



City of Kenai

Request for Proposals (RFP)
2023 Classification Study

Date Issued:	August 29, 2023
Final Questions Due:	September 8, 2023, by 4:00 p.m. (AKDT)
Proposal Due Date:	September 15, 2023, by 4:00 p.m. (AKDT) City of Kenai 210 Fidalgo Street Kenai, AK 99611



TABLE OF CONTENTS

TABLE OF CONTENTS

ADVERTISEMENT	1
REQUEST FOR PROPOSALS	2
1.0 GENERAL INFORMATION.....	2
2.0 RULES GOVERNING COMPETITION	3
3.0 SCOPE OF SERVICES	5
4.0 PROPOSAL AND SUBMISSION REQUIREMENTS	7
5.0 EVALUATION CRITERIA AND PROCESS.....	9
6.0 SELECTION PROCESS	10
7.0 APPEAL PROCESS	10
8.0 SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS.....	10
COST PROPOSAL FORM.....	11

ATTACHMENTS

City of Kenai Classification Plan
City of Kenai Organizational Chart
City of Kenai Salary Schedule
Sample Professional Services Agreement
Kenai Peninsula Borough Tax Compliance Certification
Sample State of Alaska Business License
Sample Certificate of Liability Insurance



ADVERTISEMENT

REQUEST FOR PROPOSALS (RFP)

Project Name: 2023 Classification Study

Proposal Documents Available: August 29, 2023

Final Day for Questions: September 8, 2023 by 4:00 p.m. AKDT

Proposal Due Date: September 15, 2023 by 4:00 p.m. AKDT

The City of Kenai hereby invites qualified firms to submit proposals for a Classification Study.

Proposers must contact Human Resources at (907) 283-8242 or srandall@kenai.city to be placed on the plan holder's list to receive addenda.

Request for Proposal documents can be obtained at no cost on the City of Kenai website at www.kenai.city or at City Hall at 210 Fidalgo Avenue, Kenai, AK 99611 for a non-refundable fee of \$10.00 for paper copies.

Publish Public Notice: Peninsula Clarion 9/2, 9/6/2023
Anchorage Daily News 9/1, 9/6/23

REQUEST FOR PROPOSALS

1.0 GENERAL INFORMATION

1.1 Purpose

The City of Kenai requires a Classification Study to be conducted in accordance with generally accepted methods and applicable state and federal laws that will result in a comprehensive classification plan review and analysis of the duties and responsibilities of all job positions included under the City's Classification Plan (Attachment A). The purpose of the Study is to ensure each job position is assigned to the appropriate job class and salary range based on the kind and level of its duties and responsibilities and to ensure internal equity.

1.2 Background

The City of Kenai incorporated as a home-rule city in 1960, and today is an All-America City with moderate population growth, an economy that provides a high quality of life for residents, and management that is committed to continually improving services, operations, and personnel. The City of Kenai has 128+/- employees divided into two classifications: Classified Service and Department Head Service. The Classified Service includes 118+/- employees in a variety of occupational groups and within departments such as police, fire, public works, planning, finance, information systems, human resources, airport, library, parks and recreation, and senior services. The Department Head Service consists of ten full-time employees who are the heads of departments and serve at will. Employees of the City of Kenai are not represented by unions. Classification and compensation of City of Kenai employees are governed by Title 23 of the Kenai Municipal Code, which is available online at <https://kenai.municipal.codes/KMC/23>

1.3 Questions/Requests for Clarification

Any questions regarding this proposal must be submitted in writing by 4:00 p.m. AKDT on September 8, 2023. Questions may be emailed to srandall@kenai.city. The subject line of the email should read: "Questions: 2023 Classification Study RFP."

Verbal requests for information will not be accepted. Questions or requests for clarification directed to any employee or elected official of the City other than the Human Resource Office may be grounds for disqualification from the process. All questions will be compiled, answered and distributed to all prospective proposers.

1.4 Preparation Costs

The City shall not be responsible for proposal preparation cost, nor for cost including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

1.5 Timeline

Advertise for Proposals	August 29, 2023
Final Questions Due	September 8, 2023
Proposals Due	September 15, 2023
Proposal Evaluation	September 19, 2023
Intent to Award.....	September 25, 2023
City Council Award.....	October 4, 2023
Project Completion.....	January 31, 2024

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire Request for Proposal (RFP) and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Proposals must be irrevocable for ninety (90) days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Proposer is announced. At that time, the selected proposal is open for review by the competing proposers, excluding any tabulations and evaluations thereof. After the award of the Contract, all proposals, tabulations and evaluations will then become public information.

2.4 Tax Compliance Certificate.

City of Kenai Municipal Code requires that businesses or individuals contracting to do business with the City be in compliance with City tax provisions. No contract will be awarded to any individual or business found to be in violation of the City of Kenai Municipal Code. Prior to award of the contract, the successful Proposer will be required to submit a completed Tax Compliance Certificate (Attachment E), signed by both the Proposer and by Kenai Peninsula Borough Finance Department personnel.

2.5 Licenses and Certifications

Proposers must include with their proposals copies of all licenses, certificates, registrations and other credentials required for performance. Documentation must be current and must have been issued by or under authority of the State of Alaska or, if documentation is from an outside jurisdiction, such documentation must be accepted as valid by the State of Alaska for performance in Alaska. Such documentation shall include, but is not limited to, Alaska business license, Alaska contractor's license, and applicable professional licenses, registrations and certificates.

2.6 News Releases

News releases pertaining to the award resulting from the RFP shall not be made without prior written approval of the City of Kenai City Manager.

2.7 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the City of Kenai. One copy shall be retained for the official files of the Human Resource Office and will become public record after award of the contract.

