



# **CITY OF KENAI**

REQUEST FOR PROPOSALS (RFP)

HEALTH & LIFE INSURANCE BENEFITS CONSULTANT

ISSUED  
January 26, 2024

PROPOSAL DELIVERY DEADLINE  
5:00 PM February 23, 2024

Issued By:  
CITY OF KENAI  
Human Resources Department  
210 Fidalgo Avenue  
Kenai, AK 99611

Point of Contact:  
Stephanie Randall  
srandall@kenai.city  
907.283.8242

CITY OF KENAI  
210 FIDALGO AVENUE  
KENAI, ALASKA 99611-7794  
(907) 283-8242



## **REQUEST FOR PROPOSALS (RFP)**

Project Name: Health & Life Insurance Benefits Consulting

Proposal Documents Available: January 26, 2024

Last Day for Questions *February 6 @ 5 PM*

Proposal Due Date: *February 23, 2024 @ 5 PM at City Hall*

The City of Kenai hereby invites qualified firms to submit proposals for acceptance by the City to provide health & life insurance benefits consulting. The effective date of this contract shall be from the date of award to March 31, 2027 with an option to renew for two additional one-year periods, upon mutual consent by the successful firm and the City of Kenai.

Proposers should contact the Human Resources Department at (907) 283-8242 to be placed on the plan holder's list to receive addenda.

RFP documents can be obtained on the City of Kenai website at [www.kenai.city](http://www.kenai.city) or at City Hall.

Publish: Anchorage Daily News- January 28,2024  
Peninsula Clarion – January 28, 2024 and January 31, 2024

## REQUEST FOR PROPOSALS (RFP) INSTRUCTIONS

### 1.0 GENERAL INFORMATION

#### 1.1 Purpose

The City of Kenai is seeking a Health & Life Insurance Benefits Consultant to assist the City in providing health benefits for approximately 120 employees and their dependents.

The effective period of this contract shall be from the date of award to March 31, 2027 with an option to renew for two (2) additional one-year periods, upon mutual consent by the successful firm and City of Kenai.

#### 1.2 Questions

Any questions regarding this proposal are to be submitted in writing to the Human Resources Department by no later than the date specified in the advertisement. Questions shall be emailed to [srandall@kenai.city](mailto:srandall@kenai.city). The subject line of the email should read: "Questions: *Kenai Health & Life Insurance Benefits Consulting Contract*".

Verbal requests for information or clarification will not be accepted. No oral change, or interpretation, of any provision contained in this RFP is valid. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the City.

To receive project addenda, you must be on the plan holders list. To be placed on the plan holders list, please contact the Human Resources Department either by phone at 283-8242 or email [srandall@kenai.city](mailto:srandall@kenai.city). Downloading RFP's from the City web site does not automatically put you on the plan holders list.

#### 1.3 Preparation Costs

The City shall not be responsible for proposal preparation cost, nor for any 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.

#### 1.4 Timeline

Release.....	January 26, 2024
Final Questions Due.....	February 6, 2024
Proposals Due .....	February 23, 2024
Proposed Evaluation .....	February 26, 2024
Intent to Award.....	March 4, 2024
Notice of Award.....	March 7, 2024

These dates are approximate and subject to change.

## **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 Consultant 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 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. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and completeness and clarity of content.

### **2.5 Signature Requirements**

All proposal transmittal letters and fee schedules must be signed. A proposal may be signed by: an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; an owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

### **2.6 Proposal Submission**

Three (3) copies of the Technical Proposal are to be submitted to the City of Kenai Human Resources Department at 210 Fidalgo Avenue, Kenai, AK 99611, along with one (1) copy of the Fee Schedule in a separate sealed envelope. These four (4) documents shall be submitted in a sealed envelope clearly marked with the proposer's and RFP name.

### **2.7 Tax Compliance**

Kenai City Code requires that businesses or individuals contracting to do business with the City be in compliance with the Kenai Peninsula Borough tax provisions. No contract will be awarded to any individual or business found to be in violation.

## 2.8 Licenses and Certifications

Proposers shall include with their proposals copies of all licenses, certificates, registrations and other credentials required for performance under the contract. 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 and applicable professional licenses, registrations and certificates.

## 2.9 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's City Manager.

## 2.10 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 Department and will become public record after award of the Contract.

