

Invitation to Bid

Project: 2020 Facility Occupancy Compliance

Release: September 23, 2020

Pre-Bid Meeting: September 30, 2020; 1:00-3:00pm

Meet in City Hall Council Chambers

Site visit to each location after initial discussion

Last day for Questions: October 2, 2020 by 12:00pm

Bids Due Date: October 9, 2020, no later than 12:00pm

Kenai City Hall

210 Fidalgo Avenue

Kenai, AK 99611

ATTN: Director of Public Works

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Attachments: Plans / Specifications



Advertisement for Bid

Project Name: 2020 Facility Occupancy Compliance

Pre-Bid Meeting: September 30, 2020 1:00pm-3:00pm starting at City Hall

Last Day for Questions: No later than 12:00pm October 2, 2020

Bid Due Date and Time: No later than 12:00pm October 9, 2020 at City Hall

Scope of Work: This project is focused specifically toward electrical contractors. Project consists of providing new electrical and data connections to Owner supplied equipment at three different City facilities. Work includes connections to cameras, monitors, digital signage and network equipment. Project will provide occupancy monitoring to assist with management of COVID restrictions within several public facilities.

Bidders should contact the Public Works Department at (907) 283-8236 to be placed on the plans holders list. Questions may be submitted to publicworks@kenai.city.

Bids must be delivered in a sealed envelope clearly marked with the project name to the Public Works Department at the address above. Bid documents can be obtained on City of Kenai website at www.kenai.city or at City Hall for a non-refundable fee of \$50.00 including sales tax for each set of documents.

Publish: <u>Anchorage Daily News</u>- September 23, 2020

Peninsula Clarion - September 25, 2020

CITY OF KENAI INSTRUCTIONS TO BIDDER

1. GENERAL

These instructions specify the form and procedures for the submission of a complete and acceptable bid. To obtain addenda in a timely manner, you should be on the City of Kenai's plan holder's list. Downloading project specifications and drawings from the City website or other online plans rooms does not place you on the City's plan holder's list. To be added to the plan holder's list, please contact the Public Works Department Administrative Assistant by phone (907) 283-8236 or by email at PublicWorks@kenai.city.

Project: 2020 Facility Occupancy Compliance

Pre-Bid Meeting: September 30, 2020; 1:00pm-3:00 starting at City Hall Council Chambers

Last Day for Questions: October 2, 2020 by 12:00pm Bid Due Date and Time: October 9, 2020 by 12:00pm

Completion Date: Project must be completed by December 15th, 2020 to avoid complications with COVID funding. This includes the City being in receipt of Contractor's final invoice. Contractor acknowledges this will require coordination with Owner supplied materials. Owner and Contractor shall agree on work schedule.

2. EVIDENCE OF QUALIFICATIONS

Upon request of the City, a Bidder whose bid is under consideration for the award of the Agreement, shall submit promptly to the City, satisfactory evidence of the Bidder's financial resources, their experience, their performance in completing other projects of a similar nature, and the organization and equipment they have available for the performance of the Agreement.

3. BIDDER QUALIFICATIONS

Before the bid is considered for award, the City reserves the right to determine whether or not a Bidder is responsible and to require the Bidder to complete a Bidder Qualification Form and/or provide a current financial statement prepared by a Certified Public Accountant. The City shall determine whether a Bidder is responsible on the basis of the following criteria:

- The skill and experience demonstrated by the Bidder in performing Agreements of a similar nature.
- The Bidder's record for honesty and integrity.
- The Bidder's capacity to perform in terms of facilities, personnel, and financing.
- The Bidder's past performance under City Agreements. If the Bidder has failed in any material way to perform its obligations under any Agreement with the City, the Bidder may be determined as a non-responsible Bidder.
- A Bidder's representations concerning their qualifications will be construed as a covenant under the Agreement. Should it appear that the Bidder has made a material misrepresentation, the City shall have the right to terminate the Agreement for the Contractor's breach, and the City may then pursue such remedies as provided in the Agreement Documents or as provided by state statute, City code, or as appropriate.

Any final determination that a Bidder is non-responsible will be made by the City Manager. Such determination will be made in writing to the Bidder setting forth the reasons for such determination.

4. CONDITIONS AFFECTING THE WORK

The Bidder shall examine carefully the site(s) of the proposed work and the bid documents before submitting a bid. The submission of a bid shall be an admission that the Bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements and accuracy of the bid documents.

The City assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents, or employees prior to the execution of this Agreement, unless such understanding or representations are expressly stated in the bid documents or Addenda.

The Bidder shall include in their bid, sufficient sums to cover all items required by the Agreement and the conditions of the site(s), and shall rely entirely upon their own examination in making their bid. The submission of a bid shall be taken as prima facie evidence of compliance with this paragraph.

If information or documentation required for submitting an accurate and complete bid is absent from these documents, the Bidder is required to notify the Public Works Director by facsimile (907) 283-3014, or by e-mail to PublicWorks@kenai.city.

5. SECURITY TO BE FURNISHED BY BIDDER

If the bid exceeds \$100,000, a certified check, bank cashier's check, or bid bond, made payable to the City of Kenai amount equal to five (5%) percent of the total bid, shall accompany each bid as evidence of good faith, a guarantee that if awarded the agreement, the Bidder will execute the agreement and give bond as required. All Bidder's checks or bid bonds will be retained until the successful Bidder has entered into a satisfactory agreement and furnished bonds, as required. The successful Bidder shall furnish the City a Performance and Payment bond in the full amount of the Agreement and shall maintain the Bond in force during the continuance of the Agreement. The bonds must be furnished prior to the City's execution of the Agreement. The Bond shall be for the faithful performance of the Agreement in all respects including, but not limited to, payments for all materials and labor. All alterations, extensions of time, additional work, and other changes authorized by the Agreement Documents may be made without securing the consent of the Surety or Sureties. Power-of-Attorney for the person signing the Bond for the Surety must be submitted with the Bond. These bonds, in whatever amount required by the specific agreement, shall be administered and deemed governed by the provisions of Alaska Statutes Title 36. Chapter 25. and shall comply with all requirements for payment and submission of claims as provided by that chapter.

6. LICENSING

Alaska State Statutes requires that all businesses wishing to engage in business in Alaska obtain license(s). All Bidders are required to furnish with their bid, the applicable, current licenses required to perform the work. Applicable licenses may include the following: Contractor's License,

Specialty Contractor License, and Alaska Business License. Failure to submit license(s) with the bid may result in rejection of the Contractor's bid.

7. TAX COMPLIANCE CERTIFICATE

No agreement will be awarded to any individual or entity that is in violation of the tax laws of the City of Kenai or the Kenai Peninsula Borough unless the violation is cured within ten business days of notice. The Tax Compliance Certificate must be signed by the Bidder only and submitted with the bid. The City will obtain verification of tax compliance from the Kenai Peninsula Borough for the successful bidder. Bids submitted without a completed Tax Compliance Certificate may be considered non-responsive.

8. INTERPRETATION OR CORRECTIONS OF BID DOCUMENTS

Bidders shall notify the Public Works Director promptly of any error, omission, or inconsistency that may be discovered during examination of the bid documents and the proposed work site(s). Requests from Bidders for interpretation or clarification of the bid documents shall be made in writing to the Public Works Director and shall arrive no later than the time and date specified in Section 1 of these Instructions to Bidders. Questions may be faxed to (907) 283-3014 or emailed to PublicWorks@kenai.city. The subject line of the email or fax must include the name of the project.

Oral questions may be presented at a pre-bid conference if one is provided for in Section 1 of these Instructions to Bidders. Interpretations, corrections, or changes, if any, to the bid documents shall be made by Addendum. Bidders shall not rely upon interpretations, corrections, and changes made in any other manner, including orally, at the pre-bid conference. Interpretations, corrections, and changes shall not be binding unless included in an Addendum. All Addenda issued during the time of bidding shall become part of the Agreement Documents. Questions or requests for clarifications shall be directed to the Public Works Director. Only written interpretations or corrections by Addendum shall be binding, and no other forms of interpretation or correction will be binding on the City of Kenai.

It is the Bidder's sole responsibility to ascertain that they have received all Addenda issued by the City of Kenai. Addenda will be issued electronically and/or by facsimile. All Addenda must be acknowledged in the space provided on the Bid Form. If no Addenda have been issued, write or type "zero" or "N/A" on the Bid Form in the space provided.

9. PREPARATION AND SUBMISSION OF BIDS

- Bids must be received at City Hall prior to the time and date specified in Section 1 of these Instructions to Bidders.
- Bids must be submitted on the Bid Form furnished. Bids must be completed in ink or by typewriter, and must be manually signed by an authorized person. If erasures or other changes appear on the forms, the person signing the bid must initial each erasure or change in ink.
- Bids shall specify a unit or lump sum price, typed or written in ink in figures, for each bid item called for. In case of error in the extension of prices, the unit price will govern. Bids

may be rejected if they show any omissions, alteration of the forms, additions not called for, conditional or alternate bids not called for, qualified bids, or irregularities of any kind.

- It is expressly agreed that the quantities shown in the Bid Form, whether for a "Unit Price Bid" or in connection with a "Lump Sum Bid" on the Bid Form are approximate only for use as a basis for comparison of bids and are not to be taken to be either representations or warranties. The City does not expressly, nor by implication, agree that the actual amount of work will correspond therewith.
- The Bid Form invites bids on definite plans and specifications. Only the amounts and information asked for on the Bid Form will be considered as the bid. Each Bidder shall bid upon the work exactly as specified and as requested on the Bid Form, and Bidders shall bid upon all alternates as indicated. When bidding on an alternate for which there is no charge, Bidder shall write the words "No Charge" in the space provided.
- One (1) complete bid package shall be completely sealed in an envelope clearly marked with the Bidder's company name, and the "Project Name" and "Bid Due Date" specified in Section 1 of these Instructions to Bidders. A complete bid package shall include the following documents:
 - o Bid Form
 - Tax Compliance Certificate
 - Applicable Licenses
 - Non-Collusion Affidavit
 - o Bid Bond with Power of Attorney (If bid exceeds \$100,000.00)
- Bids received without all the required documents may be considered non-responsive.
 Bids received after the bid due date and time will be considered non-responsive and will not be accepted.
- No responsibility shall be attached to the City for the premature opening of, or the failure to open a bid not properly addressed and identified.
- Please note that overnight delivery from the Lower 48 States is generally not available.
 Prospective Bidders should anticipate a minimum of two to three days delivery time for express, priority or expedited delivery services.

