

**KETCHIKAN GATEWAY BOROUGH
INVITATION FOR BID**

**RESUBDIVISION OF THE KETCHIKAN
GATEWAY BOROUGH SUBDIVISION 85-01, PHASE II**

RELEASE DATE: August 28, 2014

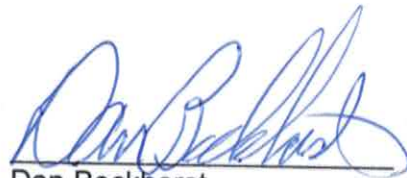
THIS IS NOT AN OFFER

The Ketchikan Gateway Borough (Borough) is soliciting sealed bids from qualified individuals, firms, or companies for:

**RESUBDIVISION OF THE KETCHIKAN
GATEWAY BOROUGH SUBDIVISION 85-01, PHASE II**

To receive the Invitation for Bid (IFB), please contact: 907-228-6637, Office of the Borough Manager, Ketchikan Gateway Borough, 1900 First Avenue, Suite 210, Ketchikan, Alaska 99901. Requests for the IFB documents may be faxed to 907-228-6684 or emailed to amyb@kqbak.us. The IFB documents will also be posted on the Borough's website, <http://www.kqbak.us/>. Even though the IFB documents are provided online, each firm must register with the Borough by sending an email to: Amy Briggs, Purchasing Officer amyb@kqbak.us. **Bids from unregistered bidders will not be accepted.** The required email must include the firm name, address, telephone number, and fax number. No faxed or oral bids will be allowed.

Bid Submission Deadline: To be considered, a complete sealed bid package in the format requested **must be received at the Office of the Borough Clerk, 1900 First Avenue, Suite 115, Ketchikan, Alaska 99901 by 2:00 PM local time, September 23, 2014.**



Dan Bockhorst
Borough Manager

SUBMITTALS

DEADLINE

All Bids must be received by the Borough no later than the date outlined in this IFB.

SUBMITTALS

One copy of the bid documents, including the price proposal, must be submitted in a sealed envelope or box clearly marked on the outside with the project name, and must be delivered to the address outline, and in the required format, on or before the deadline.

Each price-proposal component must be signed and dated by the person who prepares it. If that person is not authorized to bind the bidder, the price-proposal component must also be signed by a person who is authorized to bind the bidder.

Bidder's failure to submit its bid prior to the deadline will cause the bid to be disqualified. Late bids or amendments will not be opened or accepted for evaluation. Bids submitted by fax will not be accepted.

BID DOCUMENTATION FORMS

To be considered, bidders must complete, sign, and include the bid Documentation Forms provided in the IFB with submitted bids.

REQUIRED SIGNATURES

NOTE: The price-bid component forms must be signed and dated by a person who is authorized to bind the bidder.

In addition to the price-bid component, the bid itself must also be signed by a person who is authorized to bind the bidder. Specifically:

- A. A bid by a corporation shall be executed in the corporate name by the president, vice-president, or other corporate officer. Evidence of authority to sign must also be provided. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.
- B. A bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. Evidence of authority to sign may be in the form of a copy of the partnership agreement or other reliable evidence.
- C. A bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.

D. A bid by an individual shall show the bidder's name and business address.

Failure to provide evidence of authority to sign on behalf of the bidder will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the bidder.

INQUIRY DEADLINE

Questions, objections, or protests relating to defects, errors, omissions regarding the project or this IFB should be submitted in writing no later than the date and time specified in this IFB. Substantive issues will be addressed in a written addendum to the IFB.

Address questions to:

Borough Procurement Officer
Amy Briggs
Telephone: 907-228-6637
Fax: 907-228-6684
E-mail: amyb@kgbak.us

DELIVERY INSTRUCTIONS

Bids must be received by the Borough Clerk by the deadline specified in this IFB.

Be aware that Ketchikan is considered a remote location and, as such, mail and special deliveries by couriers to Ketchikan are commonly delayed beyond the advertised guaranteed arrival of carriers and couriers.