2.8 Oral Change/Interpretation

No oral change, or interpretation, of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the City.

Proposer shall acknowledge receipt of each addendum in the space provided on the Cost Proposal Form. Only a proposal acknowledging receipt of all addenda may be considered responsive, unless the addendum, in the opinion of the City Manager, would have no material effect on the terms of the proposal.

2.9 Modification of Proposals

Modifications will be accepted by the City, and binding upon the responding firm, where the modification:

- Is received by the City at the place designated for submission of RFP responses prior to the scheduled deadline; and,

- Is sealed in an envelope clearly stating "2023 Classification Study Modification" and the name of the responding firm; and,

- Is signed by the same individual who signed the original submittal.

Should there be more than one submittal modification from a responding firm, the last modification received prior to the deadline shall be opened and applied to the submittal. All earlier modifications shall be returned to the responding firm unopened.

Any modification, which fails to meet any requirement of this section, shall be rejected and the submittal shall be considered as if no modification had been attempted.

2.10 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THIS RFP WILL NOT BE CONSIDERED.

2.11 Withdrawal of Proposals

At any time prior to the scheduled closing time for receipt of RFP submittals, any responding firm may withdraw their submittal, either personally or by written request. However, a proposal may not be withdrawn after opening without the written consent of the City of Kenai.

2.12 Acceptance – Rejection of Proposals

The City may reject any or all proposals if the City Manager determines that it is in the best interest of the City and may waive irregularities, other than the requirements for timeliness and manual signature, if the irregularities do not affect the competitive advantage of any proposer.

If any proposer has interest in more than one proposal, all proposals in which such proposer has interest shall be rejected.

2.13 Choice of Law and Jurisdiction

The laws of the State of Alaska shall govern this RFP, and any legal action brought thereon shall be filed in the Third Judicial District at Kenai, Alaska.

2.14 Conflicts of Interest

No member of the governing body of the City of Kenai or other officer, employee or agent of the City who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interests, direct or indirect, in any ensuing contract as a result of this Request for Proposals, without first disclosing the individual's potential conflict by submitting a letter to the City of Kenai, establishing the individual or firm's intent to do business with the City of Kenai. The Proposer for itself and its principal employees, officers, agents, directors or shareholders covenants that neither the Proposer nor any of the listed classes of individuals has nor shall acquire any interest, direct or indirect, in the project, direct or indirect, to which the contract pertains which would conflict in any manner or degree with the performance of its work hereunder. The selected Proposer further covenants that in its performance of the contract no person having such interest shall be employed, without first disclosing his/her potential conflict.

3.0 SCOPE OF SERVICES

3.1 Services to be Performed

The City of Kenai requires a Classification Study to be conducted in accordance with generally accepted methods and applicable state and federal laws that will result in a comprehensive classification plan review and analysis of the duties and responsibilities of all job positions included under the City's Classification Plan (Attachment A). To ensure each job position is assigned to the appropriate job class and salary range based on the kind and level of its duties and responsibilities and to ensure internal equity, the Classification Study must include the following:

- Initial meeting with the City's Personnel Working Group to discuss scope of services and an agreed-upon methodology and scheduled regular meetings to discuss progress or clarify the information provided.
- Review relevant background materials, including but not limited to the City's Classification Plan (Attachment A), Organizational Chart (Attachment B), Salary Schedule (Attachment C), existing position descriptions included under the Classification Plan (approximately 75), authorized staffing/allocations, and the City's personnel practices and policies (Title

23 of the [Kenai Municipal Code](#)). The City of Kenai regularly updates its Classification Plan and position descriptions and uses a job evaluation tool to establish the salary range for each position classification. The City of Kenai will provide position descriptions and personnel practices and policies related to classification. Job questionnaires and interviews with employees will not be necessary to accomplish this task.

- Review and evaluate the City's existing job evaluation tool, provide comments on its strengths and weaknesses, and propose improvements or recommend a new framework. The City will provide a copy of its existing job evaluation tool.
- Analyze the duties and responsibilities of each position and determine the relative internal value of the position compared to other jobs within the City's Classification Plan to ensure that each position is assigned to the appropriate job classification, FLSA designation, and benefits eligibility based on the kind and level of its duties and responsibilities, job requirements, and other factors that can affect job responsibilities. This may be accomplished using the City's job evaluation tool or another agreed-upon method if recommended and accepted by the City before use.
- Provide recommendations related to the duties and responsibilities of each position, including but not limited to minimum qualifications, degree or background check requirements, and compliance with State of Alaska and federal law.
- Analyze the City's salary structure and internal relationships, including the development of appropriate internal relationship guidelines, analysis of job families or groups, internal hierarchy based on job relationships, value differences between class levels and pay levels, and perform a compression analysis and make findings.
- Provide recommendations, including but not limited to identifying what job classifications should be added, removed, amended, or consolidated, changes to position descriptions or job allocations, changes to classification practices and policies, and changes to the classification structure. An analysis must be provided to support recommendations and propose implementation methods.
- Prepare a preliminary report, executive summary, and final report of all classification findings and recommendations. Reports must be logical in design and easy to understand.
- Propose options for addressing all areas identified in the findings.
- Develop implementation strategies related to all areas identified in the findings.
- Provide Human Resources staff with training and written materials related to any recommendations, findings, and implementation strategies.
- Prepare a final 2023 Classification Study report and provide an electronic version of the report. The report must be logical in design and easy to understand.
- Present report and findings to the Kenai City Council in person in Kenai, Alaska, at a regular City Council meeting or Work Session.