10. MODIFICATION OF BIDS

Bid modifications will be accepted by the City at publicworks@kenai.city and binding upon the Bidder where the modification:

- is received at City Hall prior to the time and date specified in Section 1 of these Instructions to Bidders.
- does <u>not</u> identify the adjusted Bid Total price. Only adjustments to the sealed bid will be accepted. For example:
 - CORRECT Decrease the Unit Bid Price of Item 20.22 Leveling Course by \$2.50 per ton and the Bid Total by \$2,500.
 - o CORRECT Increase the Unit Bid Price of Item 90.16 Mobilization and Demobilization and the Bid Total by \$5,000.

- o INCORRECT Decrease the Bid Total by \$5,000 for a new Total of \$95,000.
- is signed by the same individual who signed the original bid.

Should there be more than one bid modification from a Bidder, only the last modification received prior to the deadline shall be applied to the bid. All earlier modifications shall be disregarded.

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

It is the Bidder's responsibility to confirm the City's receipt of any bid modification.

11. WITHDRAWAL OF BID

At any time prior to scheduled closing time for receipt of bids, any Bidder may withdraw their bid, either personally or by written request.

After the scheduled closing time for receipt of bids, no Bidder will be permitted to withdraw their bid unless Notice of Award is delayed for a period exceeding forty-five (45) days.

A bid may not be withdrawn after opening without the written consent of the City.

12. ACCEPTANCE - REJECTION OF BIDS

The City reserves the right to reject any or all bids, to waive minor irregularities in any bids or in the bidding procedure, and to accept any bid presented which meets or exceeds said specifications and which is deemed to be in the best interest of the City. However, the requirements for timeliness and manual signatures shall not be waived. The City is not obligated to accept the lowest bid and is not responsible for bid preparation costs.

13. EXECUTION OF AGREEMENTS

The successful Bidder shall be required to execute an Agreement for the work within ten (10) days after receiving the Notice of Award and Agreement documents from City; if Contractor does not return executed copies within this time, then, at the option of City, the bid may be rejected.

14. AWARD OF AGREEMENT

It is the intent of the City to award the bid to the lowest, qualified, responsive and responsible Bidder. Unless otherwise stated in the bid documents, the Agreement, if awarded, shall be awarded to the responsible Bidder who submits the lowest responsive bid. When bid documents contain a base bid and alternates, only the total of the base bid and the alternates to be awarded shall be used to determine the low Bidder.

The amount of the Agreement shall be the total sum of the amounts computed from the estimated quantities and unit prices and/or the lump sum awarded by the City and specified in the Agreement.

On all bids, Notice of Award or rejection will be given within forty-five (45) days of bid opening. The notice will be in writing and signed by the Public Works Director. A Notice of Intent to Award, and no other act of the City of Kenai or its representatives, constitutes an acceptance of a bid. The acceptance of a bid shall bind the successful Bidder to execute the Agreement.

15. AGREEMENT AND PERFORMANCE AND PAYMENT BOND SIGNATURE INSTRUCTIONS WHEN BONDS ARE REQUIRED

The successful Bidder shall insert the full name and business of the Contractor in the Agreement and on the Performance and Payment Bond, hereinafter the Bond.

If the Contractor is a partnership or joint venture, all partners or joint ventures shall sign the Agreement and the Bond except that one partner or one joint venturer may sign for the partnership or joint venture when all other partners or joint venturers have executed a Power-of-Attorney authorizing one partner or joint venturer to sign. The Power-of-Attorney shall accompany the executed Agreement and the Bond.

If the Contractor is a Limited Liability Company (LLC), a person with appropriate authority to bind the LLC shall execute the Agreement and Bond unless a Power-of-Attorney or Corporate Resolution accompanies the executed Agreement and Bond.

If the Contractor is a corporation, the President or Vice-President and Secretary or Treasurer of the corporation shall execute the Agreement and the Bond unless a Power-of-Attorney or Corporate Resolution accompanies the executed Agreement and Bond.

The Bond shall be returned undated as to Agreement Date. The Agreement Date shall be inserted on the Agreement when the City signs the Agreement and the Bond shall be dated the same as the Agreement Date.

16. SPECIAL PROVISIONS

If funded in part or in whole by a grant or grants, the contractor and their subcontractors will be required to comply with the requirements of these grants, including insurance and purchasing requirements, if any. If any permits are included with the bid documents, e.g. a U.S Corp of Engineers wetland permit, all conditions of this permit must be met by the Contractor and their Subcontractors.

17. APPEAL PROCEDURE

KMC 7.15.120 Appeal procedures.

- (a) Any party submitting a bid or proposal for a contract 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 contract, may file a protest appeal with the City Clerk. All protest appeals must be to the City within five (5) calendar days of the issuance of the City's notice of its intent to award the contract. The appeal must be hand delivered, delivered by mail, or by facsimile and must comply with all requirements of this section. 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.
- (b) Rejection of Appeal. The Clerk shall reject an untimely or incomplete appeals. Such rejection shall be final and may be appealed to the Superior Court pursuant to the Court Rules of Appellate Procedure.
- (c) The protest appeal must be in writing and shall include the following information:
- (1) The name, address, e-mail, and telephone (and facsimile if available) numbers of the protester;
- (2) The signature of the protester or the protester's representative;
- (3) Identification of the contracting agency and the solicitation or contract at issue;

- (4) A statement of the legal and factual grounds of the protest, including copies of relevant documents; and
- (5) The form of relief requested.
- (d) Stay of Award. If a timely and complete protest appeal is filed, the award of the contract shall be stayed until all administrative remedies have been exhausted, unless the City Manager determines in writing that award of the contract pending resolution of the appeal is in the best interests of the City.
- (e) Notice and Response. Notice of the stay and protest appeal shall be delivered to any party who may be adversely affected by the City Manager's decision by facsimile, first class mail or in person within three (3) business days of receipt of a properly filed appeal.
- (f) City Manager Decision. The City Manager shall issue a written decision to the appellant within ten (10) business days of the date the appeal is filed. If multiple appeals have been filed, they may be consolidated for purposes of the decision. Copies of the appeal and decision shall be provided to any interested party requesting one. The decision may include any lawful action, including without limitation an amendment of all or any part of the recommended award. For good cause shown, the City Manager may extend the date for the decision for such additional period as may be necessary.
- (g) If the City Manager sustains a protest in whole or in part, the City Manager shall implement an appropriate remedy. 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.
- (h) Notwithstanding subsections (a) and (b) immediately above, if the City Manager sustains a bid protest appeal in whole or part, the protester's damages shall not exceed the reasonable bid or proposal preparation costs.
- (i) Appeal to Superior Court. Appeals may be taken from the written decision of the City Manager within thirty (30) days of the date of the decision pursuant to Part VI of the Alaska Rules of Appellate Procedure.

(Ord. 2852-2015)

18. COMPLIANCE OR ACCEPTED ALTERNATES TO SPECIFICATIONS

Bidder hereby agrees that the material offered will meet all the requirements of the specifications in this solicitation unless alternates have been deemed acceptable by the City. Manufacturer's names, trade names, brand names, model and catalog numbers used in these specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Alternates will be approved via addenda, and only via addenda. Request for alternates must be submitted no later than the Last Day for Questions in the Advertisement for Bid. An alternate must be requested via email sent to the addresses in section 1 with an explanation giving in detail the extent of the alternate, the reason for which it is requested, and why the City should approve the alternate. Provide as much detail as possible. If multiple models or options are provided with your submittal data clearly indicate which you are requesting. The City of Kenai will be the sole judge of whether an alternative is acceptable to the items specified.

2020 Facility Occupancy Compliance Project

Bid Form

No.	Description	Qty	Cost		
1	Visitor's Center	LS	\$		
2	Senior Center	LS	\$		
3	Recreation Center	LS	\$		
	Total Base Bid	\$			
4	Additive Alternate #1	LS	\$		
5	Additive Alternate #2	LS	\$		
Contract Award shall be by lowest Total Base Bid					

Company Name:		
Contact:	 	
Phone:	 	
Email:		

Tax Compliance Certification Kenai Peninsula Borough Finance Department

144 N. Binkley Street

Phone: (907) 714-2197

www.kpb.us			or: (907) 714 ax: (907) 714				
1.) Fill in all information requested.	2.) Sign and date	. 3.) Submit wit	h solicitation, o	r other.	Fc	or Official Use Onl	У
Reason for Certificate:			For Departm	nent:			
☐ Solicitation ☐ Other:			Dept. Conto	act:			
Business Name:			1				
Business Type:	☐ Individual	☐ Corporation	on 🗌 Partne	ərship	Other:		
Owner Name(s):							
Business Mailing Address:							
Business Telephone:			Business Fax:	;			
Email:							
Peninsula Borough? (If yes, please Yes No Kenai Peninsu contracting to do business with the will be awarded to any individual several areas of taxation.	la Borough Cod ne Kenai Peninsul	e of Ordinance la Borough be	es, Chapter 5.2 in compliance	28.140, red with Bord	quires that lough tax pr	businesses/indivrovisions. No co	viduals ontract
REAL/PERSONAL/BUSINESS PROI	PERTY ACCOUNTS		TAX ACCO	UNTS/STAT	IUS (TO BE C	Ompleted by KPB	3)
ACCT. NO.	ACCT. NAME		YEAR LAST F	PAID		BALANCE DUE	
KPB Finance Department (signature	required)	D	ate	_	Compliance	e ☐ Not in Con	npliance
SALES TAX ACCOU						OMPLETED BY KPB	_
ACCT. NO.	ACCT. NAME		FILED THRU	M,	/F's	BALANCE DI	JE
KPB Sales Tax Division (signature rec	quired)		ate	_	Compliance	e ☐ Not in Con	npliance
CERTIFICATION: I,(Name o	f Applicant)	the	(Title)		, hereby	y certify that, to	the
best of my knowledge, the above i		rrect as of	, ,				

Signature of Applicant (Required)

NON – COLLUSION AFFIDAVIT

(To be executed an	d submitted with Bid Proposal)
l,	of ,
,	of, Firm Name
being duly sworn, do depose and state	e:
·	n of which I am a member, who bid on the Contract the construction of that certain construction project
2020 Facility Occ	upancy Compliance Project
	of Alaska, have not, either directly or indirectly, ed in any collusion, or otherwise taken any action in connection with such Contract.
	Signature
	Name
	Title
	Date
ACKNOWL	EDGMENT
STATE OF ALASKA)	
)ss THIRD JUDICIAL DISTRICT)	
The foregoing instrument was acknowl 2020, by	edged before me this day of,
	NOTARY PUBLIC for State of Alaska My Commission Expires:

