmer City Hall 231 West Evergreen Avenue, Palmer Public Library 655 South Valley Way, Palmer Community Center (Depot) 610 South Valley Way, MTA Event Center 480 East Cope Industrial Way, Palmer Museum/Visitor Information Center in Palmer 723 South Valley Way, Palmer Fire Station 31 717 South Cobb Street, Palmer Fire Training Center / Community Development 645 East Cope Industrial Way, Palmer Alaska 99645.

Sealed bids, in single copy, for furnishing all labor, equipment, materials, and performing all work for the above project **must be received prior to 2:00 P.M., local time, on Thursday, September 15, 2022**, at the Palmer City Hall Customer Service Counter located at 231 West Evergreen Avenue, Palmer, Alaska 99645. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Time of receipt will be as determined by the Customer Service Counter time stamp. Bids received by the Customer Service Counter after the time specified will be returned unopened. Facsimile or email or any other electronic media submittals will not be accepted.

Contract Documents will be available starting Tuesday, August 31, 2022, in electronic format only. Documents may be obtained from the City of Palmer website at www.cityofpalmer.org. On the City of Palmer website, select the Resource Center tab and click on 2022 Bids and Proposals.

For additional information, contact Greg Wickham, Superintendent of Public Works by telephone at 907-745-3400 or 907-863-0742 or by email at gwickham@palmerak.org.

The City of Palmer reserves the right to reject any or all bids and to waive irregularities or informalities in procedure. Thank you for your interest in this project.

2.0 PROJECT IDENTIFICATION

1. Owner: City of Palmer.
2. Owner's Representative: Greg Wickham, Superintendent of Public Works, 1316 S. Bonanza St, Palmer, AK 99645.
907-745-3400 office / 907-863-0742 cell / email gwickham@palmerak.org
3. Project Name: Snow Removal Services – City Facilities.
4. Project Locations:
5. Palmer Public Safety Building 453 South Valley Way, Palmer City Hall 231 West Evergreen Avenue, Palmer Public Library 655 South Valley Way, Palmer Community Center (Depot) 610 South Valley Way, MTA Event Center 480 East Cope Industrial Way, Palmer Museum/Visitor Information Center in Palmer 723 South Valley Way, Palmer Fire Station 31 717 South Cobb Street, Palmer Fire Training Center / Community Development 645 East Cope Industrial Way, Palmer Alaska 99645.
6. Project Engineer: N/A

3.0 SCOPE OF WORK

3.1 General Information

The City of Palmer is seeking proposals from qualified contractors to remove snow, ice, slush and apply sand to City Facilities Sidewalks on an "on-call, as needed" basis for the 2022 – 2025 seasons when at each snow event the accumulation reaches two inches (2") in depth. It may be the judgment of the City of Palmer to have the sidewalks cleaned several times before a snow fall ends. The Facilities that require contracted snow removal are listed below in order of highest priority to lowest priority. Contractors agree by submittal of their bid that the City of Palmer shall be their highest priority when snow removal is needed under the terms of this contract.

Contractors shall not be excused from performance because of other commitments. Maximum response time to each call out to start snow removal operations on priority list is 1 hour. No snow piled in the designated locations will be hauled off by this contract. Also note some parking lots are gravel and some are asphalt it is the bidder responsibility to view each location prior to bid.

Priority 1 – Palmer Public Safety Building

Address: 453 & 423 S Valley Way

Hours of Operation: 24/7

Description: Prior to commencing snow removal and sanding operations please contact Palmer Dispatch at 745-4811 and notify them of your start time. Coordinate with Dispatch to move cars from the front lot to the back lot in order to do an efficient job; allow them approximately 30 minutes to accomplish this task and continue to allow them to rotate the cars throughout the parking lot so the entire parking area may be cleared. Sidewalk snow removal may be completed during the time it takes the Public Safety employees to move their vehicles. There is 3,600 square feet of sidewalks and steps up to entry/exit doors at this site. When SIDEWALKS cleared of snow apply thin layer of sand/ice melt mix per manufacture recommendations on sidewalks when snow removal is complete. When the front lot is cleared, notify Dispatch to move vehicles

from the South end of the building to the front and commence snow removal operations. When this section is done, vehicles shall be relocated from the East parking area and snow removal can begin. In total there is 43,000 square feet of parking area to clear of snow. See attached map for snow stacking area. Please note any vehicles that are not removed during the time of snow removal operations and e mail the list to gwickham@palmerak.org at the end of the day.

Priority 2 – Palmer City Hall

Address: 231 W Evergreen Avenue

Hours of Operation: Monday – Friday 8:00 AM – 5:00 PM

Description: Snow removal will begin with sidewalks and steps to the entry/exit doors at the facility, approximately 1,250 square feet sidewalk. Apply thin layer of sand/ice melt mix on sidewalks when snow has been removed. The Contractor may decide whether to commence snow removal operations in the front lot or the back lot of the facility; as each area is cleared of snow. In total 13,105 square feet of parking area to cleared at this facility. Please note that the back-parking lot of City Hall is used as an overflow parking area for Contini Fire Station and Palmer Fire & Rescue personnel and may be used at any time. Please see attached map for snow stacking area.

Priority 3 – Palmer Public Library

Address: 655 S Valley Way

Hours of Operation: Monday – Saturday 10:00 AM – 8:00 PM

Description: Snow removal will begin with sidewalks and steps to the entry/exit doors at the facility, 4,424 square feet sidewalk. Apply thin layer of sand/ice melt mix on sidewalks and steps when snow removal is complete. Contractor will be begin with the rear employee parking lot and finish with the front patron parking area. In total there is 36,560 square feet of parking area to cleared at this facility. Please see attached map for snow stacking area.

Priority 4 – Palmer Train Depot

Address: 610 S Valley Way

Hours of Operation: 7 days per week, all hours of the day

Description: The Palmer Train Depot is a facility that is rented out on a daily basis, so there may be activity there at any time of day. Most of the renters, however, rent it out for the evenings, so there may be more activity at night. Snow removal will begin with sidewalks and steps to the entry/exit doors at the facility 5,028 square feet sidewalk. Apply thin layer of sand/ice melt mix on sidewalks and steps when snow removal is complete. There are two parking areas: The North end of the building and the West side of the building and it is up to the Contractor to choose where to start; as each area is cleared of snow. In total there is 22,495 square feet of parking area to cleared at this facility. Please see attached map for snow stacking area.