3.2 Contract Formation

Contract(s) in this matter will not be formed until executed by all parties including the City of Kenai City Manager. Performance under the contract(s) will not begin until the contract(s) is fully executed by all parties. A sample professional services agreement is provided as an attachment to this RFP (Attachment D). Terms and conditions of these agreements are subject to negotiation with successful Proposer(s), except the Insurance and Indemnification Requirements below:

Proposer must, at Proposer's own expense, throughout the term of the Agreement(s) secure and maintain the following insurance:

- i. Comprehensive general liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual coverage with a per occurrence limit of not less than \$1,000,000 combined single limit;
- ii. Worker's compensation insurance with coverage for all employees engaged in work under this Agreement as required by AS 23.30.045 (Proposer is responsible for worker's compensation insurance for any subcontractor who directly or indirectly provides services under the Agreement); and,
- iii. Comprehensive automobile liability insurance covering all owned, hired, and non-owned vehicles with coverage limits not less than \$1,000,000 combined single limit per occurrence.
- iv. Professional Errors and Omissions insurance in the amount of not less than \$100,000.

All insurance required must also meet the following requirements:

- i. For comprehensive general liability and automobile liability insurance, name the City of Kenai as an additional insured;
- ii. For worker's compensation insurance, general liability, and automobile liability insurance, where possible, include a waiver of subrogation so that the insurer waives all rights of subrogation against the City of Kenai for payments made under the policy;
- iii. Provide Owner with at least 30 days' written notice before any termination, cancellation, or material change in insurance coverage is effective; and,
- iv. Be issued by a company/corporation currently rated "A-" or better by A.M. Best.

Proposer must indemnify, defend, and hold harmless the City and its agents, employees, and/or insurers from claim, loss, damage, liability, including injury and death or expense in any way related to any act or omission of Proposer or Proposer's employees, agents, or invitees arising out of Proposer's performance of services under the Agreement(s), except to the extent any negligence of City or its employees or agents is a proximate cause of any injury or damage. If a third party asserts a claim against Proposer and City, Proposer and the City shall seek in good faith to achieve Agreement to an apportionment of fault as between them without an independent of litigation. This provision shall survive expiration or termination of any Agreement(s).

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below.

4.1 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP.

4.2 Proposal Submission

A complete proposal package must be submitted by 4:00 p.m. AKDT on September 8, 2023, to the City of Kenai, 210 Fidalgo Street, Kenai, AK 99611, in a sealed envelope:

Proposal responses must be comprised of two documents placed in separate sealed envelopes.

One shall contain only the RFP Cost Proposal on the Cost Proposal Form and must be titled: "2023 Classification Study RFP – [NAME OF PROPOSING ENTITY] Cost Proposal."

The second shall contain all other response materials and must be titled: "2023 Classification Study – [NAME OF PROPOSING ENTITY] RFP Response."

The City reserves the right to establish any and all elements or terms of this proposal. All proposals submitted shall be binding upon the proposer if accepted by the City.

4.3 Letter of Transmittal

Briefly state your Proposer's understanding of the project's purpose and services to be performed and make a positive commitment to provide the services as specified.

List name(s) of the person(s) who are authorized to make representations for your Proposer, their titles, address, and telephone numbers.

The letter must be signed by a corporate officer or other individual who has the authority to bind the Proposer.

The letter must acknowledge all addenda, if any.

4.4 Experience/Qualifications

Detail the firm's relevant experience performing classification studies or work of a similar nature, including experience performing classification studies or salary or benefit surveys for Alaska municipalities. A minimum of three (3) years of experience performing classification studies is required.

Provide a list of five (5) references for services performed by the Proposer similar to the services required in this Request for Proposals. The City will contact references to ascertain the Proposer's performance, specifically in the areas of knowledge and expertise, customer satisfaction, and conformance to a similar Scope of Services as this engagement.

Provide a sample work product for deliverables the Proposer has developed for clients similar to this the services required in this Request for Proposals. It is not required that the sample includes the client name, confidential, or proprietary information.

4.5 Key Project Staff and Sub-consultants

Identify key project staff and sub-consultants expected to provide services on behalf of the firm. Resumes should be included for each of the individuals and sub-consultants referenced. Be

specific on the proposed staff regarding experience and qualifications on projects of similar size and scope.

4.6 Available Resources/ Location

Provide information on resources available to your firm, which indicates that you have access to the services necessary to perform the work.

Describe the firm's location where the primary services are to be provided and the ability to meet in person with City personnel when required during the performance of the contract.

4.7 Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3.0. This should consist of a detailed work plan indicating the steps to be completed, the resources that will be utilized and the timeline for completion.

Describe overall approach to include any special considerations, which may be envisioned.

4.8 Cost

Provide a lump sum cost (including travel and other out-of-pocket expenses) for all services required in Section 3.0 (Scope of Work). The cost proposal portion of the submission should be submitted in a separate sealed envelope included in the sealed envelope containing the entire proposal.

The cost proposal will be opened and the cost score calculated after the scores of the other evaluation criteria have been calculated.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Process

A committee of individuals representing the City of Kenai will perform evaluation of the proposal. The committee will rank the proposal as submitted. The City of Kenai reserves the right to award a contract solely on the written proposal.

The City also reserves the right to request oral interviews with the highest ranked Proposers (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon, and possible refinement of the written responses. If interviews are conducted, a maximum of three (3) Proposers will be short-listed. A second score sheet will be used to score those firms interviewed. The final recommendation for selection will be based on the total of all evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first.

The Proposer, whose proposal is ranked highest by the evaluation committee, may be invited to enter into final negotiations with the City for the purposes of agreement award.