Contractor's Printed Name: Contractor's Fed. Tax ID #:	_	* * * * * All-America City	THE CITY OF INSTRUCTION OF THE CITY OF INSTRUCTION OF THE CITY OF INSTRUCTION OF THE CITY OF IT	REEMENT erly signed by the parties	City of Kenai 210 Fidalgo Ave. Kenai, AK 99611 907-283-8236
CONTRACTOR WILL PROVIDE TH	IE CITY OF KENA	I THE FOLLOW	ING SERVICE(S);		
Interpretation: The following docum 1. Addenda 2. Bid Specifications / Drawings / Ins 3.This Short Form Agreement 4. General Conditions (See page two 5.Contractor's Bid	structions to Bidde	ers	eference and shall be given the following ded)	ng order of precedence:	
Contractor's compensation will be (In	n words and numb	pers):			
Time of commencement and comple	etion:				
BY SIGNING BELOW, THE CONTRACCEPTS ALL TERMS AND CONDITIONS	RACTOR HEREB DITIONS OF THIS	Y AFFIRMS THA S AGREEMENT I	AT HE OR SHE HAS READ AND INCLUDING THE GENERAL	Contractor's Addr	ess & Phone / Fax Numbers:
Contractor's Signature			Date		
Recommended by:		Purchase Orde	er Number:	Approved by City Mana	ager:
Signature Date)			Signature	Date

Short Form Agreement Revised 4-4-2013

GENERAL CONDITIONS

Section 1. Execution of This Agreement. This agreement is not valid until properly signed by the parties and accompanied by a valid City of Kenai Purchase Order.

Section 2. Independent Contractor. The Contractor shall provide services as an independent contractor to the City.

Section 3. Compliance With Laws. The Contractor shall comply with all statutes, ordinances, and regulations governing its performance, post all required notices, and obtain all permits, licenses, and other entitlements necessary to its performance. The Contractor shall pay all taxes related to its performance and shall be current on all borough taxes at the time of entering this agreement. The Contractor shall acquire and maintain in good standing all permits, licenses; and other entitlements necessary to the legal performance of this agreement.

Section 4. Equal Employment Opportunity.

- A. The Contractor will not discriminate against any applicant for employment because of race, color, religion, national origin, ancestry, age, sex, marital status, or mental or physical handicap. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to the characteristics listed above. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The Contractor shall state in all solicitations or advertisements for employees to work on agreement jobs, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, or physical or mental handicap.
- C. The Contractor shall include the provisions of subsections A and B of this section in every subcontract or purchase order under this agreement, so as to be binding upon every subcontractor or vendor of the Contractor under this agreement.

Section 5. Insurance. During the term of this agreement the Contractor shall maintain a policy of workers' compensation and employers' liability insurance as required by law. Contractor shall also be required to carry Commercial general liability with minimum coverage of \$1,000,000 and automobile liability insurance with minimum coverage of \$1,000,000 combined single limit bodily injury and property damage per occurrence. 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. 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 and project number. Workers compensation insurance must be endorsed for waiver of subrogation against the City. Such insurance shall be by a company/corporation currently rated "A-"or better by A.M. Best. If providing professional services, \$1,000,000 against any claim arising out of professional liability/errors or omissions of Consultant and/or Consultant's subcontractors must be provided.

Section 6. Assignments. Unless the City provides otherwise in writing, any assignment by the Contractor of its interest in any part of this agreement or any delegation of its duties shall be void, and permit the City to terminate this agreement without liability for work performed.

Section 7. Ownership, Publication, Reproduction, and Use of Material. Unless the City provides otherwise in writing, all data, documents, and materials that the Contractor produces shall be property of the City, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents, or other materials. This exclusive right does not apply to any materials presently in the public domain or not subject to copyright.

Section 8. Indemnity. The contractor shall indemnify, hold harmless, and defend the City at its own expense from and against any and all claims, losses, damages or expenses, including reasonable attorney's fees, of, or liability for, any wrongful or negligent acts, errors, or omissions of the contractor, its officers, agents or employees, or any subcontractor under this agreement. The contractor shall not be required to defend or indemnify the City for any claims of, or liability for, any wrongful or negligent act, error, or omission solely due to the independent negligence of the City. If there is a claim of, or liability for, the joint negligence of the contractor and the independent negligence of the City, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. Apportionment shall be determined upon final determination of percentage of fault. If any such determination is by settlement, the percentage of fault attributed to each party for purposes of this indemnification provision shall only be binding upon the parties included in the settlement agreement. "Contractor" and "City" as used in this article include the employees, agents, officers, directors, and other contractors who are directly responsible, respectively, to each. The term "independent negligence of the City" is negligence other than in the City's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

Section 9. Termination.

This agreement may be terminated for cause immediately or by the City for its convenience upon fifteen (15) days' written notice to the Contractor.

Upon termination and the Contractor's furnishing to the City all finished and unfinished data, documents or other materials prepared under the agreement, the City shall pay the Contractor for all satisfactory work performed before termination.

Section 10. Nonwaiver. Either party failing to enforce a provision of this agreement does not waive the provision or affect the validity of the agreement or a party's right to enforce any provision of the agreement.

Section 11. Jurisdiction and Choice of Law. Any civil action arising from this agreement shall be brought in the trial courts for the Third Judicial District of the State of Alaska at Kenai. The laws of the State of Alaska govern this agreement.

Section 12. Integration. This document and all documents incorporated in it by reference are the entire agreement of the parties and supersede all previous communications, representations or agreements regarding this subject, whether oral or written, between the parties.

Short Form Agreement Revised 4-4-2013

CONTRACTOR'S RELEASE AND AFFIDAVIT OF PAYMENTS OF DEBTS AND CLAIMS ("Release")

PROJECT NAME: 2020 Facility Occupancy Compliance

The undersigned, being first duly sworn, deposes and says:	
1. That pursuant to this contract for project between undersigned and the City of Kenai dated the undersigned hereby certifies except as listed below, he has paid in full or has otherwise satisfied all obligations for materiand equipment furnished for all work, labor, and services performed and for all known indebtedness and claims for which the Contractor or the City of Kenai is or may become liable connection with performance under this contract. The Contractor warrants that he has make diligent search and inquiry to determine the existence of any such claim, debt, or liability and all such obligations, whether liquidated, unliquidated, or disputed, have been satisfied.	erials nown ple in nade
2. The Contractor further certifies he did not extend any loan, gratuity, or gift of money of form whatsoever to any employee or agent of the City, that he did not rent or purchase equipment or materials from any employee of the City, nor to the best of his knowledge, from agent of any employee of the City, and that he has not made any promise to an employee agent of the City to do or undertake any such action after completion of the subject contract.	any any e or
3. Pursuant to the above-described contract and in consideration of the final payment in amount of \$, the undersigned Contractor hereby releases and discharges City of Kenai, its officers, agents and employees of and from any and all further claim, charge, demand, liability, or other obligation whatsoever under or arising from said cont whether known or unknown and whether or not ascertainable at the time of the execution of instrument. This release is complete, final, binding and irrevocable.	s the debt, ract,
4. The Contractor shall indemnify, defend, save and hold the City, its elected and appoint officers, agents and employees, harmless from any and all claims, demands, suits, or liability any nature, kind or character including costs, expenses, and attorneys fees resulting Contractor or Contractor's officers, agents, employees, partners, attorneys, suppliers, subcontractors' performance or failure to perform this Agreement in any way whatsoever. defense and indemnification responsibility includes claims alleging acts or omissions by the or its agents which are said to have contributed to the losses, failure, violations, or dam However, Contractor shall not be responsible for any damages or claim arising from the negligence or willful misconduct of the City, its agents, or employees. Contractor subcontractors shall also not be required to defend or indemnify the City for damage or loss has been found to be attributed to an independent contractor directly responsible to the City u separate written contract.	ty of from and This City age. sole and that

CONTRACTOR'S RELEASE AND AFFIDAVIT OF PAYMENTS OF DEBTS AND CLAIMS ("Release")

If any portion of this Release is voided by law or court of competent jurisdiction, the remainder of this Release shall remain in full force and effect. IN WITNESS WHEREOF, this Release has been executed this __day of ______, 2020. (Contractor's signature) Title **ACKNOWLEDGMENT** STATE OF ALASKA SS THIRD JUDICIAL DISTRICT THIS IS TO CERTIFY that on this _____ day of _____, 2020, before the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared ______, who, having produced satisfactory evidence of identification, and having acknowledged the voluntary and authorized execution of the foregoing instrument for the purposes therein mentioned, executed the above and foregoing instrument. Notary Public for Alaska My Commission Expires: _____

(NOTE: In case of a corporation, the attached Certificate of Authority must be completed by a corporate officer other than the one who signs above.)

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	

Owner: NAME OF OWNER

ADDRESS

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(les) 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 PHONE (A/C, No. Ext): E-MAIL FAX (A/C, No): ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A INSURED 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. ADDL SUBR POLICY EFF POLICY EXP TYPE OF INSURANCE LIMITS POLICY NUMBER GENERAL HADILITI 1,000,000 EACH OCCURRENCE DAMAGE TO RENTED 100,000 X COMMERCIAL GENERAL LIABILITY PREMISES (Ea occurrence) X X 5,000 A MED EXP (Any one person) 1,000,000 PERSONAL & ADV INJURY 2,000,000 GENERAL AGGREGATE \$ 2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: PRODUCTS - COMP/OP AGG \$ X POLICY PRO-5 COMBINED SINGLE LIMIT AUTOMOBILE LIABILITY 1,000,000 (Ea accident) BODILY INJURY (Per person) 5 ANY AUTO A ALL OWNED SCHEDULED X X BODILY INJURY (Per accident) \$ AUTOS NON-OWNED PROPERTY DAMAGE HIRED AUTOS **AUTOS** (Per accident) \$ 1,000,000 Underinsured motorist X UMBRELLA LIAB **EACH OCCURRENCE** \$ **OCCUR** EXCESS LIAB 4,000,000 CLAIMS-MADE AGGREGATE NETENTION S 10,000 \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY X WC STATU-TORY LIMITS YIN ANY INCORPETOR/DARTHER/EXECUTIVE OFFICER/MEMBER EXCLUDED? E.L. EACH ACCIDENT 1,000,000 (Mandatory in NH)
If yes, describe under
DESCRIPTION OF OPERATIONS below E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 X 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 or 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 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. City of Kenai AUTHORIZED REPRESENTATIVE 210 Fidalgo Ave Kenai, AK 99611

ACORD 25 (2010/05)

INS025 (201005).01

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Plans & Specifications

Network Wiring

- 1. Cable to be at least CAT6
- 2. Cable, patch panels, jacks, and patch cables shall all be from a single manufacturer
- 3. Provide a minimum 6' service loop of cable at the patch panel
- 4. When providing jacks, mount the faceplate at the same height as other electrical devices in the area unless noted.
- 5. Jacks and patch panels shall be labeled as directed by the owner.
- 6. Patch panels shall be 2U 48 port panels
- 7. Jacks shall be keystone style
- 8. Provide 1 each 10' patch cable and 1 each 6' patch cable for each network drop installed.
- 9. For all cabling not concealed in a wall or above a ceiling, cable shall be installed in metallic conduit.