Priority 5 – MTA Events Center

Address: 480 E Cope-Industrial Way

Hours of Operation: 7 days per week 8:00 AM – 11:00 PM

Description: The MTA Events Center is a facility that is rented out on a daily basis, so there may be activity there at odd hours of the day, primary activity will be between 10:00 – 11:00 PM. Snow removal will begin with sidewalks 1,775 square feet of sidewalk, as snow removal is completed, apply thin layer of sand/ice melt mix to sidewalks. There are two parking areas at this facility: South end of building and East side of building and it is up to the Contractor to choose where to start; as each area is cleared of snow. There is 104,000 total square feet of parking area to cleared at this facility. Please see attached map for snow stacking area.

Priority 6 – Palmer Museum of History & Art/Visitor Information Center & Public Rest Room Facility

Address: 723 S Valley Way

Hours of Operation: Monday-Saturday 8:00 AM – 5:00 PM

Description: Snow removal will begin with sidewalks and steps to entry/exit doors and public rest room facility 1,025 square feet sidewalk, as snow removal is completed apply thin layer of sand/ice melt mix to sidewalks. There is one parking area at this facility, on the West side of the building. There is 8,445 square feet of parking area to cleared at this facility. Please see attached map for snow stacking area.

Priority 7 – Palmer Fire Station 31

Address: 717 S Cobb Street

Hours of Operation: Monday – Friday 8:00 AM – 5:00 PM However an Emergency calls can be 24/7

Description: Snow removal will begin with sidewalks and steps to the entry/exit doors at the facility, approximately 420 square feet sidewalk. Apply thin layer of sand/ice melt mix on sidewalks when snow has been removed. The Contractor may decide whether to commence snow removal operations in the front lot or the back lot of the facility; as each area is cleared of snow. In total 13,105 square feet of parking area to cleared at this facility. Please note that the back-parking lot of City Hall is used as an overflow parking area for Contini Fire Station and Palmer Fire & Rescue personnel and may be used at any time. Please see attached map for snow stacking area.

Priority 8 – Palmer Fire Training Center / Community Development

Address: 645 East Cope Industrial Way

Hours of Operation: Monday – Friday 7:00 AM – 5:00 PM However an Emergency calls can be 24/7

Description: Snow removal will begin with Wooden Walkways exit and entryway doors at the facility, approximately 550 square feet walkway. Contractor will clear snow from vehicle entry way and parking lot and stack snow where indicated on plan sheet. In total 33793 square feet of parking area to cleared. Please see attached map for snow stacking area.

3.2 Snow Removal/Sanding Salt

Work under this contract shall be limited to exterior snow removal, on sidewalks and parking areas if noted. **CLARIFICATION** Sanding only sidewalks and only stack snow in the areas noted on the drawings for each facility.

- a) The contractor shall furnish all snow removal materials sand / ice melt to minus -10 and equipment and shall perform all labor necessary to provide a finished and completely acceptable job.
- b) The contractor shall furnish all equipment with rotating yellow lights and back up alarms on equipment any necessary lighting, hand tools and spreaders to accomplish this job safely for both public and city staff. Contractor staff will have on reflective vests at all times while working around city facilities for safety.

3.3 Subcontractors

Subcontracting any portion of the work will not be accepted:

3.4 Public Convenience and Access

The Contractor shall conduct the Work in such a manner as to cause minimum inconvenience to pedestrians and vehicular traffic and to persons conducting commercial enterprises or residing along the route of work. Contractor shall always maintain vehicular access to each public facility unless maintaining access is not possible due to the nature of the Work. Entrances or driveways of all kinds shall, in no case, be blocked, closed or otherwise unusable by vehicular traffic and pedestrians for more than 30 minutes at a time without prior written approval of the Owner.

With respect to his own operations, the Contractor shall provide marking, lighting, and other acceptable means of identifying: personnel, equipment, vehicles, storage areas, and any work area or condition that may be hazardous to the operation of vehicles, pedestrians, or emergency responders.

3.5 Utilities

The Owner shall not be held liable for damages to utilities incurred during the Contractor's performance of the Work.

4.0 TIME OF COMPLETION

Work under this Contract shall be on an on-call basis and Contractor is able to respond within 1 hour of notification of work needed.

5.0 BIDDING REQUIREMENTS

5.1 Minimum Qualifications

Firms/Contractors submitting bids must be licensed in City of Palmer & State of Alaska and insured to drive in the State of Alaska.

5.2 Permits and Licenses

The Contractor shall obtain all necessary state, borough, or city licenses to perform the work. Licenses shall be submitted with signed contract at that time.

5.3 Bid Bond

This is not a bonded public works project.

5.5 Preparation and Submission of Bids

Submit bids with project name clearly marked on the front of sealed envelope. Bids shall include all labor, equipment, materials, and performance of all work for the described project. Bids **must be received prior to 2:00 P.M., Local Time, on Tuesday, September 15, 2022**, at the Palmer City Hall Customer Service Counter located at 231 West Evergreen Avenue, Palmer, and Alaska 99645-6952. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Time

of receipt will be determined by the Customer Service Counter time stamp. Bids received by the Customer Service Counter after the time specified will be returned unopened. Facsimile, email, or any other electronic media submittals will not be accepted.

A notice that an addendum has been issued will be given to those prospective bidders whose names appear on the official List of Plan holders. Bidders will be notified by email when addenda are issued. The City makes no guarantee that Bidders will receive notice of addenda and Bidders are responsible to verify all addenda have been received prior to bidding. Bidders must acknowledge receipt of addenda, if any, on their bid proposal.

5.6 Bidder Qualification Form

Each Bidder shall complete a Bidder Qualification Form and submit it with his bid.

6.0 INSURANCE REQUIREMENTS

See City of Palmer Division 10.00 2018 Standard Specifications for minimum insurance requirements. Note Standard specifications are available on City of Palmer website under the Department of Public Works. Insurance binder shall be submitted with signed contract at that time.