## 2.11 Oral Change/Interpretation

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

Proposer shall acknowledge receipt of addenda in the space provided on the 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. The City Manager may elect to allow a proposer to acknowledge receipt of addenda after opening proposals.

## 2.12 Replacement of Submitted Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

## 2.13 Late Submissions

Proposals not received prior to the date and time specified will not be considered.

## 2.14 Withdrawal of Proposals

At any time prior to 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.

## 2.15 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.

## 2.16 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.

## 2.17 Conflicts of Interests

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 Proposal, without first disclosing his/her potential conflict, by submitting a letter to the Clerk's Office establishing their "intent to do business with the City". The contractor for itself and its principal employees, officers, agents, directors or shareholders covenants that neither the contractor 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 WORK

## 3.1 Project Description

The scope of the services provided by the Health & Life Insurance Benefits Consultant shall include the following:

- a. Assist the City in clarifying objectives, expectations and concerns to establish short and long term goals of the employee health insurance program;
- b. Compare actual results to stated goals and projections;
- c. Review existing data, contracts and agreements and provide written commentary;
- d. Preparation for and attendance at City meetings as identified for the purpose of explaining status reports and recommended changes or courses of action;

e. Research and reports on:

1. Plan design with respect to short- and long-range objectives;
2. Eligibility formulas with respect to industry work patterns;
3. Cost containment features and administration;
4. Participant incentives related to cost containment procedures;
5. State and federal proposed and enacted legislation and its impact;
6. Health promotion;
7. Funding alternatives (conventional insurance, minimum premium, self-funding);
8. Relative competitiveness of plans;
9. Flexible benefit plans;
10. Alternative delivery systems (self-funding, contractual services, alternate providers, etc.); and,
11. Employee satisfaction and cost sharing.

f. Draft employee communication materials announcing a change in benefits or the addition of a new benefit;

g. Prepare the City's Employee Benefits Guide which contains the Summary of Benefits and Coverages and other summaries of all employee health and life insurance benefits (medical, dental, vision, employee assistance program, section 125 medical reimbursement account, health reimbursement arrangement; life insurance, etc.);

h. Prepare and provide for distribution all legally required notifications regarding employee health and life insurance benefits (e.g. ERISA disclosures, annual notices, Summary of Benefits and Coverages, etc.);

i. Provide cost/benefit information as requested;

j. Assist in conducting employee meetings to discuss benefit topics;

k. Assist in developing enrollment procedures and forms;

l. Negotiate insurance company or TPA renewals on benefits (i.e. HRA, FSA administrators) that are insured or provide cost projections comparing self-funded benefits concepts with current fully-funded plans;

m. Make available published information regarding research, legislative matters and technical compliance;

n. When benefit modifications are made, report on estimates of cost impact;

o. Assist employees with claim appeals or disputes and benefit questions;

p. Include quarterly update meetings with HR and Finance regarding overview of benefit packages and planning for future programs and/or plan changes;

q. Review and comment on contracts and/or amendments provided by the insurance carriers or TPA's;

r. Calculate COBRA rates;

- s. Prepare specifications for insurance carriers, TPA's, or vendors to offer competitive bids on any or all employee benefit plans, to include:
- t. Assist in establishing the criteria used to determine which carriers, administrators or other vendors are to receive the specifications;
- u. Review the specifications with the City prior to submission to the insurance carriers, administrators or other vendors;
- v. Receive proposals and prepare a bid analysis, including recommendations; and,
- w. If new carriers or providers are selected, assist in development of administrative procedures, review contracts, agreements, booklets, and other associated forms necessitated by the transfer.
- x. Provide any other services that are usual and necessary for prudent administration of the City's health benefits program.
- y. Provide analytical reports to include City actual costs to budgeted amounts and utilization rates of the City's health reimbursement arrangement.
- z. Services not covered:
  - 1. Production costs for special employee communications and audio/visual presentations;
  - 2. Preparation and filing of various governmental reports;
  - 3. Legal or investment advice;
  - 4. Projects outside the scope of services listed above; and,
  - 5. Claims audits.

#### **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. After a title page and table of contents include the following sections.

##### **4.1 Letter of Transmittal**

Briefly state your firm's understanding of the 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 firm, 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 firm.

##### **4.2 Experience/Qualifications/References**

Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to provide the required services. Provide how the firms will support the City in reviewing plan expenditures and contractual obligations in its administration of the City's current fully-insured health care plan.