Visitors' Center

1. Terminate all wiring to a contactor supplied patch panel located in the boiler room on the owner owned network enclosure.

Cameras

- 1. Cameras VC1, VC3, VC4
 - a. Install 1 each CAT6 network drop terminated with RJ45 plug.
 - b. Install Axis camera model P3245-V
 - c. Install on Axis T91H61 mount
 - d. When possible, install 10'-12' above the ground.
 - e. Mount centered above the doors
- 2. Cameras VC2, VC5, VC6, VC7
 - a. Install 1 each CAT6 network drop terminated with RJ45 plug.
 - b. Install Axis camera model P3245-V
 - c. Install flush to ceiling
 - d. Mount centered above the doors
 - e. Mount camera at a distance of 24" perpendicular to the door opening

Power

- 1. Install 1 each duplex receptacle in the entry way (room 121)
- 2. Provide 1 each 20 amp duplex receptacle from a dedicated circuit to the network enclosure (room 104)

Digital Signs

- 1. Digital Sign VS2, VS3
 - a. Install owner supplied in wall storage box with power and connect to power
 - b. Terminate 1 each CAT6 network drop to a jack in the storage box
 - c. Install provided 40" display in provided 40 in portrait display enclosure

Wireless Access Points

- 1. WAP VW1
 - a. Terminate 1 each CAT6 network drop to a jack.
 - b. Install owner provided wireless access point

Senior Center

1. Terminate all wiring to a contactor supplied patch panel on the owner owned network enclosure.

Cameras

- 1. Cameras SC1, SC2, SC3, SC4, SC6,
 - a. Install 1 each CAT6 network drop terminated with RJ45 plug.
 - b. Install Axis camera model P3245-V
 - c. Install on Axis T91H61 mount
 - d. When possible, install 10'-12' above the ground.
 - e. Mount centered above the doors
- 2. Cameras SC5
 - a. Install 1 each CAT6 network drop terminated with RJ45 plug.
 - b. Install Axis camera model P3245-V
 - c. Install 12" below ceiling using provided mount.
 - d. Mount centered above the doors
 - e. Mount camera at a distance of 24" perpendicular to the door opening
- 3. Cameras SC7, SC8, SC9
 - a. Install 1 each CAT6 network drop terminated with RJ45 plug.
 - b. Install Axis camera model P3245-V
 - c. Install flush to ceiling
 - d. Mount centered above the doors
 - e. Mount camera at a distance of 24" perpendicular to the door opening

Power

1. Provide 1 each 20 amp duplex receptacle from a dedicated circuit to the network enclosure

Digital Sign

- 1. Signs SS1, SS2
 - a. Install 1 each duplex receptacle
- 2. Digital Sign SS3, SS4
 - a. Install owner supplied in wall storage box with power and connect to power
 - b. Terminate 1 each CAT6 network drop to a jack in the storage box
 - c. Install provided 55" display on provided wall mount

Wireless Access Points

- 1. WAP SW1, SW2, SW3
 - a. Terminate 1 each CAT6 network drop to a jack.
 - b. Install owner provided wireless access point

Recreation Center

1. Terminate all wiring to a contactor supplied patch panel on the owner owned network enclosure.

Cameras

- 1. Cameras RC1, RC2
 - a. Install 1 each CAT6 network drop terminated with RJ45 plug.
 - b. Install Axis camera model P3245-V
 - c. Install on Axis T91H61 mount
 - d. When possible, install 10'-12' above the ground.
 - e. Mount centered above the doors
- 2. Cameras RC3, RC4, RC5, RC6, RC7, RC8, RC9
 - a. Install 1 each CAT6 network drop terminated with RJ45 plug.
 - b. Install Axis camera model P3245-V
 - c. Install flush to ceiling
 - d. Mount centered above the doors
 - e. Mount camera at a distance of 24" perpendicular to the door opening

Power

1. Provide 1 each 20 amp duplex receptacle from a dedicated circuit to the network enclosure

Digital Sign

- 1. Signs RS1
 - a. Install 1 each duplex receptacle
- 2. Digital Sign RS2, RS3
 - a. Install owner supplied in wall storage box with power and connect to power
 - b. Terminate 1 each CAT6 network drop to a jack in the storage box
 - c. Install provided 55" display on provided wall mount

Wireless Access Points

- 1. WAP RW1, RW2, RW3
 - a. Terminate 1 each CAT6 network drop to a jack.
 - b. Install owner provided wireless access point

Network Wiring

1. Install 2 each CAT6 network cables through the roof above the network enclosure. Use outdoor rated shielded cable. Terminate cable with RJ45 plug. Provide 30' of additional cable above the roof.

Additive Alternate 1

Senior Center

Network Wiring

- 1. Install 6 network boxes, each with 4 CAT6 cables, terminated with jacks at indicated locations
- 2. Install 1 network box with 2 CAT6 cables, terminated with jacks at indicated location