5.1 Criteria

The factors to be evaluated and the associated point values are as follows:

- | | |
|--|--------------------|
| 1. Experience/Qualifications | (20 points) |
| 2. Key Project Staff and Sub-consultants | (10 points) |
| 3. Available Resources/Location | (10 points) |
| 4. Project Methodology and Approach | (40 points) |
| 5. Cost | <u>(20 points)</u> |

Total Points Available	100 points
------------------------	------------

Committee members will independently review the proposals and award points for above factors 1 – 4. Cost will be scored by the committee as a whole using the following formula:

$$\frac{\text{Lowest total cost proposal}}{\text{Proposer total cost proposal}} \times 20 = \text{Points Awarded}$$

6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the City of Kenai. If an agreement cannot be reached with the highest ranked Proposer, the City shall notify the proposer and terminate the negotiations. If proposals are submitted by one or more other proponents determined to be qualified, negotiations may then be conducted with such other proposers in the order of their respective rankings. This process may continue until successful negotiations are achieved. The City of Kenai reserves the right to reject any and all proposals submitted.

7.0 APPEAL PROCESS

Any party submitting a bid or proposal for an agreement with the City and who believes that they are adversely affected by the City's relevant ordinances, regulations, procurement process, or by any acts of the City in connection with the award of a City agreement, may file an appeal in accordance with the appeal procedures outlined in Kenai Municipal Code KMC 7.15.120. The City's Code may be viewed online at <https://kenai.municipal.codes/KMC/7.15.120>

8.0 SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS

In addition to carefully reading all of the information in this Request for Proposals, all Proposers must carefully read and review the sample contract (Attachment D). The successful Proposer shall be required to enter into a Contract with the City of Kenai, which will be substantially similar to the sample.

Therefore, the Proposer must identify any proposed changes to the sample Contract consistent with Section 1.3 of this Request for Proposals.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF THE RESPONDENT MAKES CHANGES, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE CITY. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.

COST PROPOSAL FORM

City of Kenai Request for Proposals (RFP) 2023 Classification Study

Proposer acknowledges receipt of Addenda No(s) _____, and hereby represent that if awarded a contract, will enter into and execute a contract with the City of Kenai for the Professional Services referenced in the Request for Proposals at the compensation stated below.

Cost proposal is a lump sum (including travel and other out-of-pocket expenses) and open for acceptance by the City for a period of not less than ninety (90) calendar days from the date the proposal is due.

TOTAL LUMP SUM, for all professional services required:

\$ _____
Numerical amount

Dollars

(Amount Written in Words)

An Agreement shall not be formed and no rights shall exist under the Agreement until the final Agreement is fully executed by all parties.

By executing this Proposal, I certify that I have the authority to bind the Company or Business Entity submitting this proposal.

Name of Company or Business Entity

Date

Signature

Title

Print Name

Phone

Address

Fax

Address

Email Address

Cost Proposal is to be submitted in a separate sealed envelope

CITY OF KENAI

Employee Classification Plan

Class Code	Class Title	Range
<i>(A) Supervisory and Professional</i>		
101	City Manager**	NG
102	City Attorney**	NG
103	City Clerk**	NG
104	Finance Director*	29
105	Public Works Director*	28
106	Police Chief*	28
107	Fire Chief*	27
112	Airport Manager*	25
117	Planning Director*	23
118	Information Technology (IT) Manager	23
119	Assistant to City Manager/Special Projects Coordinator	23
120	Library Director*	23
121	Senior Center Director*	23
122	Parks and Recreation Director*	23
123	Human Resources Director*	23
124	Controller	25
<i>(B) Administrative Support</i>		
203	Administrative Assistant I	13
204	Accounting Technician I	15
205	Accounting Technician II	16
207	Desktop Support Technician	13
210	Administrative Assistant II	14
211	Administrative Assistant III	15
214	Library Assistant	11
218	Library Aide	8
219	Data Entry Clerk	1
<i>(C) Public Safety</i>		
302	Fire Fighter	18
303	Police Lieutenant	27
304	Police Sergeant	24
305	Police Officer	21
306	Public Safety Dispatcher	14
307	Fire Engineer	20
311	Fire Captain	21
312	Fire Marshal	22
313	Communications Supervisor	17

314	Police Trainee	21/1
315	Deputy Fire Chief	25
316	Chief Animal Control Officer	17
317	Animal Control Officer	14

(D) Public Works/ Airport Operations

400	Capital Project Manager	23
401	Building Official/Manager	22
402	Shop Foreman	21
403	Street Foreman	21
404	Utility Foreman I/II	21/22
405	Utility Operator I/II	15/18
407	Equipment Operator	16
408	Shop Mechanic	19
409	Equipment Lead Operator	19
412	Building Maintenance Technician	17
413	Utility Lead Operator	19
417	Airport Operations Specialist	16
418	Airport Operations Supervisor	20
419	Building Maintenance Lead Technician	19