7.0 ALASKA STATUTE 36 (Little Davis-Bacon) REQUIREMENTS

N/A

8.0 SELECTION AND AWARD PROCESS

8.1 Receipt and Opening of Bids

Bids shall be submitted to the Owner prior to the time of opening specified in the Invitation to Bid and the exact date and time of receipt of Bids will be recorded. Late Bids will not be considered but will be held unopened until the time of award and then returned to the Bidder unopened. Time of Bid receipt will be determined by the time stamp at the Customer Service Counter in Palmer City Hall. Telegraphic Facsimile Bids will not be considered. Modification by telegraph facsimile of Bids already submitted will be considered if received in writing by the Customer Service Counter prior to the closing time of Bid acceptance fixed in the Invitation to Bid. Facsimile Telegraphic modifications shall not reveal the amount of the original or revised Bid. Modifications shall state a plus or minus to the affected Bid schedule. No liability will attach to the City of Palmer for the premature opening of, or the failure to open, a Bid not properly addressed and identified. Bids may be withdrawn on written or telegraphic request received from Bidders prior to the time specified for Bid opening.

8.2 Action on Bids

The City of Palmer reserves the right to reject any and all Bids, and to waive any informalities. The execution of this Contract is subject to availability of funding from General Funds each year, and approval by the City Council. Only after the City has reviewed Bidders qualifications will an award be made. The Contractor with the selected Bid shall enter into a Contract with the City.

The contract award will be made based on the following point schedule:

Lowest Responsible Bid Total for All Facilities

8.3 Warranty

N/A

9.0 BIDDERS CHECKLIST

9.1 General Instructions to Bidder

Bidders are advised that, notwithstanding any instructions or implications elsewhere in this Invitation to Bid, only the documents shown and detailed on this sheet need be submitted with and made part of their bid. Other documents may be required to be submitted after bid time, but prior to award. Bidders are hereby advised that failure to submit the documents shown and detailed on this sheet shall be justification for rendering the bid nonresponsive. Evaluation of bids for responsiveness shall be accomplished in accordance with Palmer Municipal Code.

9.2 Required Documents for Bid

- _____ Bid Proposal consisting of 2 pages must be manually signed.
- _____ Erasures or other changes made to the Bid Proposal must be initialed by the person signing the bid.
- _____ All Addenda issued shall be acknowledged in the space provided on the Bid Proposal sheet or by manually signing the Addenda sheet and submitting it prior to the bid opening in accordance with Palmer Municipal Code.
- _____ Bidder Qualification Form
- _____ Bidder Equipment List

BID PROPOSAL FORM

TO: CITY OF PALMER
CITY HALL
231 WEST EVERGREEN AVENUE
PALMER, ALASKA 99645

SUBJECT: Invitation To Bid No. 2022-2025 PW

PROJECT TITLE: **Snow Removal Services – City Facilities**

Pursuant to and in compliance with subject Invitation to Bid, and other Special Provisions and Contract Documents relating thereto, the undersigned hereby proposes to furnish all materials, labor, and Technical Supervision as specified for the above referenced project in strict accordance with the Contract documents at the price established on this Proposal Form.

The Contractor agrees, if awarded the Contract, to commence and complete the Work within the time specified in the Contract documents.

The Contractor acknowledges receipt of the following Addenda:

Addendum # _____ Date _____ Addendum # _____ Date _____

Addendum # _____ Date _____ Addendum # _____ Date _____

Contractors Please Note: Before preparing this Bid, read the following carefully:

- 1) Insert a dollar sum below then amount in words.
- 2) Include completed Bidders Qualification Form.
- 3) Conditioned or qualified proposals will be considered non-responsive.
- 4) The contract award will be made based on the following priority schedule & funds available:

Lowest Responsible Bid Total for All Facilities

PROPOSAL FORM

The Contractor agrees, if awarded the Contract, to commence and complete the Work within the time specified in the Contract documents.

Priority	Description	Unit Price	Total Bid <i>Enter bid in words</i>
1A	Palmer Public Safety Building-Parking Lots	\$	
1B	Palmer Public Safety Building-Sidewalks	\$	
2A	Palmer City Hall Building Parking Lots	\$	
2B	Palmer City Hall Building Sidewalks	\$	
3A	Palmer Public Library Building Parking Lots	\$	
3B	Palmer Public Library Building Sidewalks	\$	
4A	Palmer Train Depot Parking Lots	\$	
4B	Palmer Train Depot Sidewalks	\$	
5A	Palmer MTA Events Center Parking Lots	\$	
5B	Palmer MTA Events Center Sidewalks	\$	
6A	Palmer Museum of History & Art Parking Lots	\$	
6B	Palmer Museum of History & Art Sidewalks	\$	
7A	Palmer Fire Station 31 Parking Lot	\$	
7B	Palmer Fire Station 31 Sidewalks	\$	
8A	Palmer Fire Training Center Parking Lot	\$	
8B	Palmer Fire Training Center Walkways	\$	
	TOTAL BID	\$	

BIDDER QUALIFICATION FORM

Type of Business Organization

The Contractor, by checking the applicable box, represents that it operates as:

☐ a corporation ☐ a joint venture ☐ an individual ☐ a partnership ☐ a nonprofit organization

If a partnership or joint venture, identify all parties on a separate page.

Contractor Name _____

Address of Contractor _____

Employer's Tax Identification _____ Number: _____

Signature _____

Printed Name _____ Telephone Number (____) _____

The Bidder shall submit the data requested below as part of the bid package.

Contractor Business Name: _____

Business Address: _____

Years in business as contractor under above business name: _____

List (4) four or more important or similar Snow Removal projects completed by Bidder with date, approximate cost, and name and phone number of owners.