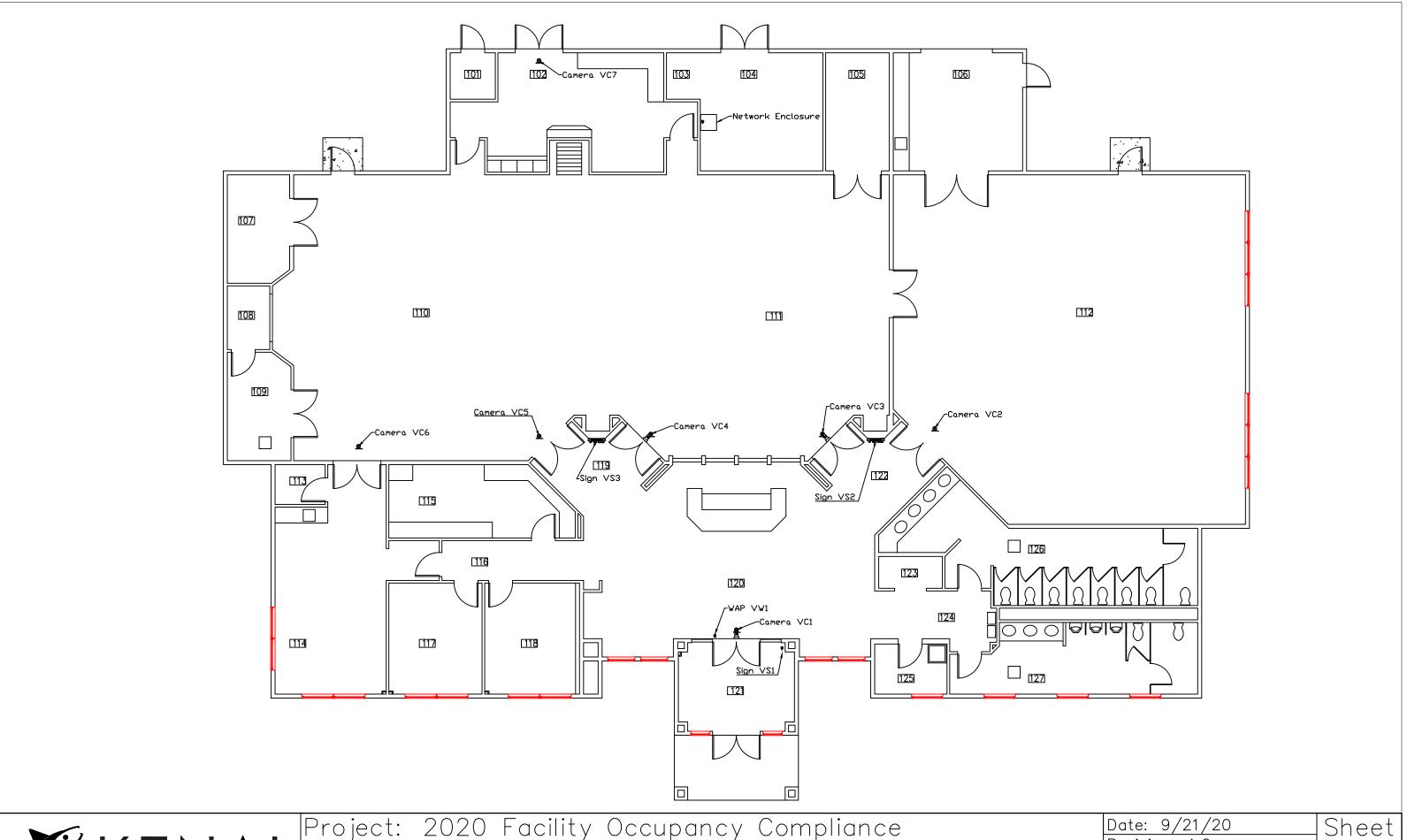
Rec Center

Network Wiring

1. Install 3 network boxes, each with 4 CAT6 cables, terminated with jacks at indicated locations

Additive Alternate 2

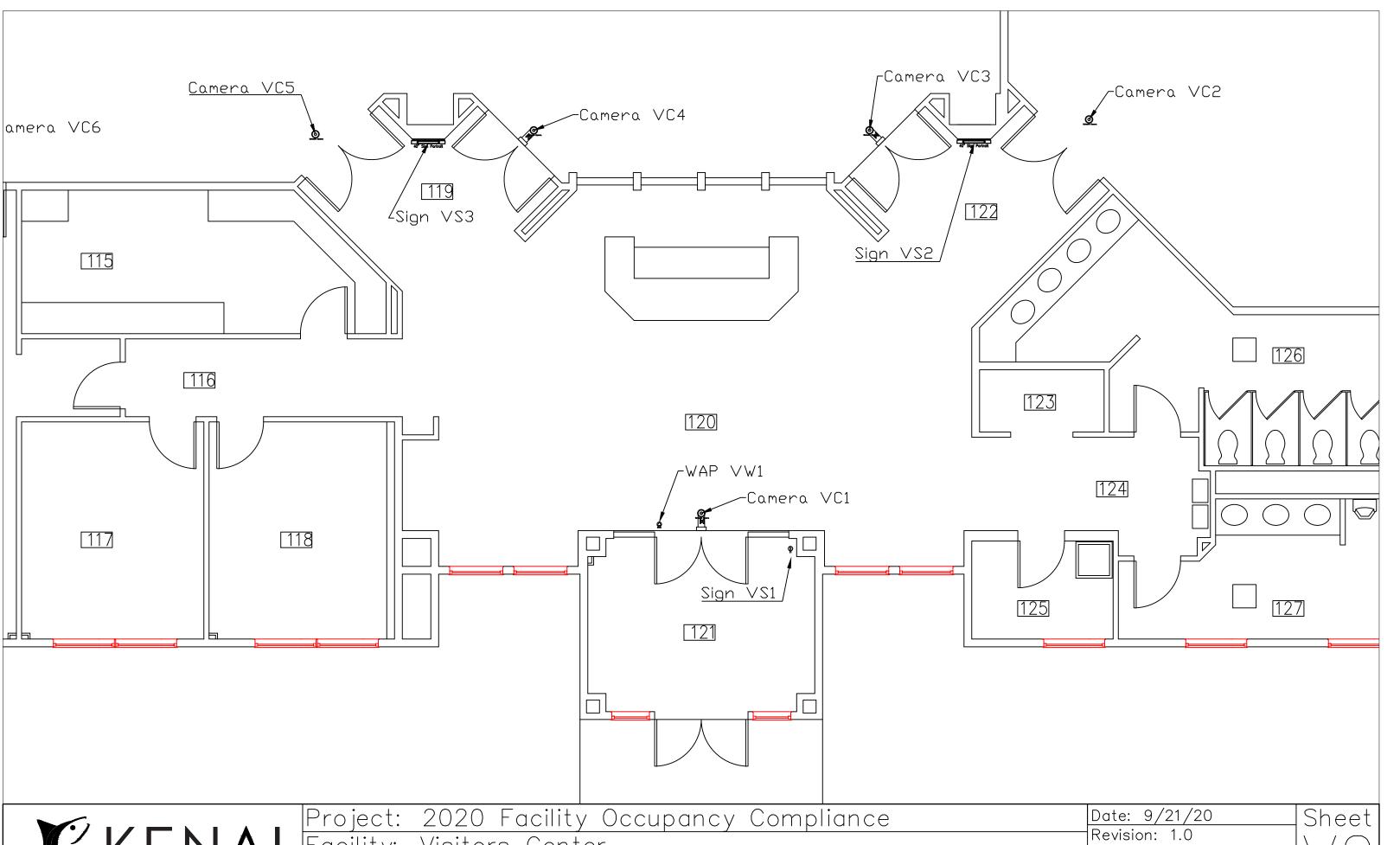
For each camera install a second network drop. Terminate with jack and single gang faceplate in close proximity to the camera.



Project: 2020 Facility Occupancy Compliance Facility: Visitors Center

Description: Overview

Date: 9/21/20 Revision: 1.0 Scale: $\frac{3}{32}$ ": 1"