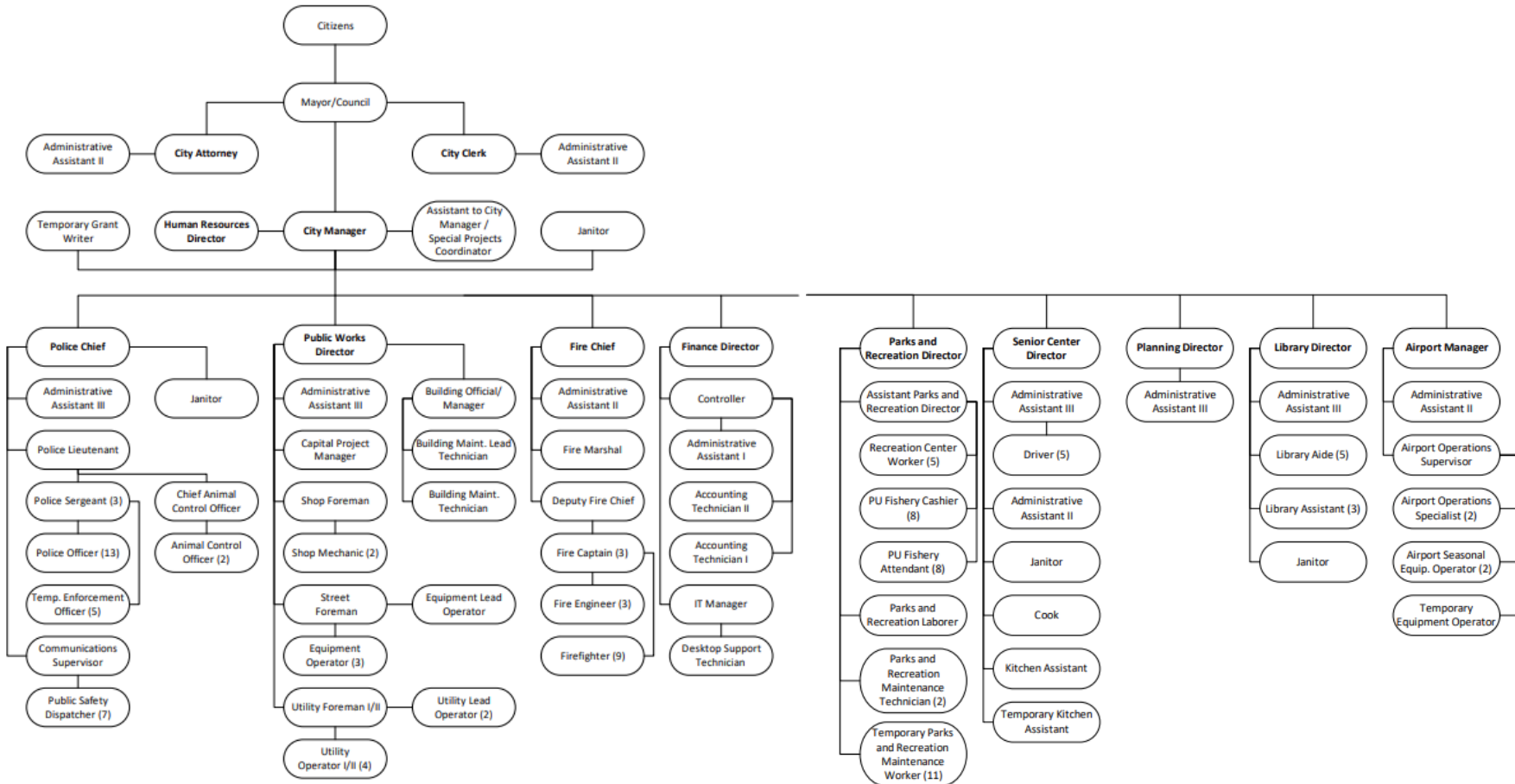
(E) General Services

502	Assistant Parks & Recreation Director	19
503	Recreation Center Worker	3
504	Parks and Recreation Maintenance Technician	14
505	Parks and Recreation Laborer	6
506	Cook	8
508	Driver	4
509	Kitchen Assistant	4
511	Janitor I/II	4/5

* Department Head Service

** City Manager, City Clerk, and City Attorney are Council-appointed administrative offices and are not included as part of the 2023 Classification Study or Salary and Benefits Survey

**City of Kenai
FY2024 Permanent Positions
Organizational Chart**



Attachment B
City of Kenai Organizational Chart

City of Kenai
Fiscal Year 2024 Operating Budget

Permanent Position - Classified Salary Schedule

Classified employees excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	\$ 14.11	\$ 14.46	\$ 14.82	\$ 15.17	\$ 15.52	\$ 15.87	\$ 16.23	\$ 16.58	\$ 16.93
2	14.82	15.19	15.56	15.93	16.30	16.67	17.04	17.41	17.78
3	15.56	15.95	16.34	16.73	17.12	17.51	17.89	18.28	18.67
4	16.34	16.75	17.16	17.57	17.97	18.38	18.79	19.20	19.61
5	17.15	17.58	18.01	18.44	18.87	19.29	19.72	20.15	20.58
6	18.02	18.47	18.92	19.37	19.82	20.27	20.72	21.17	21.62
7	18.91	19.38	19.86	20.33	20.80	21.27	21.75	22.22	22.69
8	20.25	20.76	21.26	21.77	22.28	22.78	23.29	23.79	24.30
9	21.27	21.80	22.33	22.87	23.40	23.93	24.46	24.99	25.52
10	22.32	22.88	23.44	23.99	24.55	25.11	25.67	26.23	26.78
11	23.42	24.01	24.59	25.18	25.76	26.35	26.93	27.52	28.10
12	24.62	25.24	25.85	26.47	27.08	27.70	28.31	28.93	29.54
13	25.86	26.51	27.15	27.80	28.45	29.09	29.74	30.39	31.03
14	27.15	27.83	28.51	29.19	29.87	30.54	31.22	31.90	32.58
15	28.48	29.19	29.90	30.62	31.33	32.04	32.75	33.46	34.18
16	29.91	30.66	31.41	32.15	32.90	33.65	34.40	35.14	35.89
17	31.44	32.23	33.01	33.80	34.58	35.37	36.16	36.94	37.73
18	32.98	33.80	34.63	35.45	36.28	37.10	37.93	38.75	39.58
19	34.64	35.51	36.37	37.24	38.10	38.97	39.84	40.70	41.57
20	36.35	37.26	38.17	39.08	39.99	40.89	41.80	42.71	43.62
21	38.18	39.13	40.09	41.04	42.00	42.95	43.91	44.86	45.82
22	40.09	41.09	42.09	43.10	44.10	45.10	46.10	47.11	48.11
23	42.07	43.12	44.17	45.23	46.28	47.33	48.38	49.43	50.48
24	44.19	45.29	46.40	47.50	48.61	49.71	50.82	51.92	53.03
25	46.40	47.56	48.72	49.88	51.04	52.20	53.36	54.52	55.68
26	48.75	49.97	51.19	52.41	53.63	54.84	56.06	57.28	58.50
27	51.14	52.42	53.70	54.98	56.25	57.53	58.81	60.09	61.37
28	53.72	55.06	56.41	57.75	59.09	60.44	61.78	63.12	64.46
29	56.48	57.89	59.30	60.72	62.13	63.54	64.95	66.36	67.78