Bids must be delivered to:

Borough Clerk
Kacie Paxton
Ketchikan Gateway Borough
1900 First Avenue, Suite 115
Ketchikan, Alaska 99901

INSURANCE AND LEGAL REQUIREMENTS

INSURANCE

Before execution of a contract, and during the entire period of the project, the contractor shall provide the types of insurance listed below. All policies shall have a mandatory 30-day cancellation clause. The Borough shall be named as additional insured on all insurance policies except professional liability policies. Insurance certificates will be required to be submitted for review by the Borough's Risk Manager before the Borough will issue a notice to proceed. Unless specifically marked "not applicable" or "n/a", the following insurances are required:

- Workers' compensation as required by law and employer's liability coverage at a minimum of \$1,000,000. The Workers' compensation policy shall include a Waiver of Subrogation in favor of the Ketchikan Gateway Borough.
- Commercial general liability insurance, not excluding explosion, contractual liability or product/completed operation liability insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Comprehensive automobile liability, bodily injury and property damage, including all owned, hired and non-owned, automobile - \$1,000,000 per each accident.
- Professional liability insurance covering errors and omissions at \$1,000,000 per claim.
- Builder's all risk (course of construction) in the amount of 100% of the total contract amount, including change orders, as well as materials in place and/or stored at the site, whether or not partial payment has been made by the Borough. Deductible to be no more than 10% of the total contract amount.

SURETY REQUIREMENTS

All projects \$25,000 and over are subject to surety requirements as outlined below.

BID BOND: Bidder shall submit with their bid or price bid component, a bid bond accompanied by Power of Attorney, or cashier's check. Bids or price bids between \$25,000 and \$100,000 require a surety of 10% of the total bid or price bid. Bids or price bids greater than \$100,000 require a surety of 5% of the bid or price bid.

PERFORMANCE BOND: Performance Bonds are required on any and all contracts over \$100,000. All Performance Bonds will be in the amount of 100% of the contract.

PAYMENT BOND: Payment Bonds are required all construction contracts involving the use of subcontractors, where the total amount of the contract is \$100,000 or more. Payment Bonds shall be in the amount of 100% of the contract amount.

BONDING INSURANCE: The Bidder whose bid is accepted shall execute the Contract and furnish the required bonding insurance within ten working days after Notice of Award of the Contract is issued. The Contract shall be considered executed by the successful bidder when two copies of the Contract, signed by an authorized representative of the Contractor, the bond and required insurance are received by the Purchasing Officer. Failure or neglect of the Contractor to execute the Contract within the time specified may result in a forfeiture of the bid Guarantee and award of the Contract to the next lowest bidder.

LABOR AND WAGE RATES

Bidders must comply with all State of Alaska Department of Labor and Workforce Development Labor Laws and Wage Rates as specified in AS 36.05.010 and AS 36.10 as applicable.

LICENSES AND REGISTRATION

Before execution of a contract, the successful bidder must have a current State of Alaska business license; must have a current sales tax registration on file with the Borough, and must be in good standing in terms of sales tax, property tax, and all other taxes, fees, and monies due to the Borough.

COMPLIANCE WITH LAWS

The Contractor shall observe and abide by all applicable laws, regulations, ordinances and other rules of the State of Alaska and/or any political subdivisions thereof, or any other duly constituted public authority wherein work is done or services performed, and further agrees to indemnify and save the Borough harmless from any and all liability or penalty which may be imposed or asserted by reason of the Contractor's failure or alleged failure to observe and abide thereby.

BIDDER CERTIFIES

The bidder certifies that any and all prices which may be charged under the terms of this bid request do not and will not violate any existing federal, state, or municipal laws or regulations concerning price discrimination and/or price fixing. The bidder agrees to indemnify, exonerate, and hold harmless the Borough from liability for such violation now and throughout the term of the contract.

BIDDER RESPONSIBLE

It is the responsibility of the Bidder to investigate and acquaint themselves with the conditions relating to the work and labor, including (if required) site visits, soil sampling, or other tests.

REJECTION OF BIDS

The Ketchikan Gateway Borough (Borough) reserves the right to reject any or all bids. The Borough also reserves the right to reject any bid which is non-responsive, incomplete, obscure or irregular; any bid which omits any one or more items on which the bids are required; any bid in which unit prices are unbalanced in the opinion of the Borough; and any bidder who previously failed to perform properly or to complete on time contracts of any nature.

ADDENDA ACKNOWLEDGMENTS

Addenda must be acknowledged in order for the bid to be deemed responsive. Addenda may also be acknowledged by written or facsimile notice to (907) 228-6697, provided such notice is received two (2) hours prior to the date and time set for receipt of bids, and, provided further, a written confirmation of the acknowledgment is mailed or shipped via overnight services to the Borough prior to the bid closing time.

WRITTEN WORDS

In the case of a difference between written words and figures, the amount stated in written words shall govern. In the case of a difference between a unit price and the extended price, the unit price shall govern.

MODIFICATIONS

Bids may be modified by written or facsimile notice to (907) 228-6697, provided such modifications are received prior to the date and time set for receipt of bids, and, provided further, a written confirmation of the modification is mailed or shipped via overnight service to the Borough prior to the bid closing time. The modification should not reveal the proposal price, but should provide the addition or subtraction (or other modification) so that the final price or terms will not be known to the Borough until the sealed price documentation is opened.

WITHDRAWAL OF BIDS

Bids may be withdrawn only by written or facsimile notice to (907) 228-6697, provided such notice is received prior to the date and time set for receipt of bids, and, provided further, a written confirmation of the withdrawal is mailed or shipped via overnight service to the Borough prior to the bid closing time. Notice of withdrawals received after the bid opening will not be considered.

BID CANCELLATION

The Borough reserves the right to cancel the procurement, IFB, or award without liability to the Bidder, except return of the bid security, at any time before the Agreement has been fully signed by all parties, including the Borough.

BID PROTEST

An aggrieved bidder may file a bid protest within 5 calendar days after the Notice of Intent to Award the contract is mailed.

PROJECT OVERVIEW

PROJECT

Resubdivision of Lots 59, 60, 61, and 62, and Tracts A, G, H, and J of Ketchikan Gateway Borough Subdivision 85-01, Phase II, located at Moser Bay

PROJECT GOALS

The Borough is seeking bid quotes from licensed surveyors to survey, plat, and monument a resubdivision of Lots 59, 60, 61, and 62, and Tracts A, G, H, and J; and vacation of the platted right-of-way, known as Long Arm Road as shown on the Ketchikan Gateway Borough Subdivision 85-01, Phase II, located in Long Arm, north of Ketchikan, off of the roaded system. The resubdivision creates approximately 18 lots in essentially the same design as Exhibit A; 16 lots with approximately 200 feet of water frontage and 400 foot depth (70,000 sq.ft. to 100,000 sq.ft. each), one island lot to

remain for public access, and the unsubdivided remainder with public beach access near the island lot.

PROJECT SITE

Lots 59, 60, 61, and 62 and Tracts A, G, H, and J of Ketchikan Gateway Borough Subdivision 85-01, Phase II, as recorded in the Ketchikan Recording District as Plat No. 87-42.

PROJECT SCHEDULE

- Invitation for Bids Issued: August 28, 2014
- Deadline for questions, objections, or protests relating to defects, errors, omissions regarding the project or this IFB: Noon/September 12, 2014
- Bids Due: 2:00pm/September 23, 2014
- Notice of Intent to Award: September 23, 2014
- Deadline for Appeal of Proposed Award: Noon/September 30, 2014
- Approval of Contract Award by Assembly: October 6, 2014
- Project Completion Date: May 30, 2015

SCOPE OF WORK

1. GENERAL SURVEY INSTRUCTIONS

This survey shall be executed by a licensed land surveyor registered to practice in the State of Alaska.

The Basis of Bearing shall be between any two recovered monuments for which there is a record of bearing, preferably the longest line of record.

The subdivision will be accomplished by subdivision of existing Lots 59, 60, 61, and 62; Tracts A, G, H, and J; and vacation of the platted right-of-way, known as Long Arm Road, as shown on the Ketchikan Gateway Borough Subdivision 85-01, Phase II. The resubdivision creates approximately 18 lots in essentially the same design as Exhibit A; 16 lots with approximately 200 feet of water frontage and 400 foot depth (70,000 sq.ft. to 100,000 sq.ft. each), one island lot to remain for public access, and the unsubdivided remainder with public beach access near the island lot.

Field ties shall be made to all monuments which control the parcel sidelines. These ties and monumentation shall be shown on the plat with record and measured dimensions.

The Basis of Coordinates shall be derived from a field tie to a National Geodetic Survey (NGS) survey monument or from a tie to one of the monuments of an approved survey having record values.

Control monuments on record with the NGS may be researched on-line at http://www.ngs.noaa.gov/products_services.shtml#DataSheets

If GPS technology is used, it shall conform to the "Geometric Accuracy Standards and Specifications for Using Relative Positioning Techniques," Version 5.0, May 1988, reprinted with corrections, August 1, 1989. Copies of this document are available on-line at http://www.ngs.noaa.gov/FGCS/tech_pub/GeomGeod.pdf

The seaward boundary of tracts abutting tidelands shall be along the natural mean high water line. This line shall be established pursuant to 11 AAC 53.120(1). The surveyor shall be cautious when determining the existing mean high water line to ensure that it is the natural line, and not an artificial one created by fill material. The toe of fill shall be located and depicted on the plat. The existing natural mean high water line shall be meandered and shown to a distance of approximately 400 feet beyond the extents of each tract. The tidal datum used shall be shown on the plat.