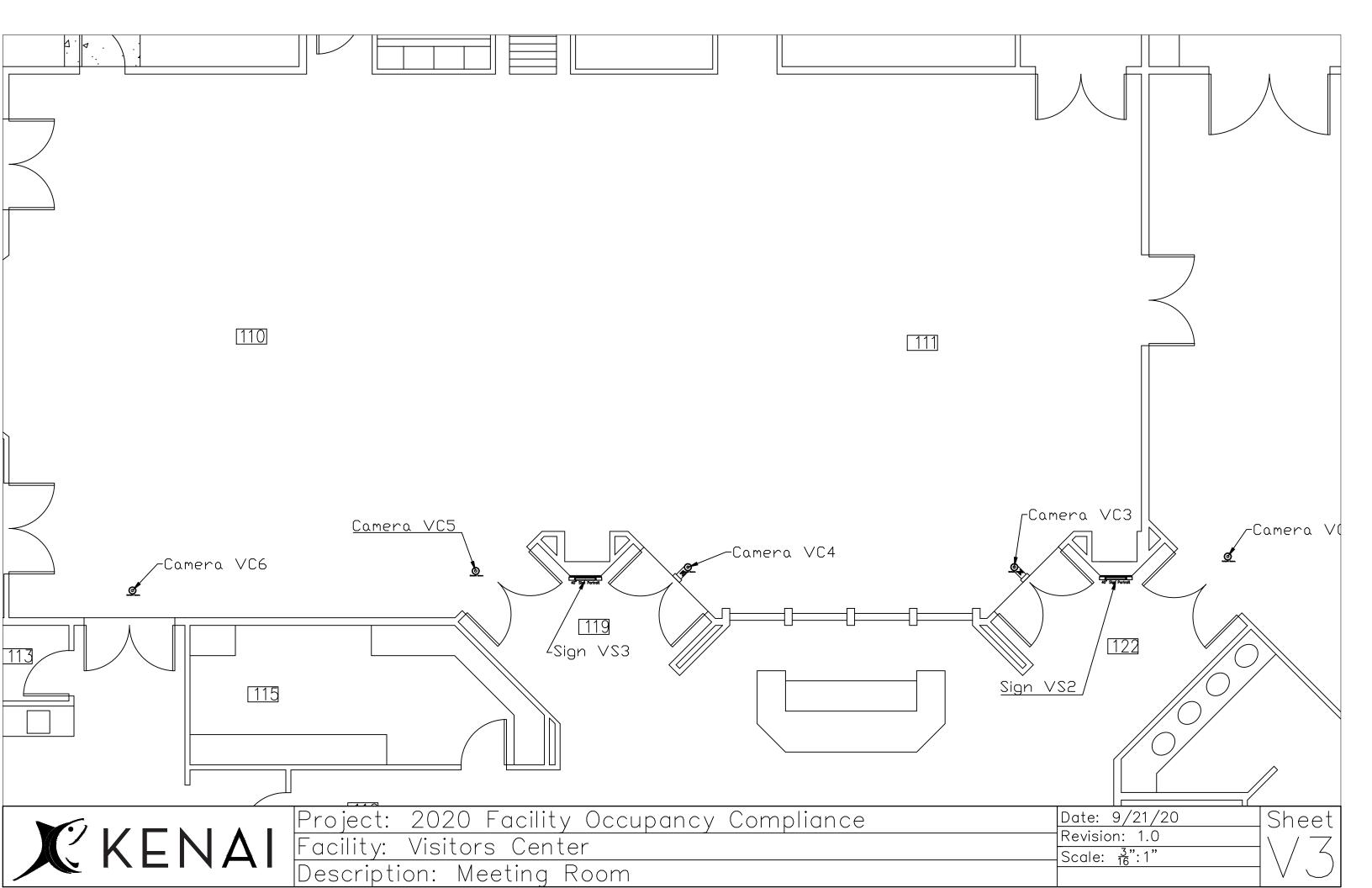


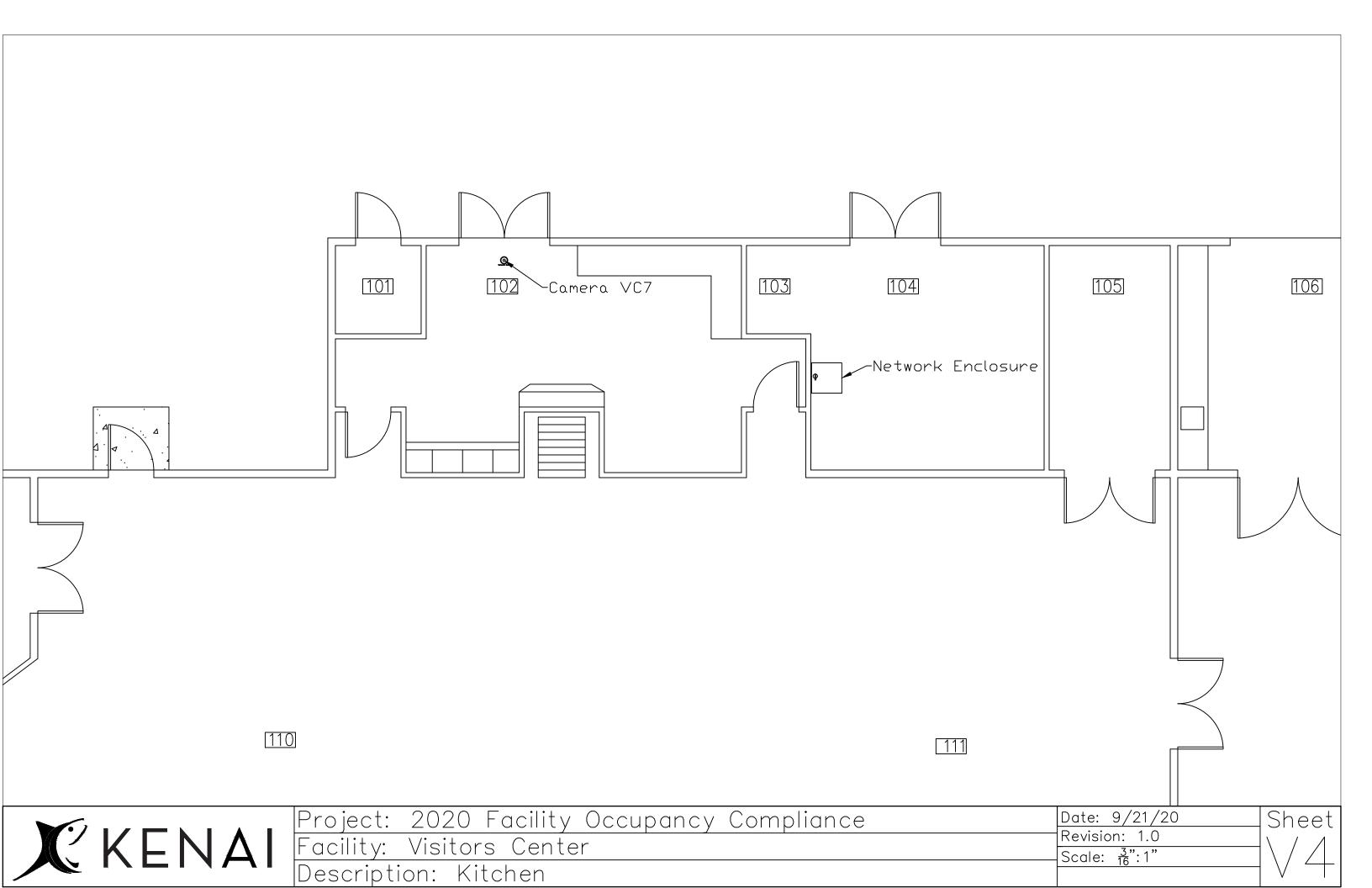
KENAI

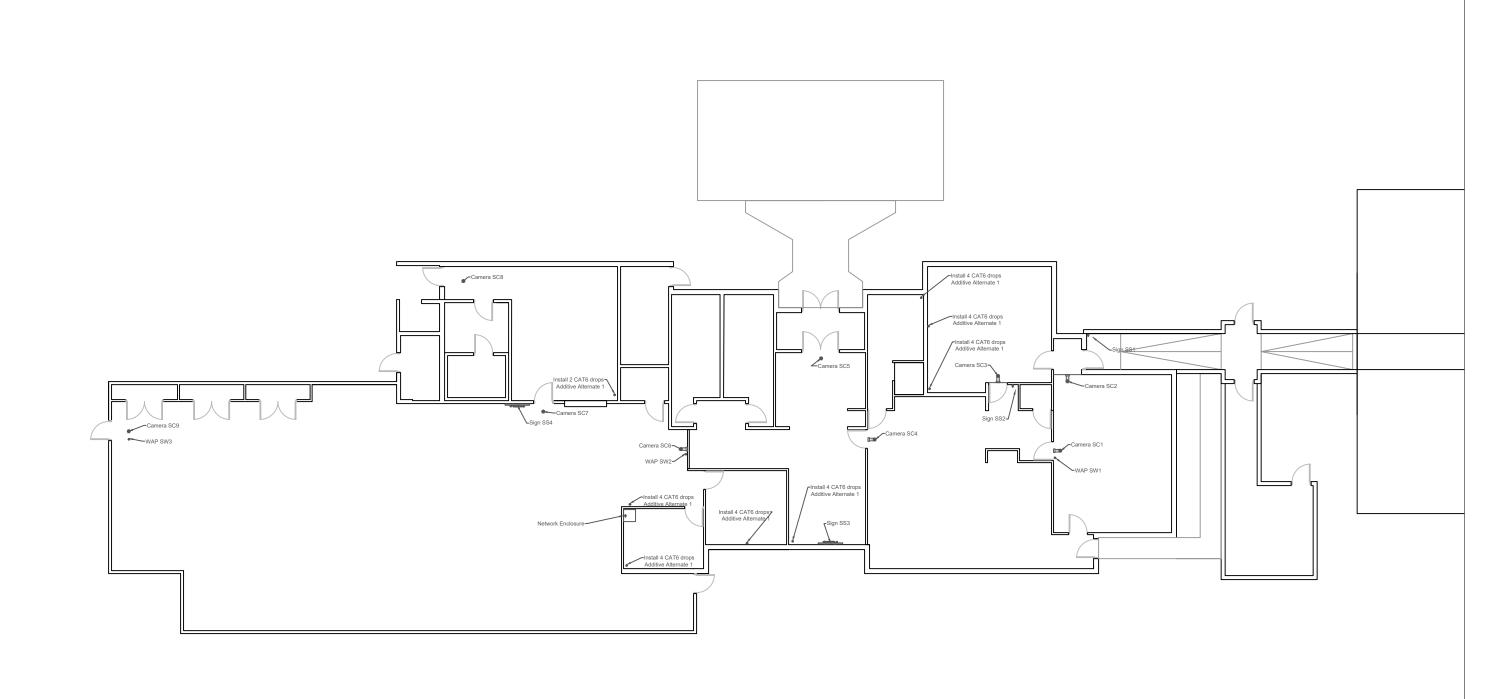
Facility: Visitors Center

Description: Entry

Scale: 3/16":1"