Provide at least three (3) references for which your firm currently provides the same or similar services and three (3) references for entities which have voluntarily left you services in the last three (3) years. All references should include a point of contact, telephone number, e-mail address, and a brief description of the services which are or were provided.

#### 4.3 Project Manager, Key Project Staff and Sub-consultants

Identify the project manager, 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.

#### 4.4 Available Resources / Consultant Location

Provide information on resources available to your firm, which indicates that you have access to the services necessary to perform the work. Also indicate the location and hours of operation 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.

#### 4.5 Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3.0. Describe overall approach to include any special considerations, which may be envisioned.

Detail the firm's ability to assist the City in securing coverage as needed for prescription coverage, dental coverage, vision coverage, life insurance coverage (both employer paid and employee paid supplemental coverage), health reimbursement arrangements, flexible spending accounts, and other policies currently in place or proposed for the employee benefits plan.

#### 4.6 Fee

Under a separate sealed envelope submit one (1) copy of the proposed fee for all services which may be required in performance of this work and marked on the outside of the envelope "FEE". The consultant's compensation shall be on a flat fee basis, exclusive of commissions, including contingent commissions, as mutually agreed to by the City and the Consultant. Said fee shall be paid annually either in one lump sum or in increments mutually agreed to by the City and the Consultant, upon delivery to the City of the appropriate contract, to include any necessary and/or required endorsements and shall not include any commissions or contingent commissions. Commissions or contingent commissions paid to the Consultant shall be credited against the Consultant's flat fee.

## 5.0 EVALUATION CRITERIA AND PROCESS

### 5.1 CRITERIA SCORESHEET

Name of firm being evaluated \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

Signature and Date \_\_\_\_\_

1. Firm Experience - Section 4.2	10 points
2. Staff - Section 4.3	15 points
3. Available Resources Section 4.4	15 points
4. Methodology and Approach Section 4.5	30 points
5. Fee Section 4.6	30 points
Total Points Available	<u>100</u> points

The Cost score will be calculated using the following formula:

$(\text{Low Proposal Cost} / \text{Proposal Cost}) * 30 * \# \text{ of evaluators} = \text{Total Cost Proposal Points}$

### 5.2 Qualitative Rating Factor

A committee of individuals representing the City of Kenai will perform an evaluation of the proposal. The committee will rank the proposal as submitted. The City of Kenai reserves the right to select solely on the written proposal. The committee shall consist of no less than 3 members to ensure fairness.

Firms will be ranked using the following qualitative rating factors, excluding cost, for each RFP criteria.

1.0	Outstanding
0.8	Excellent
0.6	Good
0.4	Fair
0.2	Poor
0.0	Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

## 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 PROCEDURE**

Any party submitting a proposal for this procurement and who believes that they are adversely affected by the City's procurement process, or by any acts of the City in connection with the award of a City contract, may file a protest appeal with the City's Human Resources Director. All protest appeals must be filed with the City within 10 days of the issuance of the City's notice of its intent to award the contract. The City Manager will decide the appeal. The protest appeal must be in writing and shall include the following information:

- A. the name, address, e-mail, and telephone and facsimile numbers of the protester;
- B. the signature of the protester or the protester's representative;
- C. identification of the solicitation or contract at issue;
- D. a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and,
- E. the form of relief requested.

The protest appeal may be hand-delivered, faxed, or sent by U.S. mail with postage prepaid to the attention of the Human Resources Director, 210 Fidalgo Avenue, Kenai, AK 99611. Regardless of the method of delivery chosen by the protester, all protest appeals must be actually received by the City within 5 calendar days of the issuance of the City's notice of intent to award. If the fifth day is a City-recognized holiday or a weekend, the deadline for appeal shall be the next work day. It is up to the protester to choose a method of delivery to assure timely receipt by the City.

The City Manager shall decide the protest appeal and issue a written decision under the following general procedures:

- A. If the City Manager sustains a protest in whole or in part, the City Manager shall implement an appropriate remedy.
- B. In determining an appropriate remedy, the City Manager shall consider the circumstances surrounding the solicitation or procurement including the seriousness of the procurement deficiencies, the degree of prejudice to other interested parties or to the integrity of the procurement system, the good faith of the parties, the extent the procurement has been accomplished, costs to the agency and other impacts on the agency of a proposed remedy, and the urgency of the procurement to the welfare of the City.
- C. Notwithstanding subsections A and B immediately above, if the City Manager sustains a protest appeal in whole or part, the protester's damages shall not exceed the reasonable proposal preparation costs.

The City Manager shall deliver his or her determination of the protest appeal in writing to the protester by hand-delivery at the protester's place of business or other address or via U.S. Mail or facsimile, and shall be effective immediately upon receipt if hand-delivered, upon receipt of delivery confirmation if sent by facsimile or, if mailed, three days after placement in the U.S. Mail.

A party filing a protest appeal may appeal the City Manager's decision to the Kenai Superior Court.

## **8.0 SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS**

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract. 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 make any proposed changes to the sample Contract that the Proposer desires. All changes must be made legible and conspicuously in red ink on all copies submitted. Page (s) on which the change (s) appear must be tabbed as to be easily identified. The respondent must also provide the rationale for all changes.

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 the evaluation process.

**CITY of KENAI**  
**Fee PROPOSAL**  
*Health & Life Insurance Benefits Consultant*

**ACKNOWLEDGEMENT**

In submitting this proposal, we certify that we have examined the specifications documents, have received Addenda Nos. ☐ ☐ ☐ ☐ ☐, and have included their provisions in our proposal. If awarded a contract under this proposal, we hereby agree to the terms set forth in the specification documents and all addenda identified on this proposal.

TOTAL LUMP SUM

on annualized basis, for all professional services required:

\$ \_\_\_\_\_  
Numerical amount

The Proposer further declares that the only person or parties interested in the Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the City and that **the Proposal is made without any connection or collusion** with any person submitting another Proposal on this Contract.”

**SIGNATURE REQUIREMENT**

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Representative \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

The undersigned has read the foregoing and hereby agrees to the conditions stated therein by affixing his/her signature below:

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Date

Enter Licensing Information:

Alaska Business License # \_\_\_\_\_

Specialty Contractor License # (if applicable) \_\_\_\_\_

**PROFESSIONAL SERVICES AGREEMENT**  
**FOR**  
**HEALTH & LIFE INSURANCE BENEFITS CONSULTANT**

THIS AGREEMENT made and entered by and between the CITY OF KENAI and\_.

**Section 1. Definition.** In this Agreement:

1. The term “City” means the City of Kenai.
2. The term “Consultant” means \_\_\_\_\_.
3. The term “City Manager” means the City Manager of the City of Kenai or his/her authorized representative.

**Section 2. Scope of Services.** The Consultant shall perform all the services provided for by this Agreement:

See Attachment A, incorporated by reference as if fully set forth herein.

**Section 3. Personnel.** Personnel shall be limited to\_\_\_\_\_.

**Section 4. Time of Performance.** The services of the Consultant shall commence \_\_\_\_\_, 2024, and shall terminate on March 31, 2027. The period of performance may be extended for t w o ( 2 ) additional one-year periods only by the mutual written agreement of the parties.

**Section 5. Compensation.**

- A. Subject to the provisions of this Agreement, the City shall pay the Consultant a total sum for all services and expenses for the term of this Agreement not exceeding the sum of \$\_\_\_\_.
- B. Except as otherwise provided in this Agreement, the City shall not provide any additional compensation, payment, service or other thing of value to the Consultant in connection with performance of Agreement duties. The parties understand and agree that, except as otherwise provided in this agreement, administrative overhead and other indirect or direct costs the Consultant may incur in the performance of its obligations under this Agreement have already been included in computation of the Consultant’s fee and may not be charged to the City. The Consultant agrees to credit all commissions, including contingent commissions, received to the City’s account or make other arrangements with the carriers to reduce the premium charged to the City by the amount of the commission.

**Section 6. Method and Time of Payment.**

- A. Payment shall be made within 30 calendar days from receipt of an approved invoice.
- B. No payment will be disbursed until the completed task and associated expenditures have been approved by the City.
- C. All invoices must be submitted in duplicate and addressed as follows:

City of Kenai / Attn: Human Resources  
210 Fidalgo Avenue,  
Kenai, Alaska, 99611

- D. It is expressly understood and agreed that in no event shall the total compensation due the Consultant including all commissions and contingent commissions exceed \$ \_\_\_\_.

**Section 7. Ownership.** All finished or unfinished documents, data, studies, surveys, and reports or other material prepared by the Consultant under this agreement are the property of the City.

**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 have the right to terminate this Agreement by giving written notice to the Consultant of termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. All finished or unfinished documents, data, studies, surveys and reports or other material prepared by the Consultant under 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 only for work completed to the City's satisfaction in accordance with the terms of this Agreement.