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____

Project: _____

Owner: _____

Date: _____ Cost: _____

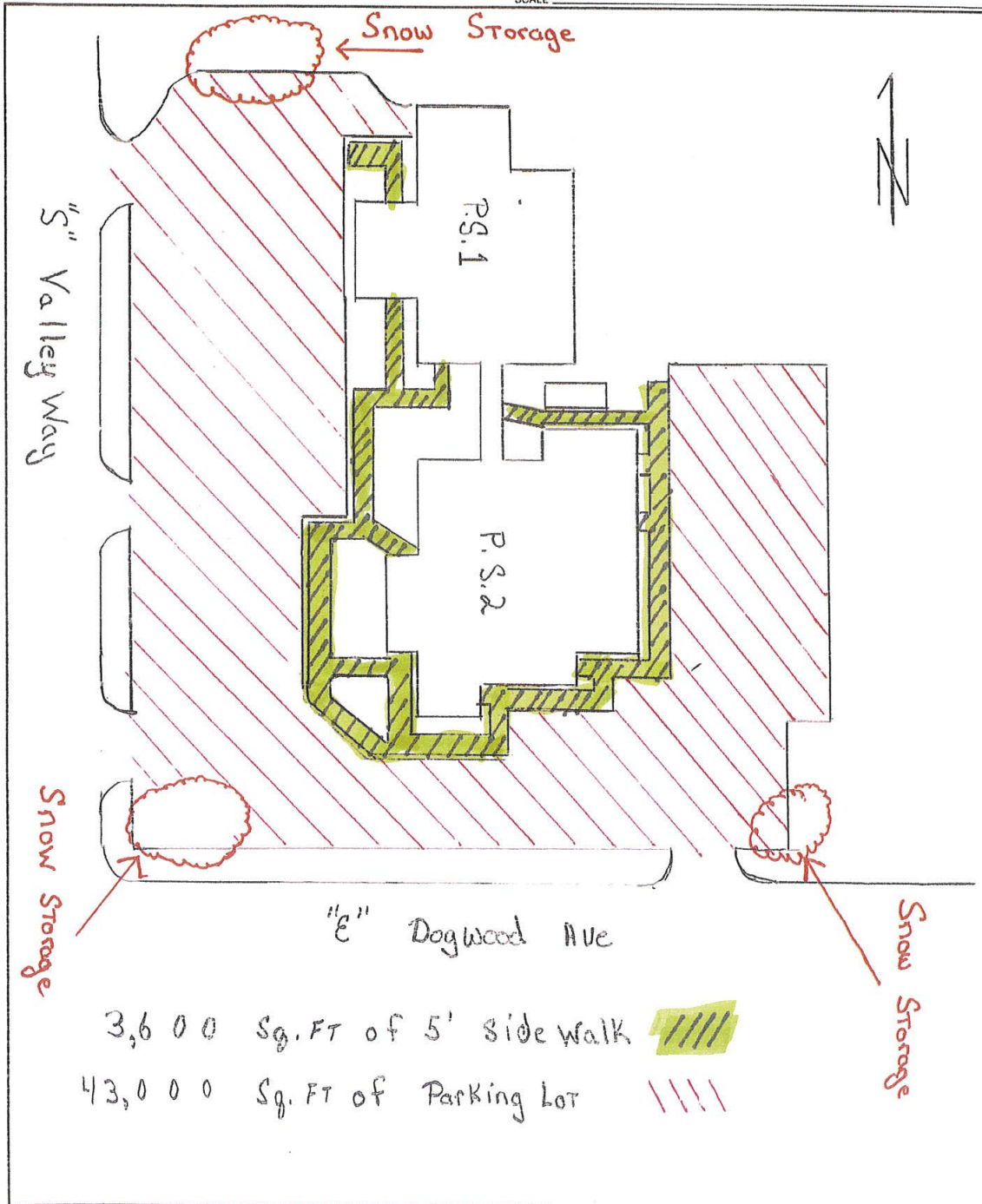
Contact Name: _____

Contact Phone: _____



CITY OF PALMER
Department of Public Works
231 W. Evergreen • Palmer, AK 99645
(907) 745-3400 • Fax (907) 745-3203
public_works@palmerak.org

JOB 453/423 "S" Valley Way #1
SHEET NO Public Safety OF _____
CALCULATED BY _____ DATE _____
CHECKED BY GJW DATE 8/10/16
SCALE _____



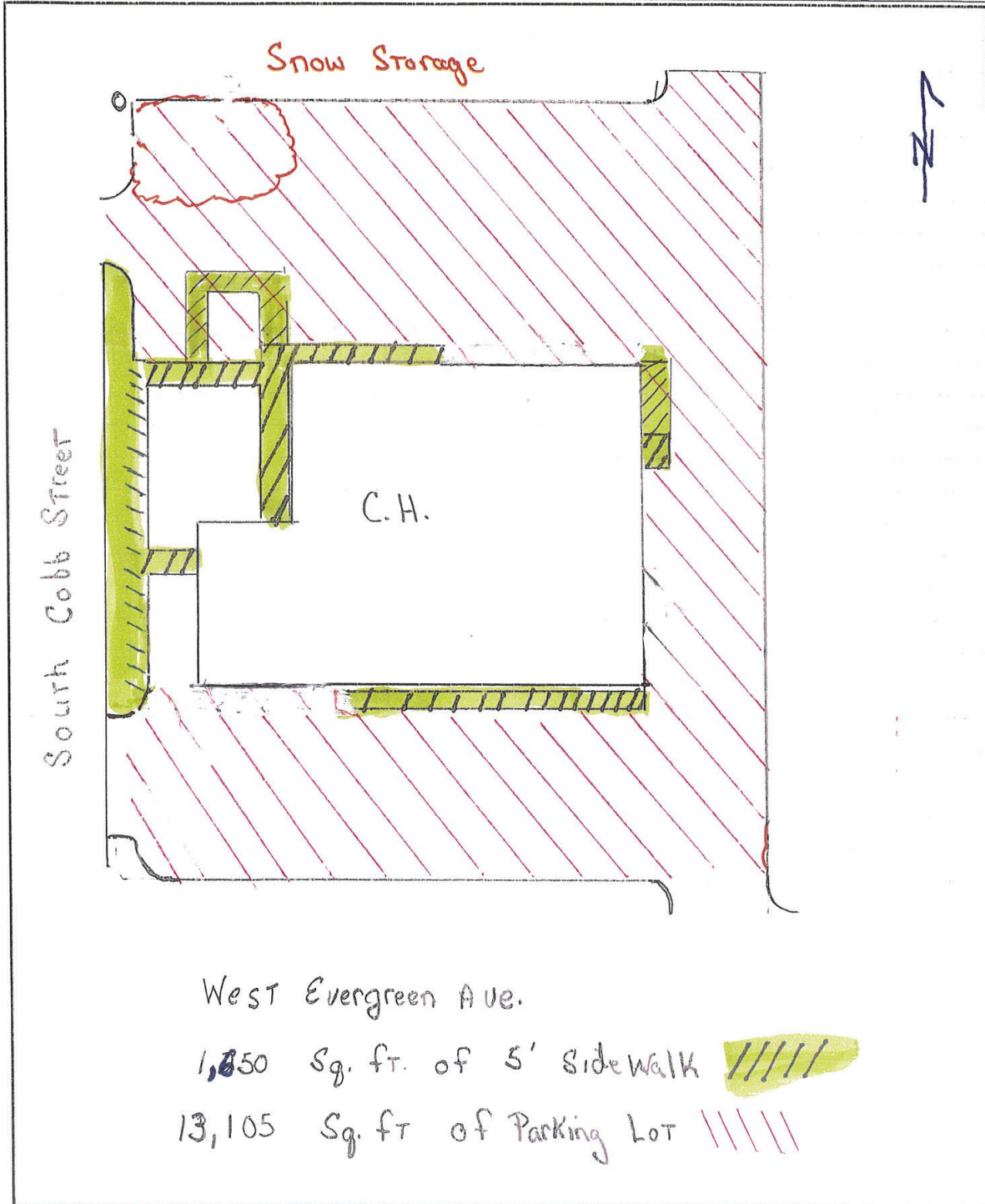
Bidder Intended Equipment List

1. _____
2. _____
3. _____
4. _____
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11. _____
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23. _____
24. _____
25. _____