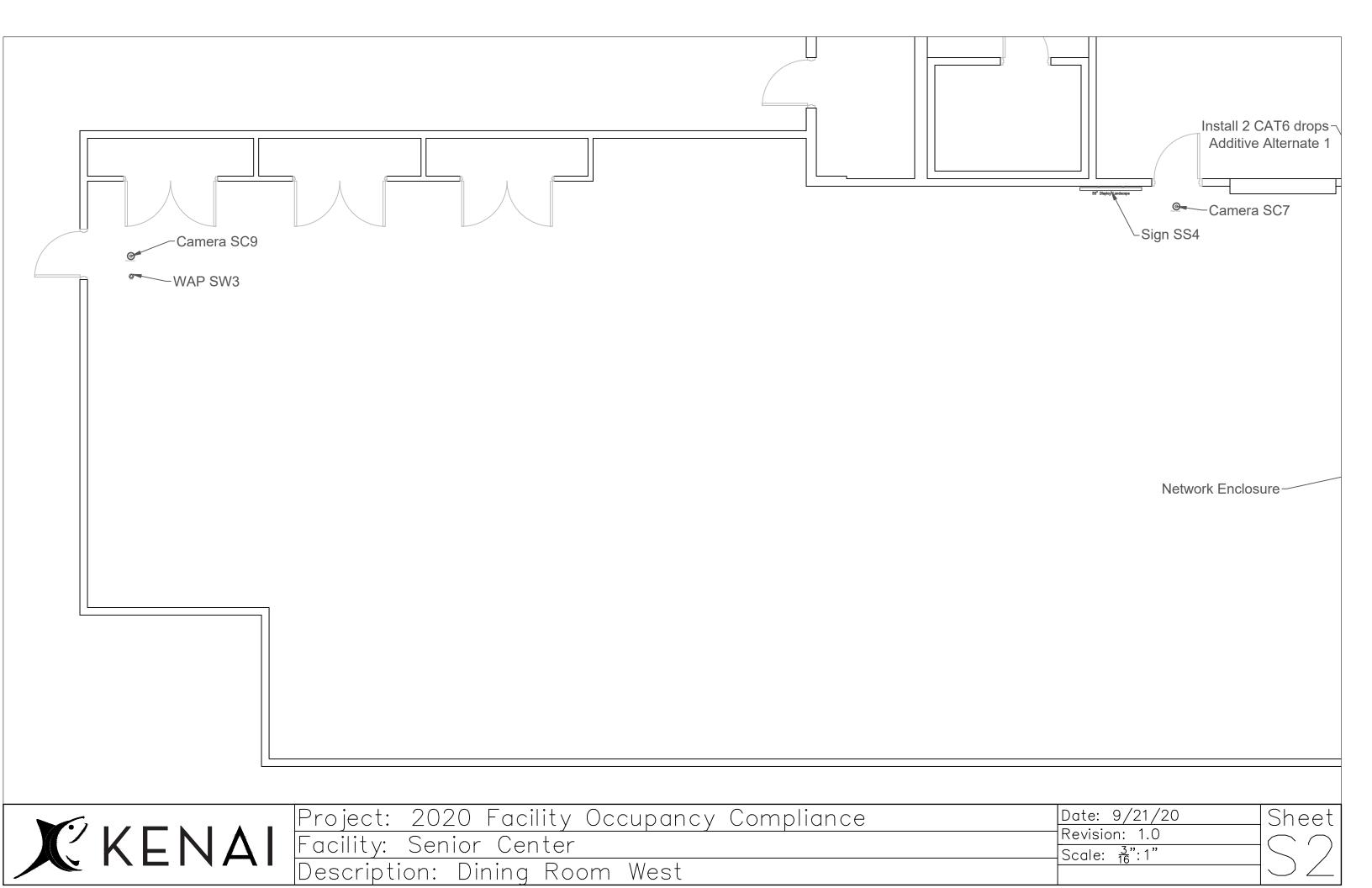


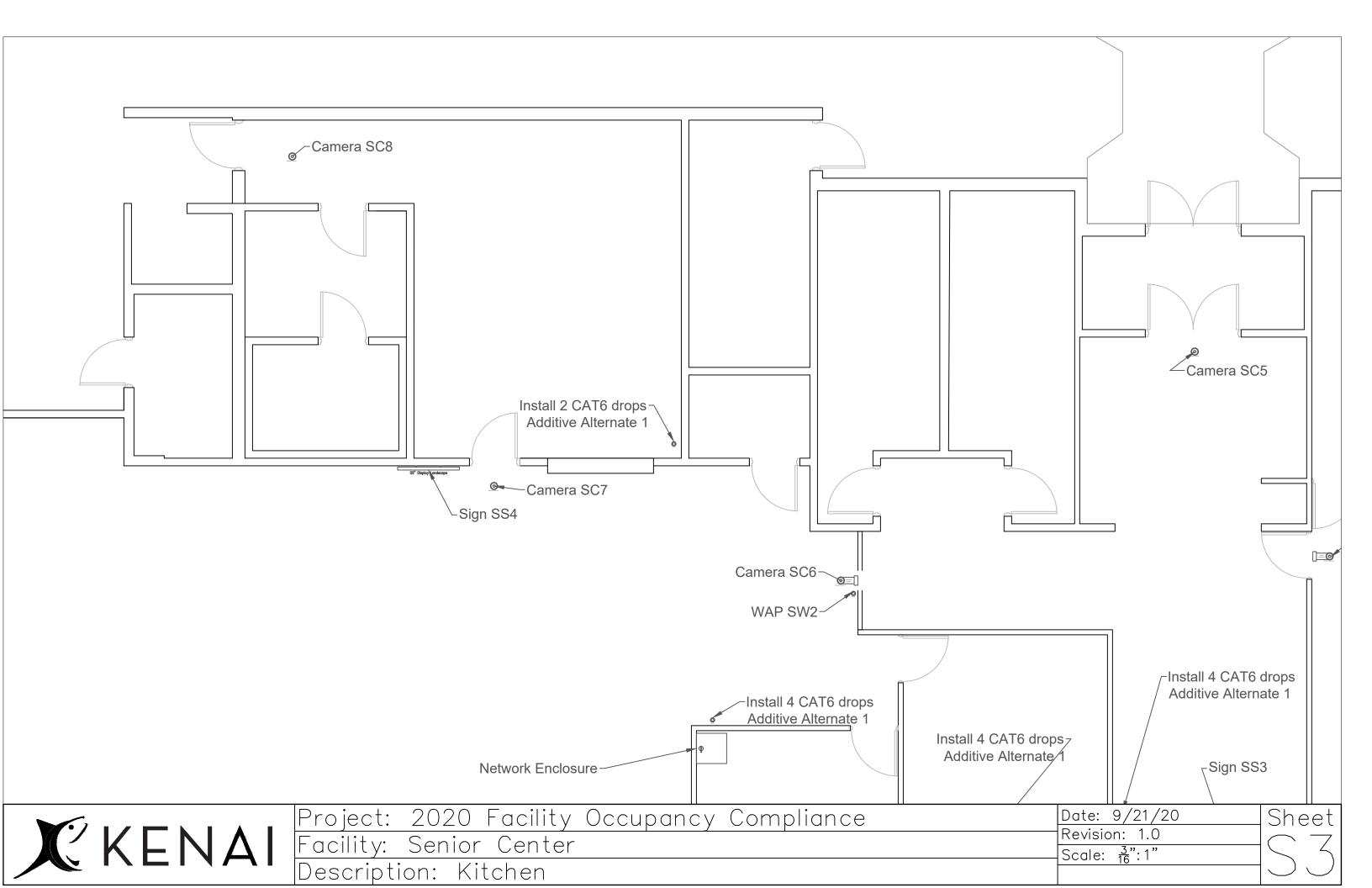
KENAI		K	Ε	N	Α	
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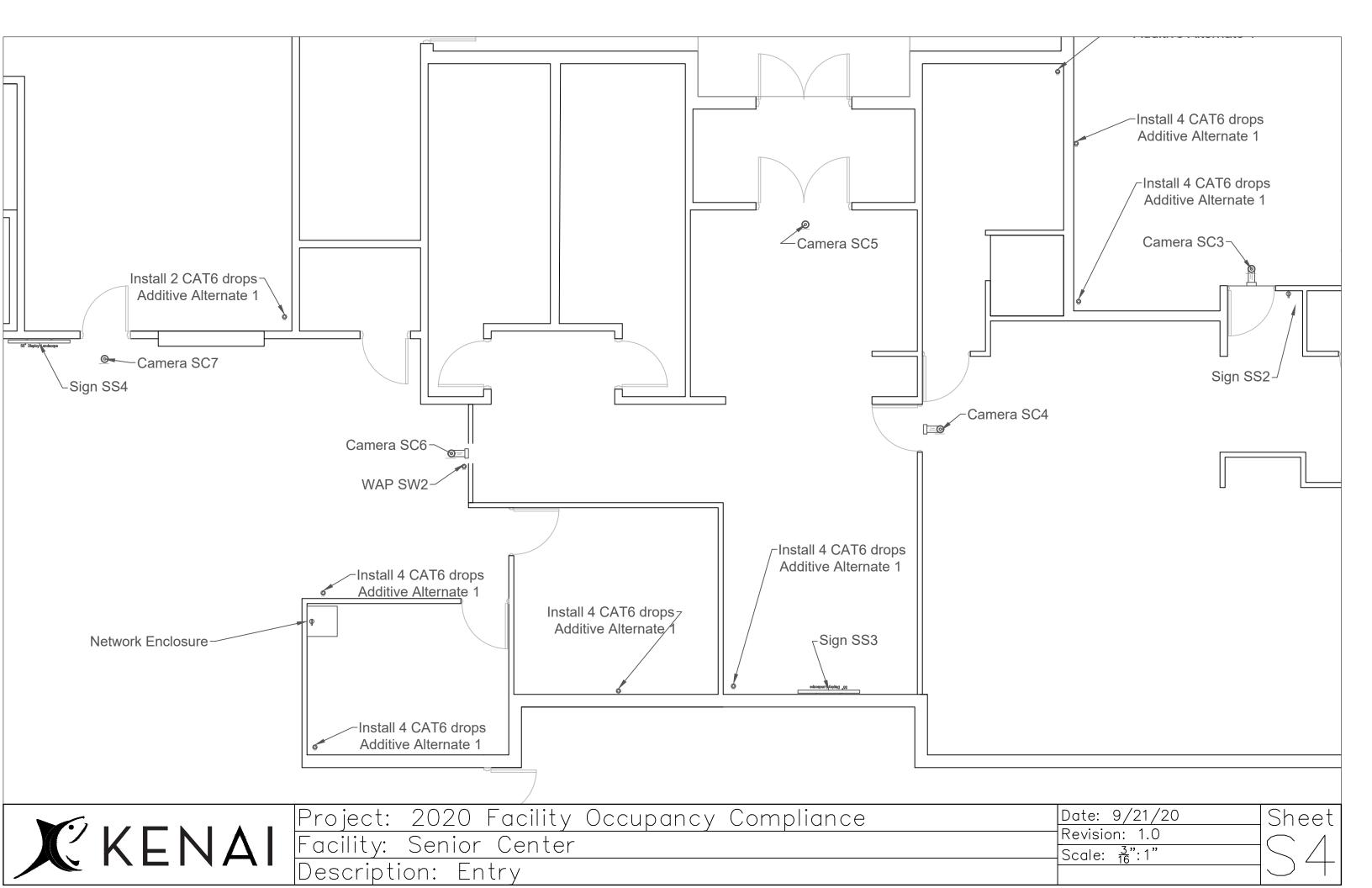
Project: 2020 Facility Occupancy Compliance Facility: Senior Center