Classified employees engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
18	\$ 23.56	\$ 24.15	\$ 24.74	\$ 25.33	\$ 25.92	\$ 26.51	\$ 27.09	\$ 27.68	\$ 28.27
19	24.74	25.36	25.98	26.60	27.21	27.83	28.45	29.07	29.69
20	25.98	26.63	27.28	27.93	28.58	29.23	29.88	30.53	31.18
21	27.27	27.95	28.63	29.32	30.00	30.68	31.36	32.04	32.72
22	28.65	29.37	30.08	30.80	31.52	32.23	32.95	33.66	34.38

Department head service employees

Range	Minimum	Maximum
23	\$ 87,542	\$ 115,545
24	89,782	121,306
25	96,527	127,428
26	101,386	133,833
27	106,386	140,424
28	111,739	147,507
29	117,469	155,056

**PROFESSIONAL SERVICES AGREEMENT
CITY OF KENAI 2023 CLASSIFICATION STUDY**

THIS Agreement made and entered into this _____ day of _____, 2023,
by and between the City of Kenai, an Alaska municipal corporation (the City),

(Consultant).

Section 1. Employment of Consultant. The City hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the services hereafter set forth.

Section 2. Consultant's Representation and Warranty, and Manner of Performance.

(A) Consultant hereby represents and warrants to the City, and the City relies upon said representations and warranties, that Consultant is a professional in the subject area in which services are to be provided and that Consultant has more than adequate experience, skill, knowledge, and competence to perform the services set forth in this Agreement.

(B) Consultant accepts the relationship of trust and confidence between it and the City. Consultant covenants to perform its services under this Agreement with due diligence, due care, and in a good and professional manner.

Section 3. Scope of Services. The Consultant shall perform all the services provided for by this Agreement which are described generally and with particularity in Exhibit A (Proposal to Conduct a Classification Study for the City of Kenai), which is attached hereto and fully incorporated herein.

Section 4. Personnel. Consultant's personnel shall be limited to Consultant's employees as may be listed in the Consultant's proposal (Exhibit A) and those persons approved by the City Manager.

Section 5. Time of Performance. The services of Consultant shall commence upon execution of this Agreement by the City and shall terminate, subject to Sections 8 and 9, on January 31, 2024. The period of performance may be extended for additional periods only by the mutual written agreement of the parties.

Section 6. Compensation.

(A) The total compensation for all services provided and expenses incurred (including travel and other out-of-pocket expenses) by Consultant arising under this Agreement shall not exceed \$_____. Any payment beyond this amount including payment for additional services (including services of sub consultants) may be made only pursuant to a fully executed change order or contract modification stating any

new services to be provided and / or the amount of payment agreed upon. In the event this paragraph conflicts or is inconsistent with any other provision in the contract documents, this provision shall control.

(B) Except as otherwise provided in this Agreement, specifically Exhibit A, the City shall not provide any additional compensation, payment, use of facilities, service or other thing of value to the Consultant in connection with performance of Consultant's duties under this Agreement. The parties understand and agree that, except as otherwise provided in this section, administrative overhead and other indirect or direct costs Consultant may incur in the performance of its obligations under this Agreement have already been included in computation of Consultant's fee and may not be charged to the City.

Section 7. Method and Time of Payment.

(A) Progress payments will be made on receipt of monthly invoices of consultant. An invoice shall be supported by a summary showing percentage of completion by task and actual expenses incurred. Documentation of expenses need not be submitted with invoices but shall be retained by Consultant for seven years or as required law, whichever is longer, in the event the City requests said documentation.

(B) No payment will be disbursed until approved by the City. The City shall review Consultant's invoice in a timely manner, and will request from Consultant necessary explanations or additional documentation to support any invoice within fifteen (15) days of receipt of invoice by the City. All sums properly due shall be paid within 30 days of invoice or receipt of additional documentation satisfactory to the city to substantiate the invoice whichever is later.

Section 8. Termination of Agreement for Cause. If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner the obligations under this Agreement, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Consultant of such termination and specifying the effective date thereof. All finished or unfinished documents, data, studies, surveys and reports or other material (to include without limitation data and information kept on computer, disk, video, tape, etc.) prepared by the Consultant arising out of or connected with this Agreement are the property of the City and shall be delivered to the City by or upon the effective date of termination. The Consultant shall be entitled to receive compensation in accordance with the payment provisions of Exhibit A of this Agreement only for work completed to the City's satisfaction.

Section 9. Termination for Convenience of City. The City may terminate this Agreement at any time by giving written notice to the Consultant at least five (5) days before the effective date of such termination and specifying the effective date thereof. All finished or unfinished documents and other materials as described in paragraph 8 above are the property of the City and shall be delivered to the City by or upon the effective date

of execution of this section. The Consultant shall be entitled to receive compensation in accordance with the payment provisions of Exhibit A and only for work completed to the City's satisfaction. If this Agreement is terminated due to the fault of the Consultant, section 8 of this Agreement shall govern the rights and liabilities of the parties.

