



## **ADDENDUM NO. 1**

### **City of Kodiak Compost Wood Amendment Purchase**

The following change(s) and/or clarification(s) are made to the Request for Proposal to Bid for the City of Kodiak Compost Wood Amendment Purchase:

1. Clarifications:

- Only one contractor will receive award of the contract for the full contract quantity.
- The contractor bears the risk of furnishing the entire quantity in compliance with the specifications as guaranteed by the Performance Bond. If the contractor is unable to provide the full quantity it is his responsibility to procure the balance, not the City's.
- Davis Bacon Wages are not required for this project. It is considered a purchase agreement and not "Public Construction".
- Payment for wood amendment shall be made after delivery and acceptance of each 1000 cubic yards.
- During the contract period the City will test for gradation and moisture content of the wood amendment prior to the first delivery and at 100 cubic yard intervals.

2. Replace Bid Package in its entirety with the following pages

3. There are no changes to the Bid opening Time and Location.



**CITY OF KODIAK**  
2410 Mill Bay Road, Kodiak, AK 99615  
Engineering Dept.  
(907) 486-8065 Fax: (907) 486-8066

**REQUEST FOR PROPOSAL**  
**City of Kodiak Compost Wood Amendment Purchase**

Sealed Bid for the purchase of 3000 cubic yards of wood amendment (chips) for the City of Kodiak Compost Facility will be received by the City of Kodiak at the office of the City Manager, 710 Mill Bay Road, Room 114, Kodiak, Alaska 99615 until 2:00 p.m. on Tuesday, April 12, 2016 and then publicly opened and read aloud. U.S. mail bids are accepted. Fax or electronic bids are not acceptable.

The City reserves the right to waive any informality or to reject any and all bids.

Minority/Women's Business Enterprise participation is encouraged.

A Pre-Bid Conference will be held at the City of Kodiak Public Works office at 2410 Mill Bay Road, Kodiak, AK 99615 on Tuesday, March 29, 2016 at 2:00 p.m. Alaska time. The call-in phone number is (866) 203-7023. When prompted, enter the Conference Code number 8691031112, then the # sign.

March 14, 2016

Date of Invitation

Aimée Kniaziowski  
City Manager

Published: Kodiak Daily Mirror on March 14, 18, April 1 and 8

Bill to:

Glenn Melvin, City Engineer  
City of Kodiak  
2410 Mill Bay Rd  
Kodiak, AK 99615

Please contact Glenn Melvin, City Engineer at (907) 486-8065 if you have any questions regarding this Classified Advertisement.



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Cover Sheet Page 1 of 6

**Invitation to Bidders:**

1. City of Kodiak reserves the Right to accept or reject bids on any part or all items.
2. Prices quoted must be FOB Kodiak, Alaska. City of Kodiak Biosolids Compost Facility located at 855 Monashka Bay Rd, Kodiak, AK 99615

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**BIDS RECEIVED BY THE CITY  
MANAGERS OFFICE AFTER TIME AND  
DATE SPECIFIED FOR THE OPENING  
OF BIDS WILL NOT BE CONSIDERED  
AND WILL BE RETURNED UNOPENED.**

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**PLEASE RETURN THIS REQUEST FOR PROPOSAL (RFP) BY THE DATE AND TIME  
SHOWN BELOW OR BID WILL BE REJECTED**

<b>DATE OF INVITATION</b>	<b>TIME AND DATE OF OPENING</b>
March 14, 2016	2:00 p.m. on Tuesday, April 12, 2016

**REQUEST FOR PROPOSAL  
Wood Amendment Purchase**

The City of Kodiak is accepting sealed bids at the time and place specified for the purchase of Wood Amendment (chips and/or grindings) for the City of Kodiak Biosolids Compost Facility located at 855 Monashka Bay RD. Kodiak, AK 99615. The City intends to purchase a minimum 3000 cubic yards of wood amendment annually. The wood amendment shall be delivered to the Compost Facility by the contractor.

Bids will be received at the office of the City Manager, 710 Mill Bay Road, Room 114, Kodiak, Alaska 99615 until 200 p.m. on Tuesday, April 12, 2016 and then publicly opened and read aloud. U.S. mail bids are accepted. Fax or electronic bids are not acceptable.



## **SECTION I – GENERAL INFORMATION:**

### **SCHEDULE OF DELIVERIES**

1000 cubic yards shall be delivered during the month of May 2016. 2000 cubic yards shall be delivered during the months of August and September 2016. The schedule may vary based on availability of wood and availability of storage space at the compost facility. Wood amendment shall be accepted Monday through Friday from 8:00am to 5:00pm. If other delivery times are needed, the contractor must coordinate with the facility operator. The City and Contractor will work equitably together to meet scheduling goals and milestone dates.

### **QUANTITY MEASUREMENTS**

Wood amendment shall be measured in cubic yards and shall be delivered by truck/trailer capable of dumping. The Contractor shall provide truck/trailer dump bed measurements to the City Engineer for approval prior to the first delivery. The Contractor and City shall agree on the volume of delivery equipment prior to beginning delivery of wood amendment. All deliveries shall be recorded at the compost site and documented in a spread sheet provided by the City. The spread sheet shall be made available to the City at all times and must contain the following at a minimum, date, time, volume amount, and driver name for each load. The compost operator shall sign off on each load delivered.

### **TESTING OF WOOD AMENDMENTS PRIOR TO BIDDING**

The City offers to test wood amendments for moisture and gradation up to 10 days prior to the date of the bid opening. The contractor should provide a representative sample of the wood. A standard size fish tote is preferred because we can run it through our Trommell screen. A 5 gallon bucket would be the minimum size and we would screen by hand. Expect to see a few inches settlement in the container during transport and bring enough extra to top off at delivery. The City will use a Trommell power screen to measure gradation for the fish tote size and will use a hand held screen to measure gradation for a 5 gallon bucket. In addition to City testing, moisture content can be performed by the contractor by weight measurements and drying in a 103 degree Celsius oven. Hap Heiberg with the City will provide details for drying and measuring if requested by the contractor. Contact Hap at 486-8076 to make arrangements for moisture and gradation testing.



## SECTION II – BID SPECIFICATIONS:

### WOOD AMENDMENT SPECIFICATION

1. Wood Amendments shall be clean and free of non-wood material, such as plastic, glass, rock and metal.
2. The origin and condition of the wood amendments shall be clearly stated on the Bid Form.  
For example: Whole tree chips produced from spruce or other trees, brush and alders chips, fresh cut material or material piled that has been sitting for an extended period of time, stumps, pallets, lumber and plywood.
3. Material acceptable for production of wood amendments shall be from trees, tree branches, stumps, clean lumber, plywood, and pallets. All material must be free of nails. Materials not acceptable are treated wood, painted or oiled wood, plastic laminated products, grass clippings, sod, and dirt. Stumps are generally known to be wet and should be tested for moisture prior to processing for wood amendments.
4. The contractor shall provide a representative sample of the wood chips to be supplied, a minimum of 5 gallons in size. The City will test moisture content and gradation of wood amendment prior to first delivery and at 100 CY cubic yard intervals during the delivery process.
5. Wood amendments:

**“In Spec”** wood amendments shall be produced by a **“Chipping”** machine and shall be maximum of 50% moisture (50% solids), with a gradation of 95% or greater passing a 3” screen and no more than 25% passing a 1/2” screen.

**“Out of Spec”** wood amendments may be produced by a **“Chipping or Grinding”** machine and be a maximum of 60% moisture with a gradation of 95% or greater passing a 3” screen and/or no more than 35% passing the 1/2” screen.

Wood amendments having a moisture content of greater than 60% and/or a gradation of more than 35% passing the 1/2” screen **will not be acceptable**.

The City will give preference to **“In Spec”** wood amendment. The City will consider accepting **“Out of Spec”** wood amendment only if it receives no bid for **“In Spec”** wood amendment.



### SECTION III – GENERAL REQUIREMENTS:

Submit the following with the bid:

1. Bids shall be submitted on the “Bid Form” provided and must be manually signed by an authorized representative responsible member of the firm.
2. In order to ensure consideration, bids must be submitted in a sealed envelope. The envelope must be plainly marked with:

Aimée Kniaziowski, City Manager  
City of Kodiak  
PO Box 1397  
Kodiak AK 99615

Express Mail or Special Delivery Address:  
710 Mill Bay Road, Room 114  
Kodiak, AK 99615

**Bid Documents:**

City of Kodiak Compost Wood Amendment Purchase  
**To be opened April 12, 2016**

Submit the following within 10 days after Bid Award:

1. Contractor must submit copy of Alaska Business License for current year, or the application to obtain an Alaska Business License for the current year. Local bidders should be registered to collect City Sales Tax if applicable. Contractor shall be current with all sales tax to the City of Kodiak.
2. CONTRACTOR shall furnish insurance in accordance with City of Kodiak Standard Construction Specifications and Standard Details, Standard General Conditions of the Construction Contract Article 5, and Division 100 Article 5.
3. CONTRACTOR shall furnish performance and payment Bonds in accordance with Kodiak City code Chapter 3.14, Public Construction.

Inquiries or requests for information pertaining to this Request for Proposal should be directed to Glenn Melvin, City Engineer at (907) 486-8065.



#### **SECTION IV – GENERAL BIDDING INFORMATION:**

**Processing of bids** – Kodiak City Code Section 3.12.050 states: Notwithstanding other provisions of this chapter relating to the award after competitive bid for purchases, sales, and contracts, the city may:

- (a) Reject any defective or non-responsive bids;
- (b) Waive any irregularities in any and all bids;
- (c) Reject all bids;
- (d) Negotiate with two or more of the lowest bidders, if bid prices are in excess of the money available or authorized, for a reduction in the scope, quality, or quantity of the purchase, service, or contract;
- (e) Re-advertise for bids with or without making changes in the plans or specifications.

**Local bid preference** – Kodiak City Code Section 3.12.060 states, in part:

- (a) Notwithstanding section 3.12.040, the council shall direct an award of a contract for the purchase of personal property or services or for the construction, repair, or improvement of city facilities after competitive bidding to a local bidder who is also a responsible bidder, if that bid does not exceed the otherwise lowest responsible bid by more than ten (10) percent or \$30,000, whichever is less.
- (b) For the purposes of this section “local bidder” shall mean a responsible bidder who had, at the time of the bid award, maintained a business office or store within the Borough of Kodiak Island, which was open for business on a substantially full-time basis and staffed by at least one full-time employee for at least one year.

**Lowest responsible bidder** – The bid may be awarded to the lowest responsible bidder. Kodiak City Code Section 3.12.080 states: In determining the lowest responsible bidder factors to be considered shall include, but not necessarily be limited to the following criteria:

- (a) The ability, capacity, and skill of the bidder to perform the contract;
- (b) Whether the bidder can perform the contract within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (d) The quality of performance of previous contracts;
- (e) The previous and existing compliance by the bidder with laws and ordinances related to the contract;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract; and
- (g) Litigation by the bidder on previous orders or contracts with the city.



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**Bid Award.** It is anticipated that bid results will be presented to the City Council for action at its regular scheduled meeting of April 28, 2016. If approved by Council the City will issue a Notice of Intent to Award the next business day.

Respectfully submitted,  
CITY OF KODIAK

Glenn Melvin, P.E.  
City Engineer





CITY OF KODIAK  
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## BID FORM

TO: Aimée Kniaziowski, City Manager  
City of Kodiak  
710 Mill Bay Road, Room 114  
PO Box 1397  
Kodiak AK 99615

Any exceptions to the published bid specifications must be listed by item.

The Bidder hereby acknowledges he has received the following list of Addenda:

Addendum No.	Date Issued
1	4/4/2016

Bidder may bid items 1 or 2 and shall write "NO BID" on item not bid.

In compliance with your Request for Proposal for the purchase of 3,000 Cubic Yards of Wood Amendment for the City of Kodiak Compost Facility dated March 14, 2016, the undersigned hereby proposes to provide the following:

Description		Unit	Quantity	Unit Bid Price	Bid Amount
(1) "In Spec" Wood Amendment		CY	3,000	\$	\$
(2) "Out of Spec" Wood Amendment		CY	3,000	\$	\$
TOTAL				\$	
TOTAL (in words):					
/100 Dollars					



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1. If the City requires additional quantity, will the contractor guarantee the same unit cost per cubic yard through the contract period? \_\_\_\_ Yes \_\_\_\_ No

If not, please explain:

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2. Explain the origin and condition of the wood amendments

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Engineering Dept.  
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**Liability Copies of Business License and City Sales Tax Registration enclosed.**

Bid price valid for \_\_\_\_\_ days.

Terms \_\_\_\_\_ Dated \_\_\_\_\_

**Name of Bidder**

Bidder is: \_\_\_\_\_ An Individual

\_\_\_\_\_ A Partnership

\_\_\_\_\_ A Corporation in the State of \_\_\_\_\_

\_\_\_\_\_ A Joint Venture

Address

Telephone No.

Email Address

Authorized  
Signature

Printed Name

Title

Date