The surveyor shall research the public record sufficiently to show on the plat the current legal identifiers of contiguous parcels.

All improvements and encroachments within this survey shall be field located and shown on the plat.

2. TECHNICAL SURVEY REQUIREMENTS

The lines surveyed and retraced by this survey shall have a closing error no greater than 1:5000. The surveyor must employ closed-traverse methodology or other field survey procedures which self-check the survey and justify the claim of achieving the required degree of accuracy, with the actual field closure reflected in the field notes. Legible, annotated copies of all field notes and computations, a sketch showing traverse point relationships, and good photographs or legible rubbings of monuments recovered and established, must accompany the first plat submittal.

Previously existing monuments and accessories found in a disturbed condition must be returned to the original position and condition as nearly as possible or replaced so as to perpetuate the position.

All angle points on the exterior boundary of the survey must be monumented with a primary monument.

A primary monument must consist of a minimum two inch diameter metal pipe, at least 30 inches long, with a minimum four inch flange at the bottom. A minimum two-and-one-half inch diameter metal cap must be permanently attached at the top. If both the cap and the pipe are of non-ferrous metal, then additives with magnetic qualities must be permanently attached at both the top and bottom of the monument. Every primary

monument cap must be permanently stamped with the survey designation across the top, the corner identification in the center, and the surveyor's registration number and the year set on the bottom. This data must be oriented so that it may be read when the reader is facing north.

If the point for a primary monument is in a place that would be impractical to monument because of natural obstacles such as water bodies, a witness corner must be set. The witness distances must be shown on the survey plat from the true corner position to the monument as set. Except where otherwise required in these Survey Instructions and the Plan of Survey, witness corners must be set on a survey property line and at a distance considered reasonable and practical from the true corner point. Witness corners must comply with the standards for primary monuments. If it is impractical to set a primary monument due to surface or shallow subsurface rock, one of the following may be substituted, with monument accessories as required: (a) a cap grouted into firm rock; or (b), a durable tablet containing a minimum of 1,000 cubic inches of concrete and a cap marking the actual corner point.

All primary monuments must be referenced to three bearing trees or objects, if available, using methods that will secure a closure error no greater than 1:2000. Reference monuments must be set if no trees or other suitable objects exist within 100 feet.

- (A) If bearing trees or objects are used, they must be located as nearly as possible at equal angles, and may not be farther away than 100 feet from the monument. The distance to trees or objects must be measured at waist height, and in the case of trees, measured to the center of the tree, with distances reduced to horizontal equivalent. The surveyor shall have the option of marking the bearing trees with non-ferrous metal tags of at least nine square inches in size facing the monument and clearly and permanently marked with the bearing, distance, and corner nomenclature, or of scribing the trees as per Articles 4-85, 4-87 and 4-88 of the BLM Manual of Surveying Instructions, 1973. Reference monuments must be set if no trees or other suitable objects exist within 100 feet.
- (B) If reference monuments are necessary, two monuments meeting the requirements for secondary monuments must be used. These monuments must be placed on a property line or at right angles to the monument within the property being surveyed, and may not be further than 100 feet from the monument being referenced. In addition, they must be marked with the nomenclature and distance to the monument being referenced.
- (C) In addition to the accessories required above, witness posts of the minimum size of a nominal two-by-four, or fiberglass reinforced Carsonite witness posts, six feet in length with four feet protruding above ground, are required for all

primary monuments. They shall be set at right angles to the line and no farther than one foot from the monument.

Secondary monuments must consist of at least a five-eighth inch metal rod, three feet long, with a one-and-one-half inch cap attached at the top.

All property corners must be numbered on the monuments and designated on the plat in a consecutive, preferably clockwise, direction.

3. PLAT REQUIREMENTS

The area for which the following data is to be shown shall extend beyond the boundaries of actual property being platted such distance as will adequately relate the plat to its surroundings. The plat will conform to the following standards as prescribed by KGBC 17.20.040, Required Information.

(A) Form.

(i) The final plat shall be clearly and legibly drawn in india ink on reproducible linen cloth, polyester film or Mylar on a sheet or sheets. The size of the map may not be less than twelve (12) inches by eighteen (18) inches nor shall it exceed twenty-four (24) inches by thirty-six (36) inches. All sheets shall be the same size and scale.

(ii) The map of a subdivision containing four lots or less shall be drawn at a scale of not less than one inch equals 50 feet. All other subdivisions shall be drawn at a scale of not less than one inch equals 100 feet unless otherwise required by the board.

(iii) A copy of the final plat shall be retained by and become the property of the borough and may be reproduced and copies thereof sold.

(B) Identification Data.

(i) A title block shall be located in the lower right hand corner of each sheet of the final plat and the title block shall contain the following information:

a. Name of subdivision;

b. Date of plat preparation;

c. Names and addresses of all owners of property within the subdivision and the name and address of the surveyor preparing the plat;

d. Lot, block, and survey number and general descriptive location of the area to be subdivided.

(ii) There shall be notes on the plat giving the following information:

- a. Total acreage of the subdivision;
- b. Number of lots, tracts or parcels of ground to be created.

(iii) A north arrow and the scale of the drawing shall be shown on the plat.

(iv) A vicinity map, no less than four inches by four inches in size, shall be located in the upper right corner of the first sheet of the final plat, drawn at a scale of no greater than one inch equals one mile, showing the proposed subdivision in relation to existing physical features, landmarks and section lines. The vicinity map shall show the township, range and section number where the proposed subdivision is located.

(C) Survey Data.

(i) Boundaries of the tract shall be fully balanced and closed to an accuracy of at least third order, showing all bearings and distances, determined by an accurate survey in the field, all dimensions expressed in feet and decimals thereof.

(ii) The plat shall indicate that all exterior corners of the subdivision are permanently monumented with a brass or aluminum cap set in concrete in the ground or affixed to an iron rod not less than five-eighths inch in diameter or an iron pipe not less than one inch in diameter, driven to refusal or a minimum penetration of three feet in solid ground. The plat shall indicate that all lot corners have been monumented with an iron rod not less than five-eighths inch in diameter which has been permanently identified with the surveyor's license number, driven to refusal or a minimum penetration of three feet in solid ground.

(iii) The final plat shall show the bearings and distances of all lot lines, boundary lines, easement lines, right-of-way lines, centerlines of existing and proposed easements and existing and proposed rights-of-way. The plat shall show the lengths, tangents and dimensions of areas dedicated to public streets, rights-of-way, easements, and other public reservations and the width of all easements, rights-of-way, and streets each way from the centerline. The basis of bearings shall be shown with a tie (bearing and distance) to a monument shown on the plat. All dimensions and distances shall be expressed in feet and decimals thereof to the nearest one hundredth of a foot. Easement boundaries shall be shown by broken lines.

(iv) Location and description of all physical encroachments upon the boundaries of the tract.

(D) Descriptive Data.

(i) Names, right-of-way lines, courses, lengths, and widths of all public or private streets, alleys, crosswalks and utility easements; radii, points of tangency and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections; and designation of whether such streets or other matters are to be private or dedicated to the public.

(ii) All drainageways designated as such and dedicated to the public.

(iii) All utility and public service easements including water, sewer, power, telephone and drainage showing any limitations of easements and whether dedicated to the public.

(iv) Location and all dimensions of all lots.

(v) All lots shall be numbered consecutively throughout the plat; exceptions for tracts and private parks shall be so designated and dimensioned and identified by letter or number.

(vi) Location, dimensions, bearings, radii, arcs and central angles of all sites to be dedicated to the public and such designation specified.

(vii) Location and names of adjacent subdivisions and the owners of adjoining parcels of unsubdivided land.

(viii) Copies of any private deed or other restrictions or covenants pertaining to the use of land to be imposed upon the land shown on the plat, or any part thereof, shall be typewritten and attached to the plat and to each copy thereof.

(ix) If the subdivision borders a lake, perpetual stream or tidewater, the distances and bearings on a meander line established not more than 20 feet back from the ordinary high water mark of the lake, perpetual stream or tideland shall be shown. If the area between the high water line and the property is dedicated to public use, reasonable public access to the lake, perpetual stream or tidewater must be provided and shown.

(x) The water elevation of adjoining lakes or streams as of the date of the survey of the area for plat purposes, and the approximate high water elevation of such lakes or streams shall be shown.

(xi) Plats, deeds, record of survey drawings, and record of monument documents referenced in preparing the plat shall be noted on the final plat by recordation number.

(F) Certificates. Before the final map may be recorded, the following certificates must be obtained and affixed:

(i) Certification by a registered land surveyor making the plat that it is correct and accurate and that the monuments described in it have been located as described.

a. Registered Surveyor. The survey shall be performed and a map prepared by a surveyor registered in the state of Alaska. Such map shall describe the entire ownership involved in the process of division.

(ii) Certificate of approval by the borough engineer, or the city engineer if the property is within, or is to be annexed to, the city of Ketchikan.

(iii) Certificate of approval by the State Department of Environmental Conservation of sewer and water plans.

(iv) Certificate of approval by the borough assessor.

(v) Certificate of approval by the borough revenue collector and a statement that all taxes have been paid.

(vi) Certificate of approval of the planning commission serving as the platting authority chairperson.

(vii) Certificate of approval of the designated borough planning official.

(viii) Certificates of ownership and consents to subdivision, and to the preparation and recording of the final plat, and to any dedications shown thereon, signed by all parties having any interest of record in the real property to be platted including, but not limited to, fee owners, spouses, mortgagees, sellers and buyers under a contract of purchase, trustees and beneficiaries under a deed of trust, rights-of-way and easements, except that signatures of parties owning or claiming the following types of interests may, at the option of the planning commission serving as the platting authority, be omitted:

a. State, borough or municipal tax liens; special assessments, beneficial interest under trust deeds, trust interest under bond indentures, mechanics liens;

b. Rights-of-way, easements or other interests that cannot ripen into fee;

c. Rights-of-way, easements or reversions which by reason of changed conditions, long disuse or laches appear to be no longer of practical use or value and signatures are impossible or impracticable to obtain. A statement of the circumstances preventing the procurement of the signatures shall be stated on the final plat;

d. Interests in or rights to minerals including, but not limited to, oil, gas, or other hydrocarbon substances, if the ownership of such interests or rights does not include a right of entry on the surface of the land;

e. Interests of the United States or state of Alaska reserved by such entities in the original patent of such real property by such entities.

4. DELIVERABLES

The surveyor will deliver the following to the Borough:

- 24" by 36" draft plat
- 24" by 36" Mylar plat, stamped by surveyor and approved for recordation
- Monumentation of lots
- Traverse reports for all lots
- Flood elevation data developed and depicted as required by KGBC 17.15.050
- A report of all significant drainages and natural pools of water as well as any physical characteristics of the property that may make the subdivision subject to flooding, inundation, swamp conditions or may be hazardous to the future inhabitants if the subdivision is approved.

Exhibit A: Proposed Resubdivision

BID CHECKLIST

This BID Checklist is a summary of the forms and materials required as part of your firm's bid. Bidders are urged to thoroughly read the entire bid. It may be helpful to use this checklist to help ensure compliance with the submission requirements.

Place a check mark (✓) in the box next to each qualification when completed.

PROCEDURAL QUALIFICATIONS

- Bidders must be registered (company name, address, telephone number, and fax number) with the Borough Procurement Officer as indicated in this solicitation.
- Bids must be received in the Office of the Borough Clerk no later than the date and time indicated in solicitation.

FORM AND CONTENT OF BIDS

- Bids must be in a sealed envelope or box clearly marked with the name of the project on the outside of the envelope or box in order to be considered responsive.
- Bidders must list and acknowledge receipt of any Addenda issued on the Bid Documentation form by signing in the space provided.
- Bidders may fill out the Subcontractors List included in the Bid Documentation indicating the name(s) of any anticipated subcontractors for the proposed project. Use multiple pages if necessary. For portions of the work where a subcontractor will be selected by competitive bids at a later date enter the type of Work to be subcontracted followed by "To be Determined". For example: "Electrical – To Be Determined". If the use of subcontractors is not anticipated, N/A or NONE is to be written on the form.
- The Bid Documentation Forms must be signed by an individual authorized to bind the bidder. All bidders, other than individuals, must include evidence of authorization to sign on behalf of the corporation, partnership, limited liability Company, or other organization. Failure to provide evidence of authority to sign on behalf of the bidder will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the bidder.

Completion of this checklist does not guarantee that a bid will be considered to be responsive. The checklist is provided strictly as a courtesy to bidders.

BID DOCUMENTATION FORMS

GENERAL ACKNOWLEDGMENTS

RESUBDIVISION OF THE KETCHIKAN GATEWAY BOROUGH SUBDIVISION 85-01, PHASE II

Award of Project. The Borough shall have the right to reject this bid and such bid shall remain open and may not be withdrawn for a period of sixty (60) days after the date prescribed for its closing.

Notice of Acceptance. Notice of acceptance and award of the project or requests for additional information may be addressed to the undersigned bidder at the business address set forth in this bid.

Minimum Standards. The required work and/or specifications attached herein shall be considered as the minimum standards acceptable to the Borough.

Bidder's Certification.

By signature on this bid documentation, the undersigned bidder certifies that:

- A. The will comply will all insurance requirements in this IFB;
- B. The bidder will comply with all applicable local, state, and federal laws, including but not limited to, wage and hour laws and non-discrimination laws;
- C. The bidder will comply with all terms and conditions set out in this IFB;
- D. The bidder's bid was independently arrived at, without collusion, under penalty of perjury; and
- E. The bid will remain open and valid for at least 60 days from the closing date of the IFB.

Receipt of Addenda. Receipt of the following Addenda to the IFB Documents is hereby acknowledged.

ADDENDA NO.	DATE OF RECEIPT OF ADDENDA	SIGNED ACKNOWLEDGMENT
1	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

(Note: Failure to acknowledge receipt of any addenda will be considered an irregularity and will result in rejection of the bid.)

BIDDER:

By: _____

Title: _____

Alaska Business License No. _____

Company/Firm Name _____

Telephone _____

Fax No. _____

Mobile No. _____

Business Address _____

Email _____

Pursuant to and in compliance with the Invitation for Bids, the undersigned bidder, being fully familiarized with all the terms of the specifications hereby proposes and agrees to deliver, within the time and in the manner stipulated in the bid for the following:

Signature of Individual Authorized to Bind the Bidder

Printed Name and Title of Individual Authorized to Bind the Bidder

Date

PRICE PROPOSAL FORM

**RESUBDIVISION OF THE KETCHIKAN
GATEWAY BOROUGH SUBDIVISION 85-01, PHASE II**

Contract Documents which are the basis for the proposal:

1. This IFB and any and all Addenda

PRICE PROPOSAL FORM

_____ \$ _____
Total in Written Words Total in Dollars

_____ _____
Company Date

_____ _____
Signature and Title Printed Name

SUBCONTRACTOR LIST

SUBCONTRACTORS: The bidder may not subcontract greater than fifty percent of this project without prior written approval of the Borough. List all subcontractors who will be providing greater than 5 percent of the project work and an approximate percentage of their individual participation by discipline. Use additional copies of this form as needed.

SUBCONTRACTORS:

Company/Firm Name _____

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

Company/Firm Name _____

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

Company/Firm Name _____

Estimated percentage of subcontractor's participation by discipline _____

Telephone _____

Fax No. _____

Business Address _____

CORPORATE CERTIFICATE (if applicable)

I, _____, certify that I am the Secretary of the Corporation named as Bidder in the foregoing instrument; that _____, who signed this bid on behalf of the corporation, was then _____ of said Corporation; that the bid was duly signed for and on behalf of said Corporation by authority of its governing body or other authority and is within the scope of its corporate powers.

Signature

CORPORATE ACKNOWLEDGMENT

STATE OF _____)
) ss.
 FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this _____ day of _____, 2014, before me, the undersigned, a Notary Public in and for the State of _____, duly commissioned and sworn, personally appeared _____ and _____ known to be the _____ and _____ of _____, the corporation which executed the above and foregoing instrument, and who on oath stated they were duly authorized to execute said instrument and acknowledged that they signed the same freely and voluntarily on behalf of said corporation for the purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.

NOTARY PUBLIC FOR _____
My Commission Expires: _____

(Seal)

PARTNERSHIP ACKNOWLEDGMENT (if applicable)

STATE OF _____)
FIRST JUDICIAL DISTRICT) ss.
)

On this _____ day of _____, 2014, before me appeared _____ and _____ to me personally known, who, being by me duly sworn, did say that they are the Partners of _____, a _____ (State) Partnership and that said instrument was signed on behalf of said Partnership and said partner acknowledged said instrument to be the free act and deed of said Partnership.

NOTARY PUBLIC

Notary Public, State of _____
My Commission Expires _____

(SEAL)

LIMITED LIABILITY COMPANY (LLC) ACKNOWLEDGMENT
(If applicable)

STATE OF _____)
FIRST JUDICIAL DISTRICT) ss.
)

On this _____ day of _____, 2014, before me appeared _____, to me personally known, who, being by me duly sworn, did say that he/she is the Member of _____ a _____ (State) Limited Liability Company and that said instrument was signed on behalf of said _____ (State) Limited Liability Company and said officer acknowledged said instrument to be the free act and deed of said Limited Liability Company.

NOTARY PUBLIC

Notary Public, State of _____
My Commission Expires _____

(SEAL)

INDIVIDUAL ACKNOWLEDGMENT (If applicable)

STATE OF _____)
FIRST JUDICIAL DISTRICT) ss.
)

THIS IS TO CERTIFY that on this _____ day of _____, 2014, before me, the undersigned, a Notary Public in and for the State of _____, duly commissioned and sworn, personally appeared _____ to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate above written.

(Seal)

NOTARY PUBLIC FOR _____
My Commission Expires: _____

EXHIBIT A
Proposed Resubdivision

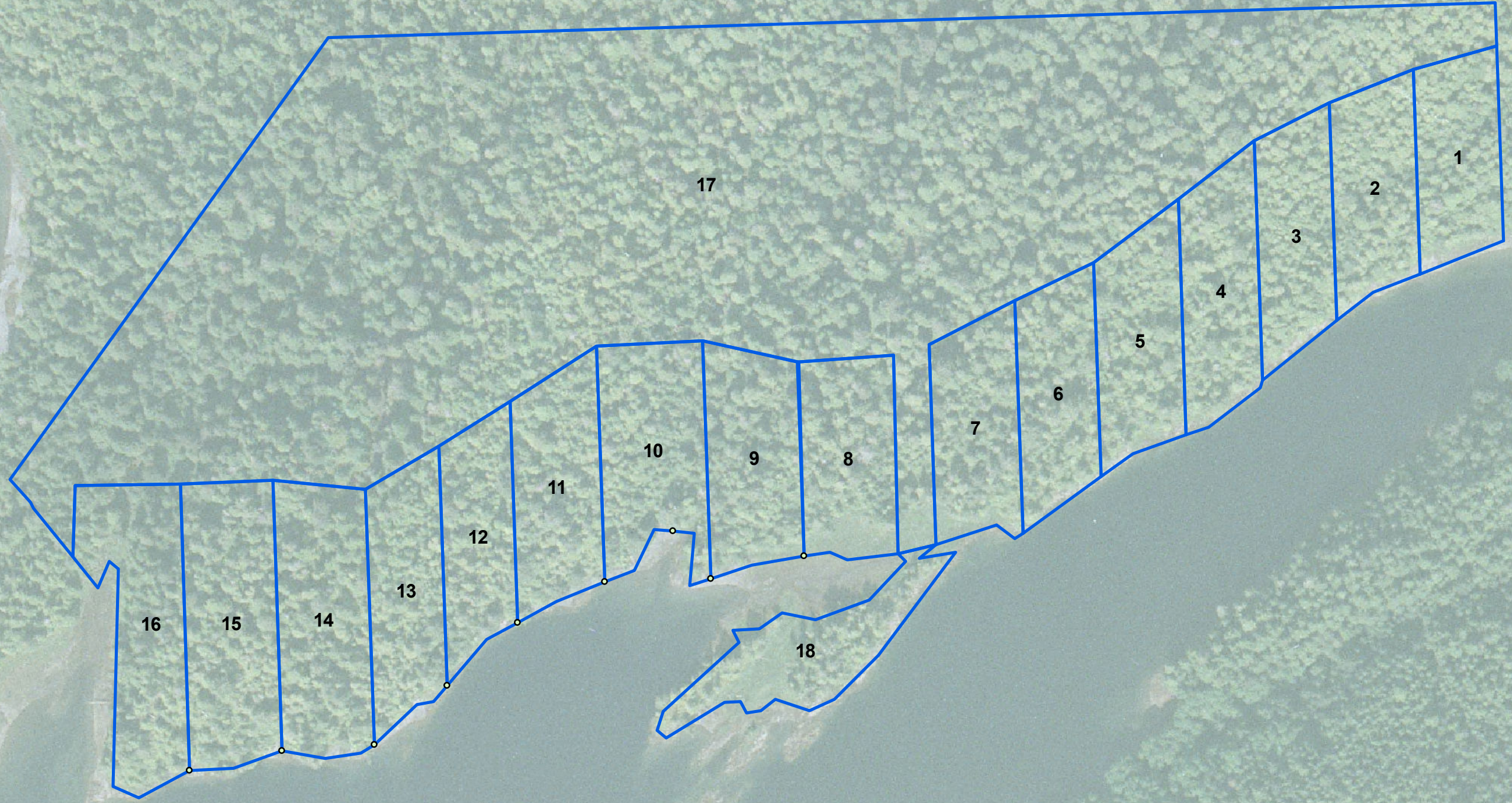




Exhibit A
Legend

 Subdivision Design


190 95 0 190
Feet