Section 10. Causes Beyond Control. In the event Consultant is prevented by a cause or causes beyond control of Consultant from performing any obligation of this Agreement, non-performance resulting from such cause or causes shall not be deemed to be a breach of this Agreement which will render Consultant liable for damages or give rights to the cancellation of the Agreement for cause, provided that Consultant duly and timely notifies the City in writing of the cause or causes, which writing must be titled "Cause or Causes Beyond Control of Consultant." However, if and when such cause or causes cease to prevent performance, Consultant shall exercise all reasonable diligence to resume and complete performance of the obligation with the least possible delay. The phrase "cause or causes beyond control," as used in this section, means any one or more of the following causes which are not attributable to the fault or negligence of Consultant and which prevent the performance of Consultant: fire, explosions, acts of God, war, orders or law of duly constituted public authorities, and other major uncontrollable and unavoidable events, all of the foregoing which must actually prevent Consultant from performing the terms of the Agreement as set forth herein. Events which are peculiar to the Consultant and would not prevent another consultant from performing, including, but not limited to financial difficulties, are not causes beyond the control of Consultant. Based on Consultant's "Cause or Causes Beyond Control of Consultant," the City will determine whether the event preventing Consultant from performing is a cause beyond Consultant's control.

Section 11. Modifications.

(A) The parties may mutually agree to modify the terms of the Agreement by means of an agreement in writing signed by both parties. Modifications to the Agreement shall be incorporated into the Agreement by written amendments.

(B) It is expressly understood that the City may require changes in the scope of services and an unreasonable refusal by Consultant to agree to modification in the scope of services will be the basis for termination of the Agreement for cause. It is expressly understood that the total amount of compensation for successful performance of the Agreement will not be modified, under any circumstances, without prior written approval of the City. The above notwithstanding, if a change in the scope of services significantly changes the amount of work required of Consultant or requires services Consultant is not qualified to perform so that it would not be reasonable for Consultant to perform all the work or provide the qualified personnel for less than the not-to-exceed amount set out in Section 6(A), then the City's failure to reasonably increase said not-to-exceed amount will excuse Consultant's refusal to agree to the modification in the scope of services.

Section 12. Equal Employment Opportunity. The Consultant will not discriminate against any employee or applicant for employment in violation of law, to include without limitation, because of race, color, religion, sex, national origin, physical handicap, age, status as a disabled veteran, or veteran of the Vietnam era. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, physical handicap, age, status as a disabled veteran, or veteran of the Vietnam era. Such actions shall include, but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Consultant agrees to post in conspicuous places in its office available for employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, physical handicap, age, status as a disabled veteran, or veteran of the Vietnam era. The Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement.

Section 13. Interest of Members of City and Others. No officer, member or employee of the City and no member of its governing body, and no other public official of the governing body shall participate in any decision relating to this Agreement which affects the individual's personal interest or the interest of any corporation, partnership or association in which he or she is, directly or indirectly, interested or having any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

Section 14. Non-Assignability.

(A) The Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the City, thereto; provided, however that claims for money due or to become due to the Consultant from the City under this Agreement may be assigned by court order or to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City, or the Consultant shall be responsible to the City for any moneys due the assignee of this Agreement which are paid directly to the Consultant.

(B) The Consultant shall not delegate duties or otherwise subcontract work or services under this Agreement without the prior written approval of the City.

Section 15. Interest of Consultant. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. Consultant further covenants that in the performance of this Agreement it

shall not knowingly employ any person having any such interest and that it shall reasonably inquire of all its employees to determine that they have no such interest.

Section 16. Findings Confidential Except as required by law, including court orders directing disclosure, any reports, information, data, etc., given to or prepared or assembled by Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization by Consultant without the prior written approval of the City.

Section 17. Officials Not to Benefit. No members of the Congress of the United States or Resident Commissioner or Member of the State legislature or officer of the State of Alaska or the City shall be admitted to any share or part hereof or to any benefit to arise from this Agreement.

Section 18. Publication, Reproduction and Use of Materials. No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. The City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.

Section 19. Audits and Inspections. At any time during normal business hours and as often as the City may deem necessary, there shall be made available for examination all of Consultant's records with respect to all matters covered by this Agreement and Consultant will permit representatives of the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement. Except in case of emergency, Consultant must make such records available upon five (5) day's notice. In case of emergency, Consultant must make such records available immediately upon request. In performing such audits and investigations, the City and its representatives shall not unduly interfere with the ability of Consultant to perform its duties under this Agreement.

Section 20. Jurisdiction; Choice of Law. Any civil action arising from this Agreement shall be brought in the superior court for the third judicial district of the state of Alaska at Kenai. The law of the state of Alaska shall govern the rights and obligations of the parties.

Section 21. Non-Waiver. The failure of the City at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of this Agreement or any part thereof, or the right of the City thereafter to enforce each and every provision hereof.

Section 22. Permits, Laws and Taxes. The Consultant shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to the performance under this Agreement. In performing its obligations under this Agreement,

Consultant shall comply with all applicable statutes, ordinances, rules and regulations. The Consultant shall pay all taxes pertaining to its performance under this Agreement.

Section 23. Relationship of the Parties. The Consultant shall perform its obligations hereunder as an independent contractor of the City. The City may administer this Agreement and monitor the Consultant's compliance with this Agreement but shall not supervise or otherwise direct the Consultant except to provide recommendations and to provide approvals pursuant to this Agreement.

Section 24. Administration of this Agreement.

(A) The City Manager or designee will be the representative of the City administering this Agreement.

(B) The services to be furnished by the Consultant shall be administered by [NAME, TITLE]. In the event that Consultant is unable to serve for any reason to perform its obligations under this Agreement, the Consultant shall appoint a successor in interest but such appointment will be subject to a written approval of the City.

Section 25. Integration. This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties.