CITY OF PALMER
Department of Public Works
231 W. Evergreen • Palmer, AK 99645
(907) 745-3400 • Fax (907) 745-3203
public_works@palmerak.org

JOB 231 West Evergreen Ave #2
SHEET NO. City Hall OF _____
CALCULATED BY _____ DATE _____
CHECKED BY G J W DATE 8/10/16
SCALE _____



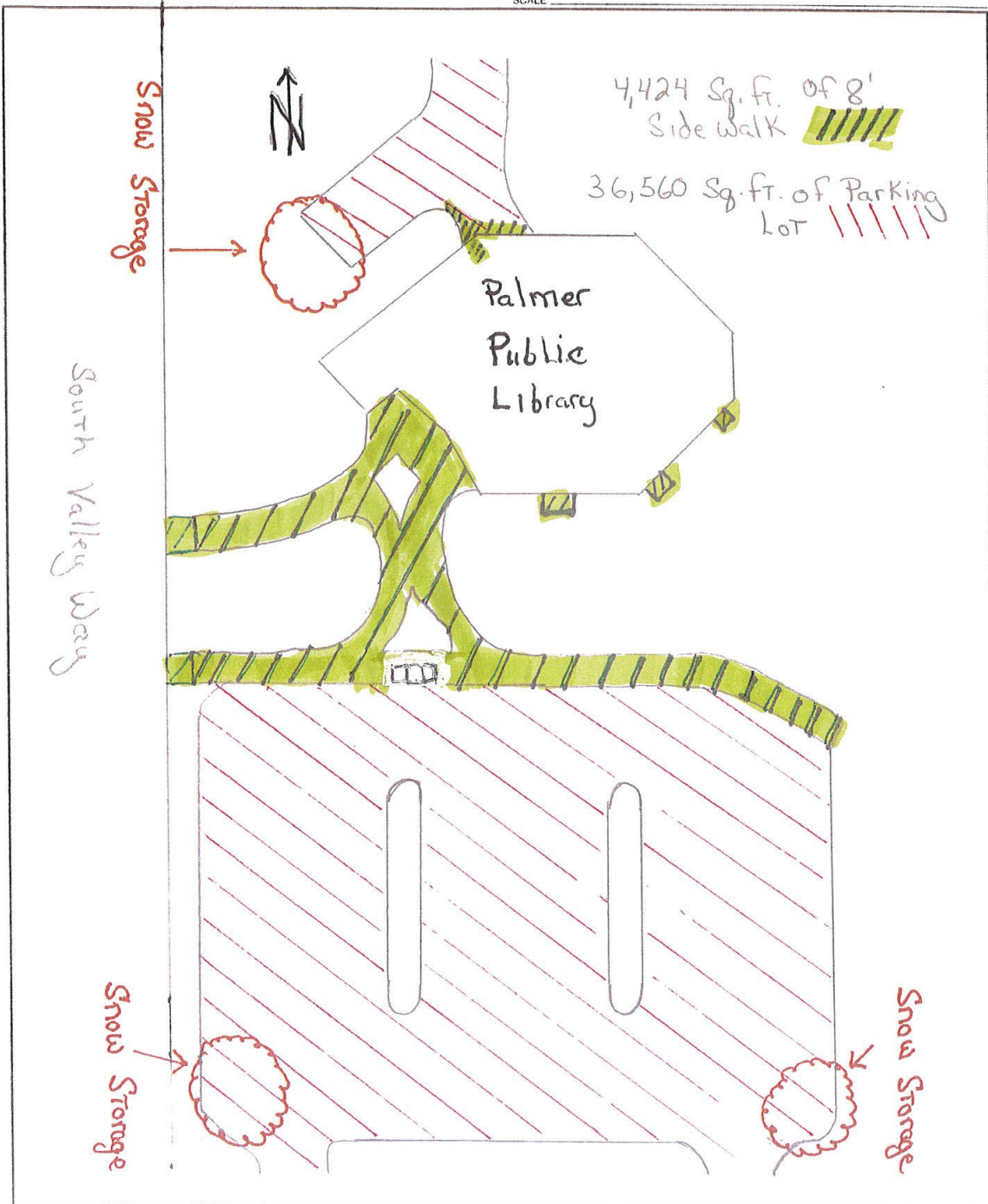
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CITY OF PALMER
Department of Public Works
231 W. Evergreen • Palmer, AK 99645
(907) 745-3400 • Fax (907) 745-3203
public_works@palmerak.org

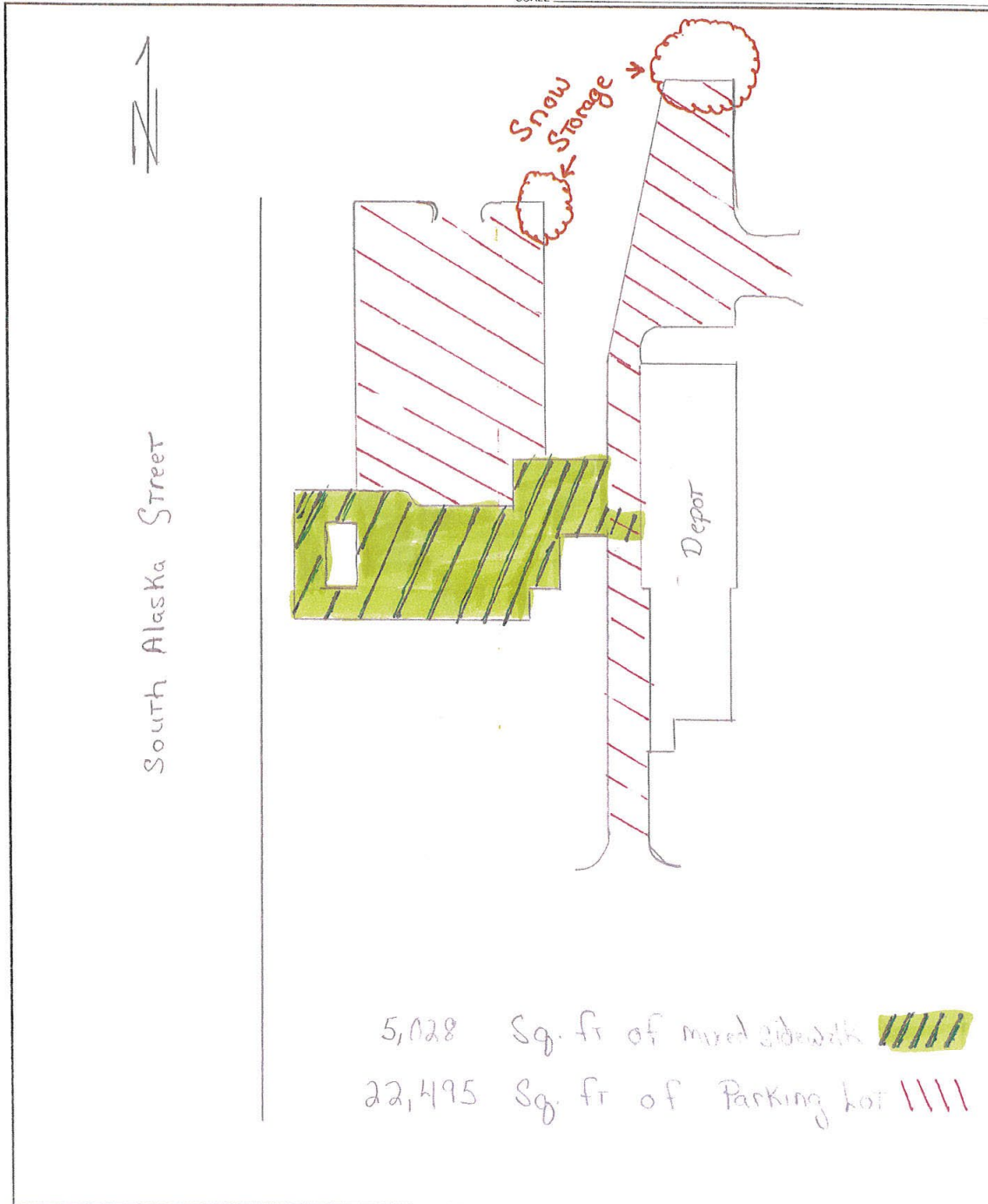
JOB 655 South Valley Way
SHEET NO Palmer Public Library
CALCULATED BY DATE
CHECKED BY GJW DATE 8/11/16
SCALE





CITY OF PALMER
Department of Public Works
231 W. Evergreen • Palmer, AK 99645
(907) 745-3400 • Fax (907) 745-3203
public_works@palmerak.org

#4
JOB 610 South Valley Way
SHEET NO Palmer Train OF Depot
CALCULATED BY _____ DATE _____
CHECKED BY GJW DATE 8/11/16
SCALE _____

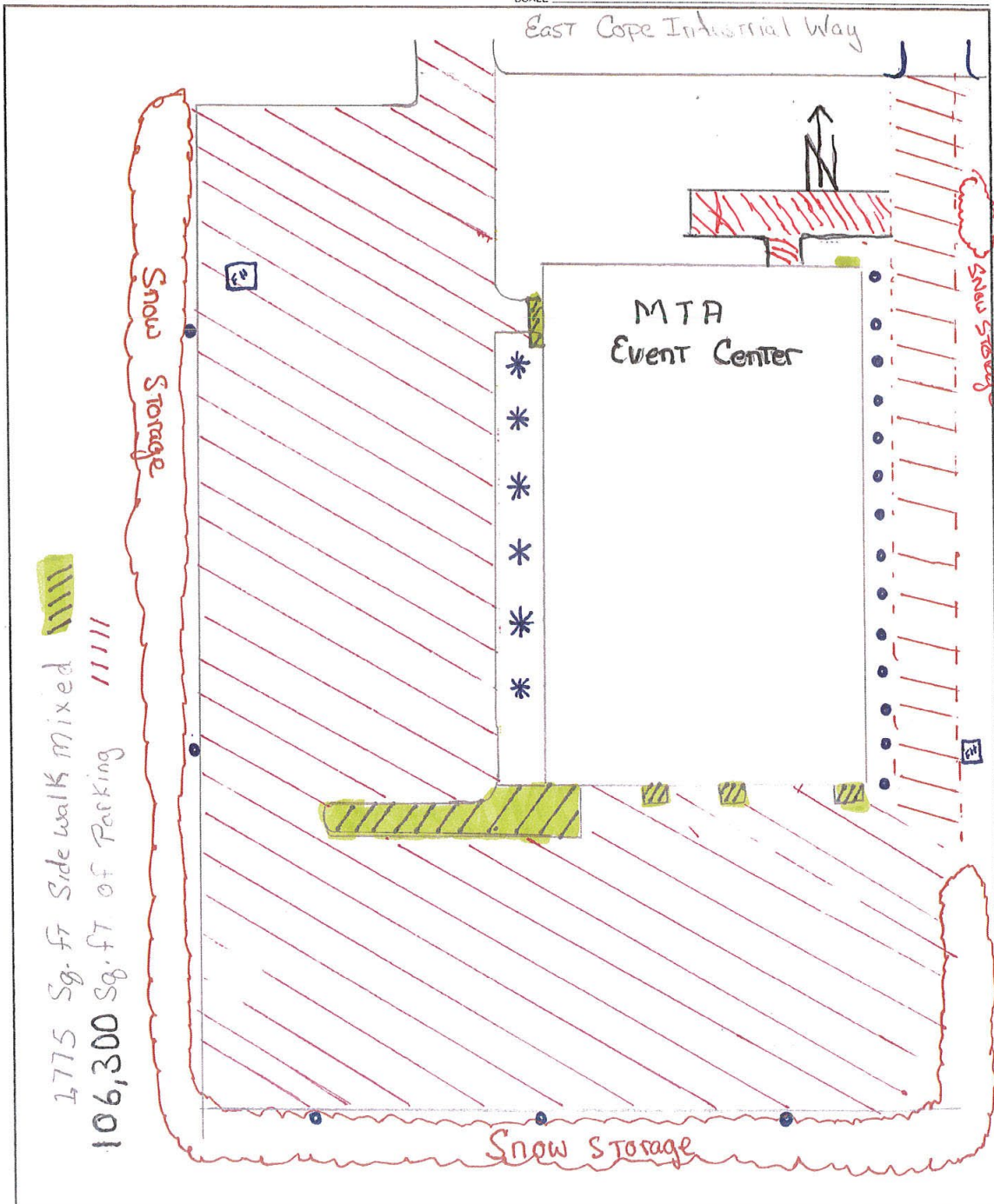




CITY OF PALMER
Department of Public Works
231 W. Evergreen • Palmer, AK 99645
(907) 745-3400 • Fax (907) 745-3203
public_works@palmerak.org

5

JOB 480 East Cope Ind Way
SHEET NO Event Center OF _____
CALCULATED BY _____ DATE _____
CHECKED BY Djw DATE 8/11/16
SCALE _____

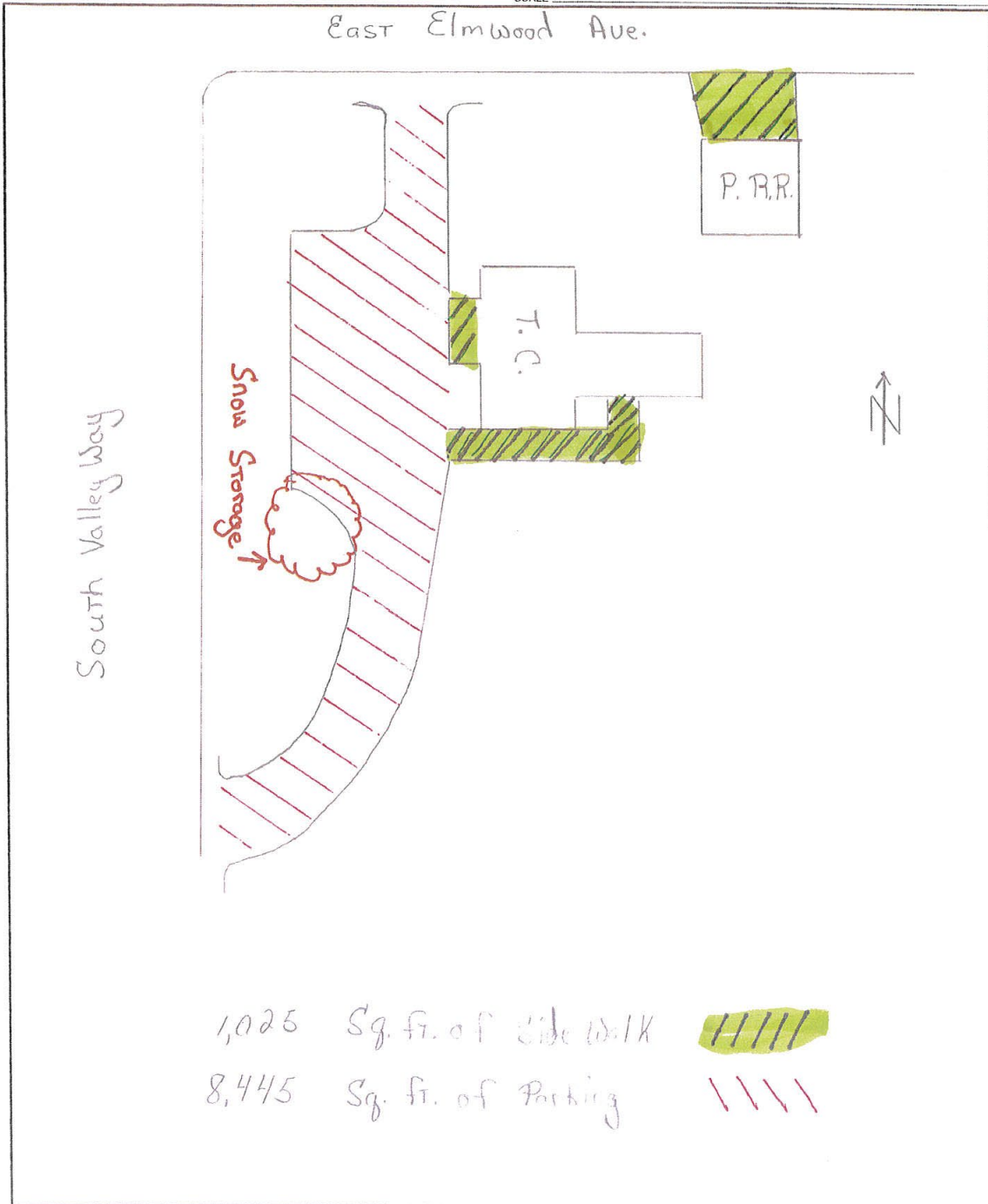


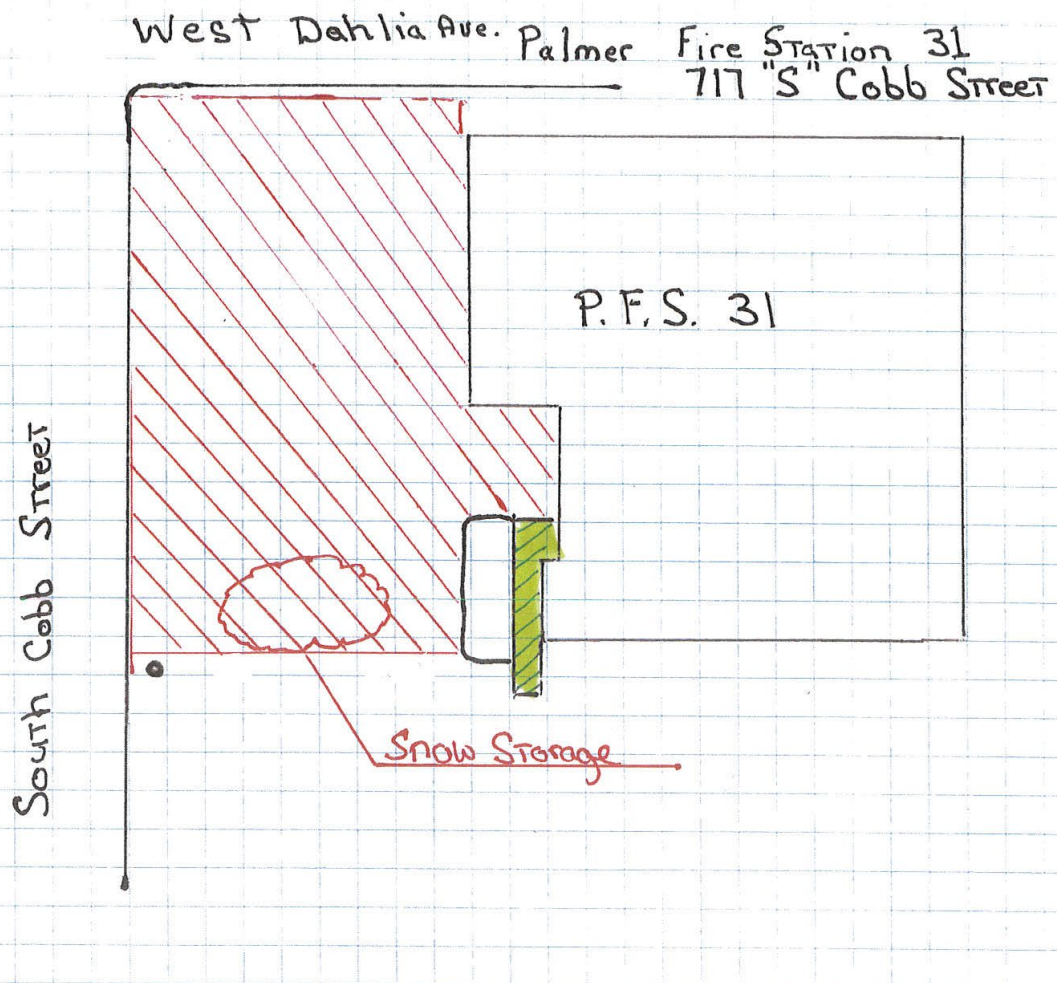
6



CITY OF PALMER
Department of Public Works
231 W. Evergreen • Palmer, AK 99645
(907) 745-3400 • Fax (907) 745-3203
public_works@palmerak.org

JOB Palmer Tourist Center / Rest Room
SHEET NO 723 South Valley Way
CALCULATED BY _____ DATE _____
CHECKED BY GJW DATE 8/11/16
SCALE _____





5 408 Sq. Ft of Parking Lot ////
420 Sq. Ft of 4' Side Walk ////



#7

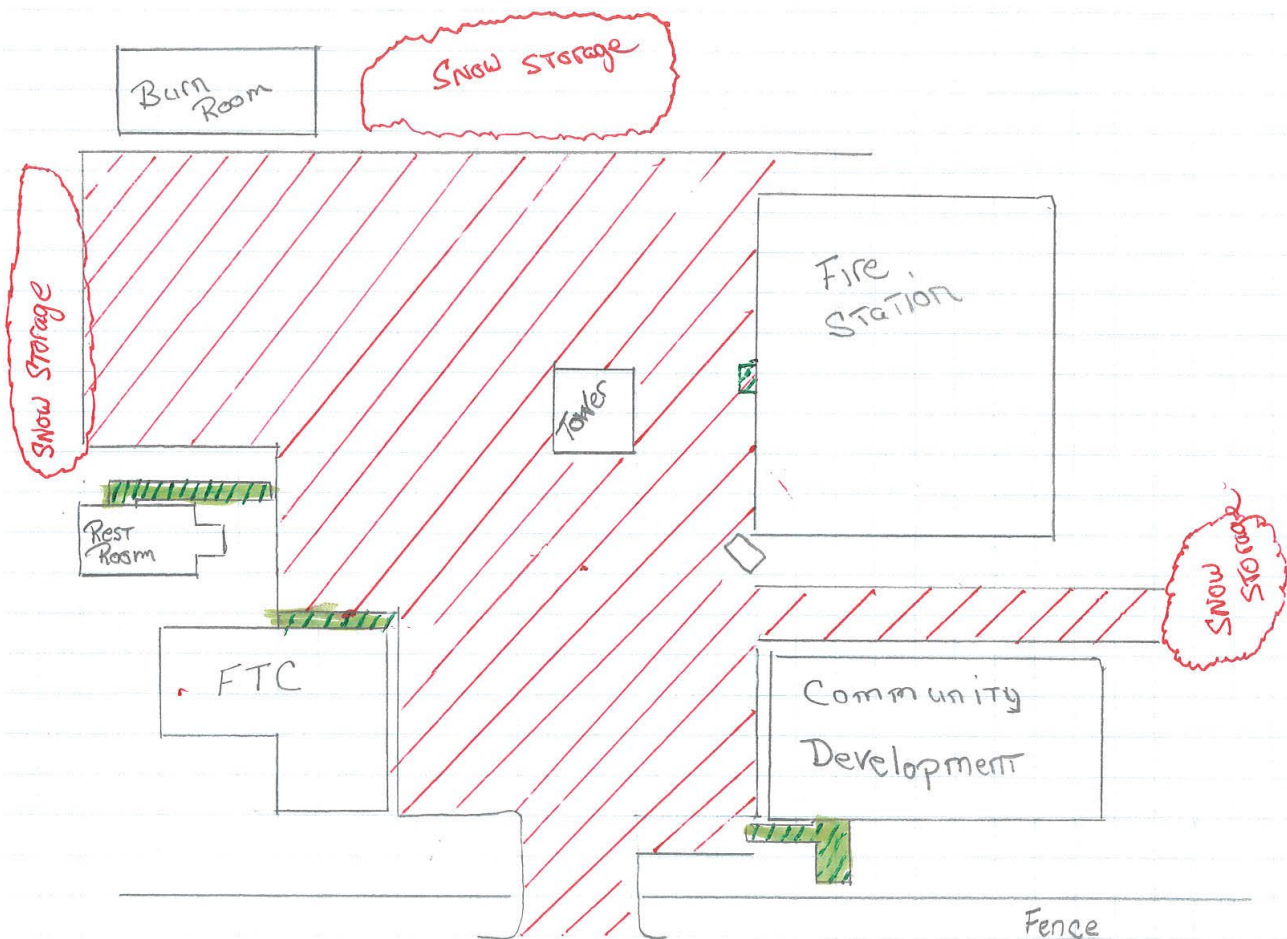
GJW 8/17/16

33,793 Sq. FT of Parking lot ////

550 Sq. FT of Side Walk ////

#8

GJW 8/27/19



645 East. Cope Industrial Way