**Section 9. Termination for Convenience of City.** The City may terminate this Agreement at any time by giving written notice to the Consultant of such termination and specifying the effective date of such termination. All finished or unfinished documents and other materials as described in Section 8, above, 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 this Agreement only for work completed to the City's satisfaction in accordance with the terms of this Agreement. 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 the Consultant is prevented by a cause or causes beyond control of the Consultant from performing any obligation of this Agreement, nonperformance resulting from such cause or causes shall not be deemed to be a breach of this Agreement which will render the Consultant liable for damages or give rights to the cancellation of this Agreement for cause. However, if and when such cause or causes cease to prevent performance, the 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 the Consultant and which prevent the performance of the 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 the Consultant from performing the terms of this Agreement. 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 the Consultant. The City will determine whether the event preventing the Consultant from performing is a cause beyond the Consultant's control.

**Section 11. Modifications.**

- A. The parties may mutually agree to modify the terms of this Agreement. Modifications to this Agreement shall be incorporated into this 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 the Consultant to agree to modification in the scope of services will be the basis for termination of this Agreement for cause. It is expressly understood that the

total amount of compensation for successful performance of this Agreement will not be modified, under any circumstances, without prior written approval of the City.

**Section 12. 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 their personal interest or the interest of any corporation, partnership or association in which they are, directly or indirectly, interested or having any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

**Section 13. Assignability.** 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.

**Section 14. Interest of Consultant.** The 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. The Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed.

**Section 15. Findings Confidential.** To the extent permitted or required by law any reports, information, data, etc., given to or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

**Section 16. 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 17. 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 18. 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 protection hereof.

**Section 19. 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. All actions taken by the Consultant under this Agreement shall comply with all applicable federal, state, and local regulations including, but not limited to, those laws related to wages, taxes, social security, workers compensation, nondiscrimination, licenses, and registration requirements. The Consultant shall pay all taxes pertaining to its performance under this Agreement.

**Section 20. Agreement Administration.**

- A. The Human Resources director, or his designee, will be the representative of the City administering this Agreement.
- B. The services to be furnished by the Consultant shall be administered, supervised, and directed by the Human Resources Director. In the event that the individual named above or any of the individuals identified in the proposal to perform work under this Agreement is unable to serve for any reason, the Consultant shall appoint a successor in interest subject to written approval of the City.

**Section 21. 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 22. Defense and Indemnification.** The Consultant shall indemnify, defend, save and hold the City, its elected and appointed officers, agents and employees, harmless from any and all claims, demands, suits, or liability of any nature, kind or character including costs, expenses, and attorneys' fees resulting from Consultant or Consultant's officers, agents, employees, partners, attorneys, suppliers, and subconsultants' performance or failure to perform this Agreement in any way whatsoever. This defense and indemnification responsibility includes claims alleging acts or omissions by the City or its agents which are said to have contributed to the losses, failure, violations, or damage. However, Consultant shall not be responsible for any damages or claim arising from the sole negligence or willful misconduct of the City, its agents, or employees. Consultant and subconsultants shall also not be required to defend or indemnify the Owner for damage or loss that has been found to be attributed to an independent contractor directly responsible to the City under separate written contract.

**Section 23. 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 24. Relationship of the Parties.** The services to be rendered under this Agreement are those of an independent contractor. The Consultant will not at any time directly or indirectly act as an agent, servant or employee of the City or make any commitments or incur any liabilities on behalf of the City without the City's express consent. The City shall not supervise or direct the Consultant except as set forth in this agreement.

**Section 25. Insurance.** Consultant and all subconsultants, if any, shall be responsible for the purchase and maintenance of minimum insurance coverage as specified in paragraphs A and B of this section.

This insurance coverage shall be in acceptable form, and for the amounts specified by the City, or as required by law, whichever is greater. Such insurance shall be by a company/corporation currently rated "A-" or better by A.M. Best.

This insurance coverage shall remain in effect for the life of this Agreement and shall be a part of the contract price. This insurance shall be primary and exclusive of any other insurance carried by the City.