Section 26. Defense and Indemnification. Consultant shall indemnify, defend and hold the City, its elected and appointed officers, contractors, agents and employees who are directly responsible to the City (collectively "the City") harmless from and against any and all claims, demands, suits or liability of any nature, kind or character whatsoever under this Agreement, including costs, expenses and attorneys fees, resulting from negligent acts, errors, or omissions of the Consultant or Consultant's officers, agents, employees, partners, contractors, and sub-consultants who are directly responsible to the Consultant, (collectively "Consultant"). Consultant is not required to indemnify, defend, or hold harmless the City for a claim of, or liability for, independent negligent acts, errors, and omissions of the City. If there is a claim of, or liability for, a joint negligent act, error or omission of Consultant and the City, the indemnification, defense and hold harmless obligation of this Agreement shall be apportioned on a comparative fault basis. For purposes of this Agreement "independent negligent acts, errors, and omissions" means negligence other than in the City's selection, administration, monitoring, or controlling of Consultant, or in approving or accepting Consultant's work.

Section 27. Interpretation and Enforcement. This Agreement is being executed by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections

in this Agreement are not to be construed as limitations or definitions but are for identification purposes only.

Section 28. Consultant Insurance.

(A) The Consultant shall maintain the following insurance coverage in effect during the term of this Agreement and shall file certificates of such insurance with the Owner or City prior to the commencement of its performance under this Agreement. Such insurance shall be by a company/corporation currently rated "A-" or better by A.M. Best.

1. A policy of comprehensive general liability insurance with limits of not less than \$1,000,000 per occurrence covering injury to or death of any person or persons, and with limits of not less than \$1,000,000 per occurrence covering property damage.
2. Auto liability with included operations, contractual liability, and owned, leased, hired or borrowed, and non-owned vehicles with limits of not less than \$1,000,000 combined single limit per occurrence.
3. Worker's Compensation and Employer's liability insurance in accordance with applicable laws.
4. Professional Errors and Omissions insurance in the amount of not less than \$1,000,000

If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the contractor.

5. Primary Coverage for any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
6. Waiver of Subrogation Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
7. Deductibles and Self-Insured Retentions any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

8. Claims Made Policies if any of the required policies provide coverage on a claims-made basis:

- a) The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- b) Insurance must be maintained and evidence of insurance must be provided *for at least two (2) years after completion of the contract of work.*
- c) If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of *two (5) years* after completion of contract work.

9. Verification of Coverage Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

10. Subcontractors Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

(B) Said liability insurance shall provide that such insurance may not be canceled or reduced until twenty (20) days after the City shall have received notice of such cancellation or reduction.

(C) Consultant shall maintain said insurance policies in effect and shall cause all parties supplying services, labor, or materials to maintain insurance in amounts and coverage not less than those specified above in effect.

(D) A lapse in insurance coverage is a material breach of this Agreement, which may result in immediate termination of this Agreement, pursuant to Section 8.

Section 29. Understanding. Consultant acknowledges that Consultant has read and understands the terms of this Agreement, has had the opportunity to review the same with counsel of its choice, and is executing this Agreement of its own free will.

Section 30. Severability. If any section or clause of this Agreement is held invalid by a court of competent jurisdiction, or is otherwise invalid under the law, the remainder of this Agreement shall remain in full force and effect.

Section 31. Compliance with Law. Consultant shall comply with all applicable Federal, State of Alaska and City laws, regulations, and ordinances in performing its duties hereunder.

Section 32. Notices. Any notice required pertaining to the subject matter of the Agreement shall be personally delivered or mailed by prepaid first-class, registered or certified mail to the following address:

City: City Manager
City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611

Consultant: _____

IN WITNESS WHEREOF, the parties have caused this agreement to be executed in their respective names or by their duly authorized representatives as of the date and year above written.

CITY OF KENAI

By:

Terry Eubank, City Manager

By:

State of Alaska
Third Judicial District

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Terry Eubank, City Manager for the City of Kenai.

State of Alaska
Third Judicial District

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by _____ (Name), _____ (Title) for _____.

Signature of Person Taking
Acknowledgment (Notary)

Signature of Person Taking
Acknowledgment (Notary)

(Title)

(Title)

(Serial Number, if any)

(Serial Number, if any)

Approved by Legal: _____

Approved by Finance: _____

SAMPLE

Alaska Department of Commerce, Community, and Economic Development
P.O. Box 110806, Juneau, Alaska 99811-0806

ALASKA BUSINESS LICENSE

The licensee named below holds Alaska Business License Number _____
Covering the period of: _____ through _____
Line of Business: _____

COMPANY NAME

ADDRESS

Owner:
NAME OF OWNER

This license shall not be taken as permission to do business in the state without having complied with
The other requirements of the laws of the State of Alaska or of the United States.

Alaska Department of Commerce, Community, and Economic Development
Commissioner: _____

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

SAMPLE

No. _____
Effective: _____
Expires: _____

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC
DEVELOPMENT
Division of Occupational Licensing

Division of Occupational Licensing

Certifies that

COMPANY NAME

Is a Registered

Specialty

Commissioner: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COM/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					Underinsured motorist \$ 1,000,000
A	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$ 4,000,000
	<input checked="" type="checkbox"/> RETENTION \$ 10,000					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A			E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/>				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: PROJECT NAME

The Certificate Holder is an Additional Insured on General Liability & Automobile policies, but only with respect to work done by or on behalf of the named insured for the project referenced. The Certificate Holder is granted Waiver of Subrogation on the General Liability, Automobile and Workers' Compensation policies as respects the referenced project

CERTIFICATE HOLDER

CANCELLATION

City of Kenai
Public Works
210 Fidalgo Ave
Kenai, AK 99611

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE