

Edna Bay Dock Facility Maintenance Project

OFFER AND AWARD Edna Bay Dock Facility Maintenance Project	1. CONTRACT FOR: General Maintenance	2. TYPE OF CONTRACT Small Procurement	3. DATE ISSUED	PAGE OF PAGES 1 of 5
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IMPORTANT - The "offer" section on the reverse must be fully completed by offeror.

4. CONTRACT NO. EDB-05-18-C102	5. REQUISITION/PURCHASE REQUEST NO. NA	6. PROJECT NO. NA
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7. ISSUED BY CITY OF EDNA BAY	8. ADDRESS OFFER TO CITY OF EDNA BAY PO BOX EDB EDNA BAY, ALASKA 99950
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9. FOR INFORMATION ON Dock Facility Maintenance Project:	A. NAME Tyler Poelstra, Project Manager	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) 907-594-6300
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C. Send inquiries about this project to the Project Manager via email: clerk@cityofednabay.org

10. THE CITY OF EDNA BAY REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS:

- Attachment A – Project Specifications

11. The Contractor shall begin performance within 10 calendar days and complete it within 30 calendar days after receiving award and notice to proceed. This performance period is ___ mandatory X negotiable.

12A. The Contractor must furnish any required performance and payment bonds? ___ YES X NO 12B. Calendar Days _____
(If "YES," indicate within how many calendar days after award in Item 12B.)

13. **ADDITIONAL CONTRACT REQUIREMENTS: N/A**

Edna Bay Dock Facility Maintenance Project

OFFER *(Must be fully completed by offeror)*

14. NAME AND ADDRESS OF OFFEROR (Include ZIP Code) TBD	15. TELEPHONE NO. (Include area code) TBD
	16. REMITTANCE ADDRESS (Include only if different than Item 14)

17. The offeror agrees to perform the work at the prices specified below in strict accordance with the terms of this contract, if this offer of \$ _____ is accepted by the City of Edna Bay.

18. The offeror agrees to furnish any required performance and payment bonds.

19A. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER <i>(Type or print)</i>	19B. SIGNATURE	19C. OFFER DATE
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AWARD *(To be completed by the City of Edna Bay)*

20. AMOUNT \$ _____	21. SUBMIT INVOICES TO ADDRESS SHOWN PO Box EDB Edna Bay, Alaska 99950
22. ADMINISTERED BY CITY OF EDNA BAY	23. PAYMENT WILL BE MADE BY Myla Poelstra, Treasurer

SIGNATURE BLOCK

24A. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN <i>(Type or print)</i>	25A. NAME OF CONTRACTING OFFICER <i>(Type or print)</i>		
24B. SIGNATURE	24C. DATE	25B. CITY OF EDNA BAY BY	25C. AWARD DATE

SECTION A--DESCRIPTION/SPECIFICATIONS

A.1. Scope of Contract

This project provides for the maintenance and labor to be carried out at the Edna Bay gangway float and Alaska Dept. of Transportation Public Dock Facility in accordance with the Harbor Reimbursable Maintenance Agreement. Project requirements are detailed in:

- Attachment A – Project Specifications

A.2. Project Location

City of Edna Bay Gangway float and ADOT Dock Facility.

A.3. Attachments to Statement of Work/Specifications

- N/A

SECTION B--PACKAGING AND MARKING

B.1. Project Labeling for Official Correspondence

The City of Edna Bay singularly identifies each project with a contract number at time of award. The contract number is a unique identifier to purposely and permanently represent an awarded project. The City of Edna Bay issued contract number is to be referenced on all official communication starting upon notice of award.

SECTION C--DELIVERIES OR PERFORMANCE

C.1. Commencement, Prosecution, and Completion of Work

The Contractor shall be required to (a) commence work under this contract within 10 calendar days after the date the Contractor receives the notice to proceed, (b) prosecute the work diligently, and (c) complete the entire work ready for use not later than 30 days after receiving the notice to proceed.

The time stated for completion shall include final cleanup of the premises.

C.2. Suspension of Work

- a) The Contracting Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the *work* of this contract for the period of time that the Contracting Officer determines appropriate for the needs of the City.

SECTION D--SPECIAL CONTRACT REQUIREMENTS

D.1. Landscape Preservation – N/A

D.2. Use of Premises – N/A

D.3. Permits and Permission – N/A

D.4. Safety and Public Notification

Warning signs shall be placed at the proper locations to warn the public of active work or closed facilities in use by the contractor for the purpose of completing the project. A notice of where and when the public might expect delays or closures due to project work shall be placed at the dock and store bulletin boards prior to work.

D.5. Damage to Structures

The Contractor is liable for any damage caused by his/her personnel or equipment to any existing docks, floats, facilities, bridges, ditches, culverts, signs, or riprap at culvert inverts. Repair of structures damaged by the Contractor's operations, shall be the Contractor's responsibility at no cost to the City of Edna Bay.

D.6. Other Contracts

The City of Edna Bay may undertake or award other contracts for additional work at or near the site of the work under this contract. The Contractor shall fully cooperate with the other contractors and with City employees and shall carefully adapt scheduling and performance under this contract to accommodate the additional work, heeding any direction that may be provided by the City Project Manager. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by City employees.

SECTION E--CONTRACT ADMINISTRATION DATA

E.1. Post Award Conference

A post award or pre-work conference with the successful offeror is required. It will be scheduled within a reasonable time after award and prior to the issuing of a Notice to Proceed.

E.2. Contract Administration

This contract will be administered by the Contracting Officer located at:

City of Edna Bay
PO Box EDB
Edna Bay, AK 99950

All matters related to the performance of this contract shall be coordinated through the City Project Manager.

E.3. Insurance Requirements

Contractor shall have in place, at its sole expense, and at all times during the term of the contract the following policies of insurance:

- a) Worker's Compensation - Alaska state law requires that most employers have Worker's Compensation Insurance for their employees. The City of Edna Bay furnishes contact award information to the Alaska Department of Labor. Failure to comply with the State Worker's Compensation Law's can be a felony offense in Alaska. For the definitions of "employer," "employee," and "subcontractor," rates of compensation, and other pertinent information contact:

Alaska Department of Labor Worker's Compensation Division
PO Box 115512
Juneau, AK 99802-5521
Ph# (907) 465-5875 (direct) 1-888-372-8330 (toll-free) 907-465-2797 (fax)

Contractor shall list the City of Edna Bay as an additional insured.

- b) Liability Insurance – Comprehensive (Commercial) General Liability Insurance with coverage limits not less than one million dollars (\$1,000,000.00) combined single limit per occurrence and annual aggregate where generally applicable; including premise operations, independent contractors, products /completed operations, broad form property damage, blanket contractual, and personal injury and pollution liability endorsements. Contractor shall list the City of Edna Bay as an additional insured.

Edna Bay Dock Facility Maintenance Project

All of the above insurance coverage shall be considered to be primary and non contributory to any other insurance carried by the City of Edna Bay.

E.4. Current Prevailing Rates of Wage and Employment Preference – N/A

E.5. Declaration of Suspension and Debarment

The offeror, and or any of its principals, attests they are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contract by any Federal agency.

E.6. Inspection of Construction

- Daily inspection of construction activities may be performed by the Project Manager.
- Contractor will comply with the requirements of data collection (if any) and provide a report to the Project Manager upon request.

E.7. Acceptance

Upon completion of the designated contract items, a final inspection will be performed by the City Project Manager. Following satisfactory review, a statement will be issued to the contractor that all work is complete. The contractor may then submit an invoice to the City for payment. Payment will be issued within 30 days.