- A. Commercial general liability with minimum coverage of \$1,000,000, automobile liability insurance with minimum coverage of \$1,000,000 combined single limit bodily injury and property damage per occurrence, and insurance covering work on this project that provides a minimum coverage of \$1,000,000 against any claim arising out of professional liability/errors or omissions of Consultant and/or Consultant's subcontractors. This insurance shall be primary and exclusive of any other insurance carried by the City of Kenai. The commercial general liability insurance shall be without limitation on the time within which the resulting loss, damage, or injury is actually sustained.
- B. Per Alaska State Statutes, Worker's Compensation and Employers Liability Insurance shall be provided for all employees who are performing work under this contract.
- C. Certificate(s) of Insurance shall be provided by Contractor and all subcontractors, or their Insurance Companies and/or their Agents, naming the City of Kenai as an additional insured for the work specified in this contract with a waiver of subrogation for commercial general liability insurance and automobile liability insurance. The certificates of insurance must reference the specific contract by name. Workers compensation insurance must be endorsed for waiver of subrogation against the City. Certificates of insurance, acceptable in form and content, will be delivered to:

City of Kenai / Human Resources  
210 Fidalgo Avenue  
Kenai, AK 99611

- D. There shall be no cancellation or material change of the insurance coverage, or intent not to renew the insurance coverages as specified in this contract, without thirty (30) days prior written notice to the City of Kenai. Notice of cancellation, material change in coverage, or intent not to renew will be delivered to the address designated for legal notice in the agreement.
- E. Upon renewal or change in policies during the contract, Certificates of Insurance shall be delivered to the address designated for legal notice in the agreement.
- F. Owner shall have the option to purchase and maintain such insurance as will protect Owner against property losses or liability claims, which may arise from operations under the contract. Insurance providing coverage against fire and extended coverage perils, may, at Owner option, provide coverage to the full insurable value of the project and insure the interests of Contractor and all subcontractors as their interests may appear. Any recovery for loss insured pursuant to this General Condition is to be adjusted to Owner and made payable to Owner as trustee for the insured, as their interests may appear. This section does not modify the contractor or subcontractors' responsibility to provide insurance as required in ARTICLE 25.

**Section 26. 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 27. Understanding.** The Consultant acknowledges that the Consultant has read and understands the terms of this Agreement, has had the opportunity to review the same with counsel of their choice, and is executing this Agreement of their own free will.

**Section 28. Notices.** Any notice required pertaining to the subject matter of this Agreement shall be personally delivered or mailed by prepaid first-class, registered or certified mail to the following addresses:

City of Kenai:	Human Resources 210 Fidalgo Ave. Kenai, AK 99669
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Consultant:	_____ _____ _____
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**Section 29. Consultant's Violations of Tax Obligations.**

- A. This Agreement can be terminated for cause, pursuant to Section 8, if it is determined that a Consultant is in arrears of any taxation, lease or rental agreement that is due to the City that is not remedied within ten (10) calendar days of notification by regular mail.
- B. The City reserves any right it may have to offset amounts owed by an individual, firm, corporation or business for delinquent City taxes, moneys owed on sales, assessments, leases and rental agreements, against any amount owing to the same under an agreement between the City and the same.

OWNER and CONSULTANT each binds themselves, their partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

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.

OWNER:  
CITY OF KENAI

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF ALASKA                    )  
THIRD JUDICIAL DISTRICT        )ss.

THIS IS TO CERTIFY that on

this \_\_\_\_ day of \_\_\_\_\_, 202\_\_

Terry Eubank, City Manager,

City of Kenai, Alaska, being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said City.

\_\_\_\_\_  
NOTARY PUBLIC FOR ALASKA  
My Commission Expires: \_\_\_\_\_

Approved by Legal: \_\_\_\_\_  
Approved by Finance: \_\_\_\_\_

CONSULTANT:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF ALASKA                    )  
THIRD JUDICIAL DISTRICT        )ss.

THIS IS TO CERTIFY that on

this \_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_,  
(title) \_\_\_\_\_

of \_\_\_\_\_ being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said corporation.

\_\_\_\_\_  
NOTARY PUBLIC FOR ALASKA  
My Commission Expires: \_\_\_\_\_

**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: \_\_\_\_\_



Phone: (907) 714-2197  
or: (907) 714-2175  
Fax: (907) 714-2376

For Official Use Only

Reason for Certificate:  <input type="checkbox"/> Solicitation <input checked="" type="checkbox"/> Other:		For Department:	
		Dept. Contact:	
Business Name:			
Business Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other:		
Owner Name(s):			
Business Mailing Address:			
Business Telephone:		Business Fax:	
Email:			

☐ Yes ☐ No Kenai Peninsula Borough Code of Ordinances, Chapter 5.28.140, requires that businesses/individuals contracting to do business with the Kenai Peninsula Borough be in compliance with Borough tax provisions. No contract will be awarded to any individual or business who is found to be in violation of the Borough Code of Ordinances in the several areas of taxation.

REAL/PERSONAL/BUSINESS PROPERTY ACCOUNTS	
ACCT. NO.	ACCT. NAME

TAX ACCOUNTS/STATUS (TO BE COMPLETED BY KPB)	
YEAR LAST PAID	BALANCE DUE

\_\_\_\_\_ ☐ In Compliance ☐ Not in Compliance  
Date

SALES TAX ACCOUNTS	
ACCT. NO.	ACCT. NAME

TAX ACCOUNTS/STATUS (TO BE COMPLETED BY KPB)		
FILED THRU	M/F's	BALANCE DUE

\_\_\_\_\_ ☐ In Compliance ☐ Not in Compliance  
Date

**Signature of Applicant (Required)**

**IF ANY BUSINESS IS CONDUCTED OR IS AWARDED A BID WITHIN THE KENAI PENINSULA BOROUGH YOU MUST BE REGISTERED TO COLLECT SALES TAX. THE SALES TAX DEPARTMENT CAN BE REACHED AT (907) 714-2175.**

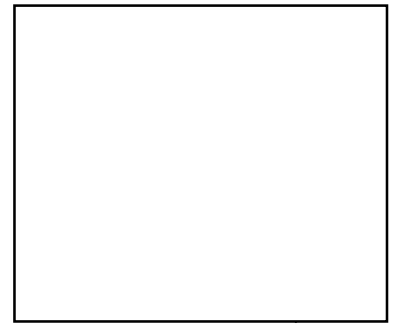
# Tax Compliance Certification

## Kenai Peninsula Borough

### Finance Department

144 N. Binkley Street  
Soldotna, Alaska 99669-7599  
www.kpb.us

Phone: (907) 714-2197  
or: (907) 714-2175  
Fax: (907) 714-2376



1.) Fill in all information requested. 2.) Sign and date. 3.) Submit with solicitation, or other.

For Official Use Only

Reason for Certificate:		For Department:	
<input type="checkbox"/> Solicitation <input type="checkbox"/> Other:		Dept. Contact:	
Business Name:			
Business Type:		<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other:	
Owner Name(s):			
Business Mailing Address:			
Business Telephone:		Business Fax:	
Email:			

As a business or individual, have you ever conducted business or owned real or personal property within the Kenai Peninsula Borough? (If yes, please supply the following account numbers and sign below. If no, please sign below.)  
☐ Yes    ☐ No    Kenai Peninsula Borough Code of Ordinances, Chapter 5.28.140, requires that businesses/individuals contracting to do business with the Kenai Peninsula Borough be in compliance with Borough tax provisions. No contract will be awarded to any individual or business who is found to be in violation of the Borough Code of Ordinances in the several areas of taxation.

REAL/PERSONAL/BUSINESS PROPERTY ACCOUNTS	
ACCT. NO.	ACCT. NAME

\_\_\_\_\_  
KPB Finance Department (signature required)

SALES TAX ACCOUNTS	
ACCT. NO.	ACCT. NAME

\_\_\_\_\_  
KPB Sales Tax Division (signature required)

TAX ACCOUNTS/STATUS (TO BE COMPLETED BY KPB)	
YEAR LAST PAID	BALANCE DUE

\_\_\_\_\_  
Date    ☐ In Compliance    ☐ Not in Compliance

TAX ACCOUNTS/STATUS (TO BE COMPLETED BY KPB)		
FILED THRU	M/F's	BALANCE DUE

\_\_\_\_\_  
Date    ☐ In Compliance    ☐ Not in Compliance

CERTIFICATION: I, \_\_\_\_\_ the \_\_\_\_\_, hereby certify that, to the  
(Name of Applicant) (Title)  
best of my knowledge, the above information is correct as of \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
Signature of Applicant (Required)

**IF ANY BUSINESS IS CONDUCTED OR IS AWARDED A BID WITHIN THE KENAI PENINSULA BOROUGH YOU MUST BE REGISTERED TO COLLECT SALES TAX. THE SALES TAX DEPARTMENT CAN BE REACHED AT (907) 714-2175.**

ATTACHMENT