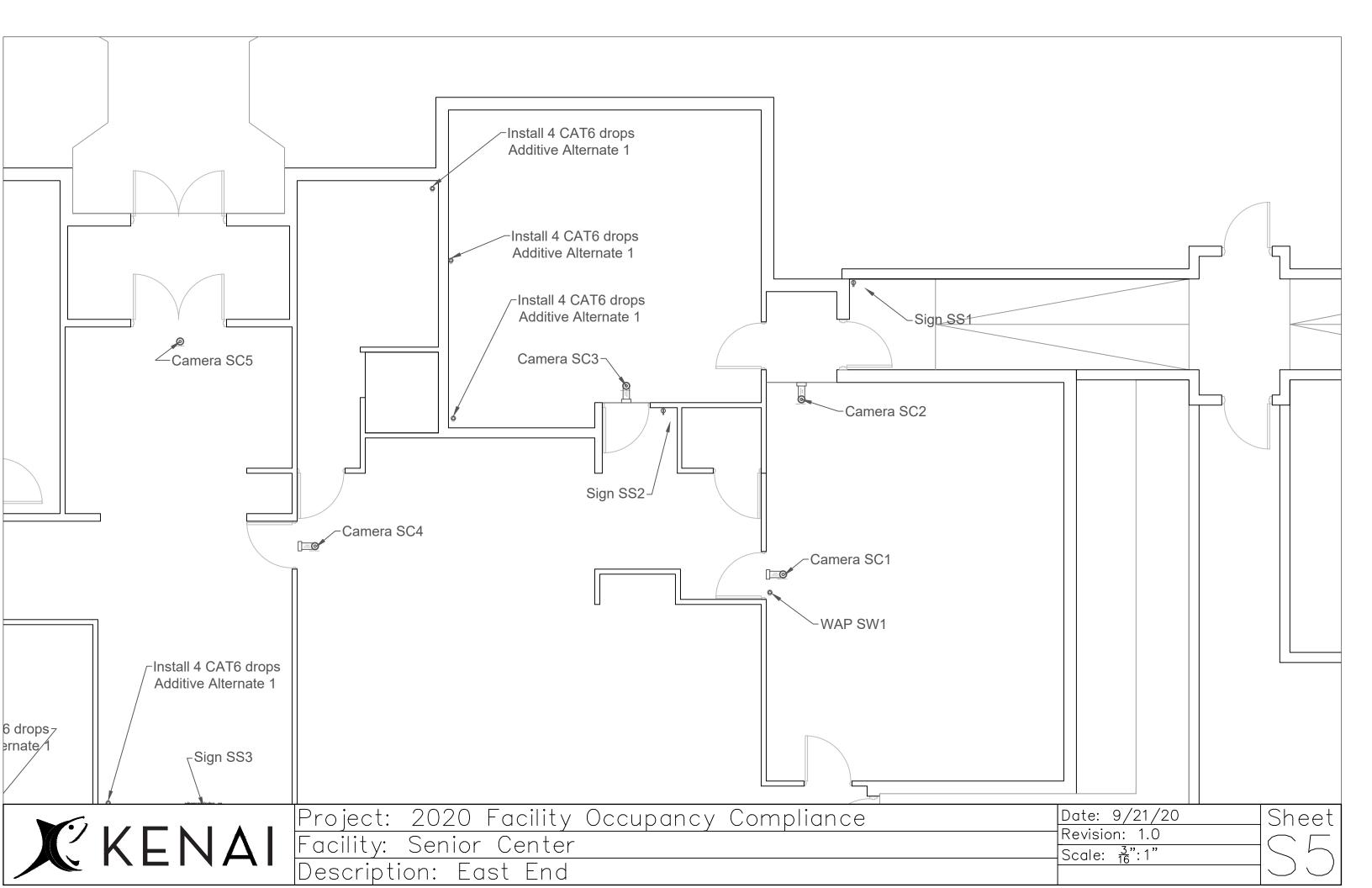
Description: Overview

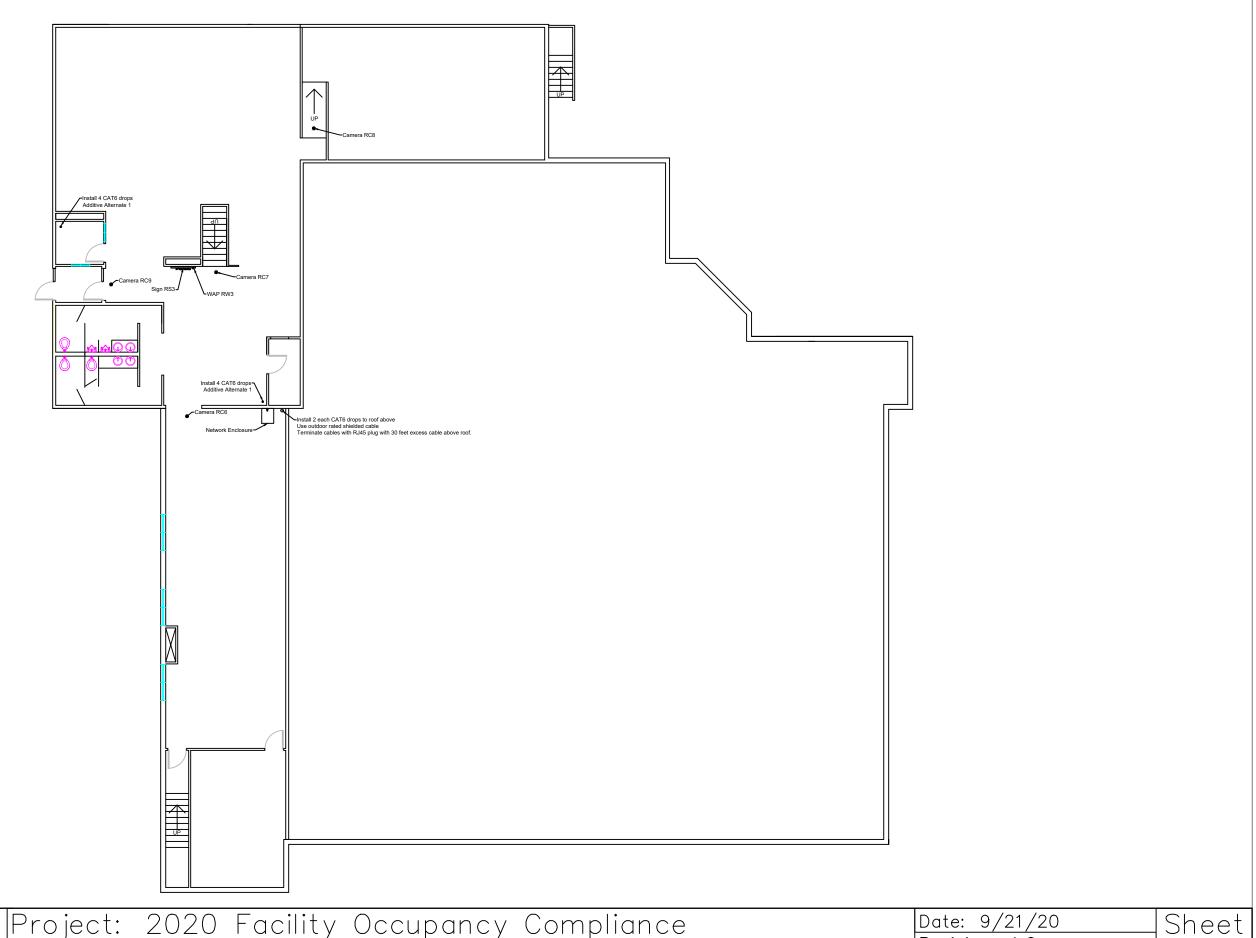
Date: 9/21/20 Revision: 1.0 Sheet Scale: 10":1"







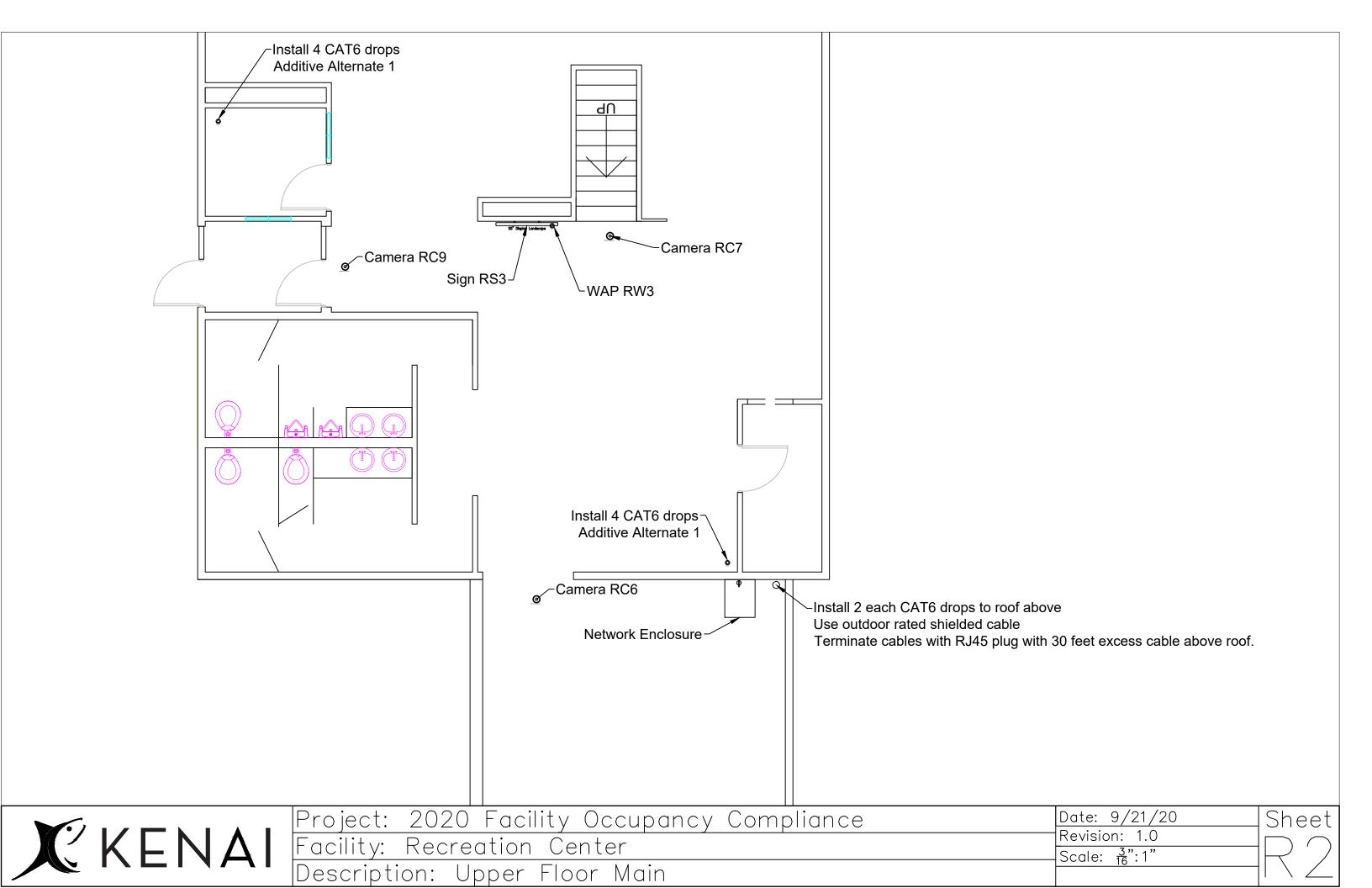


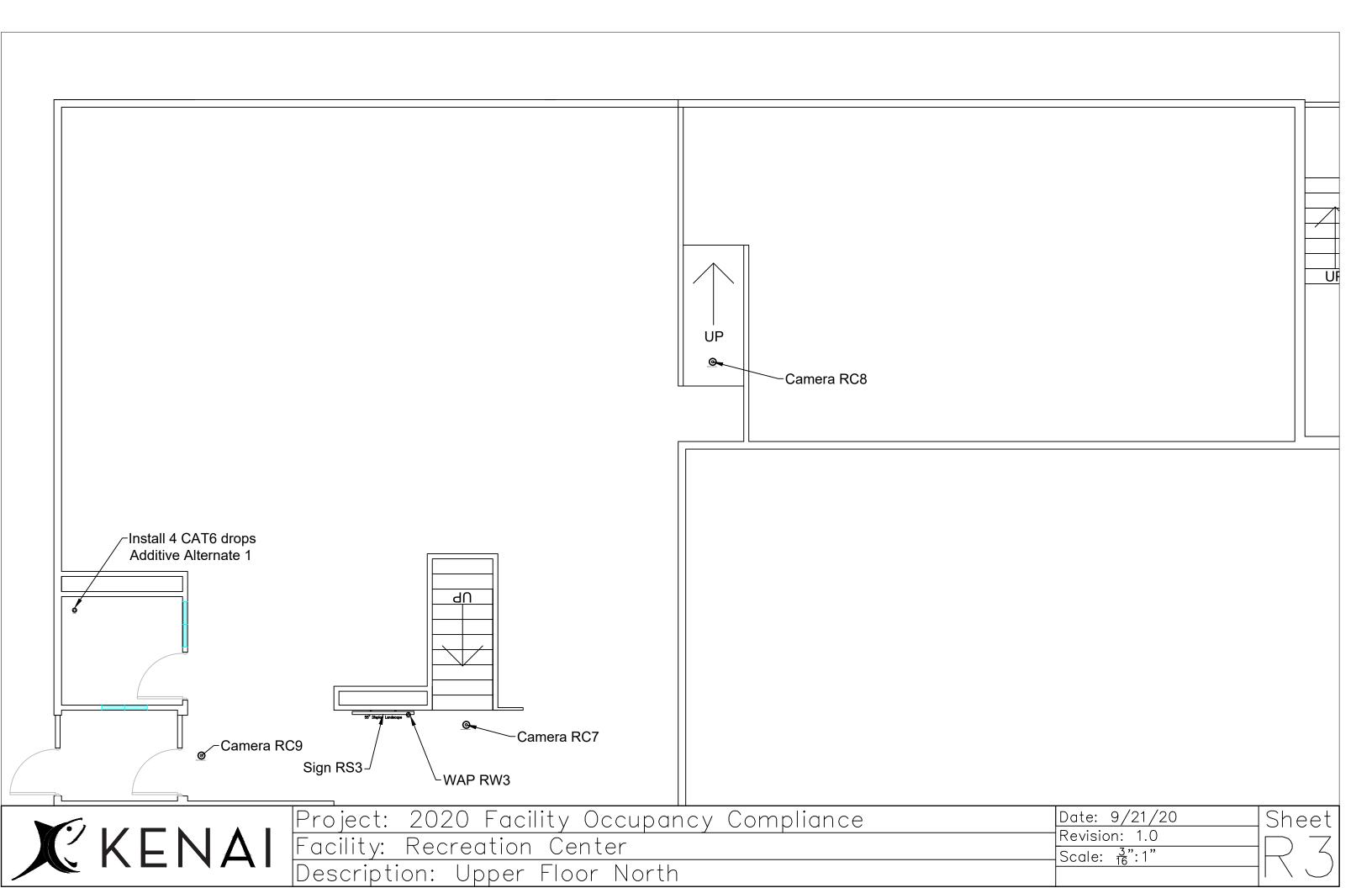


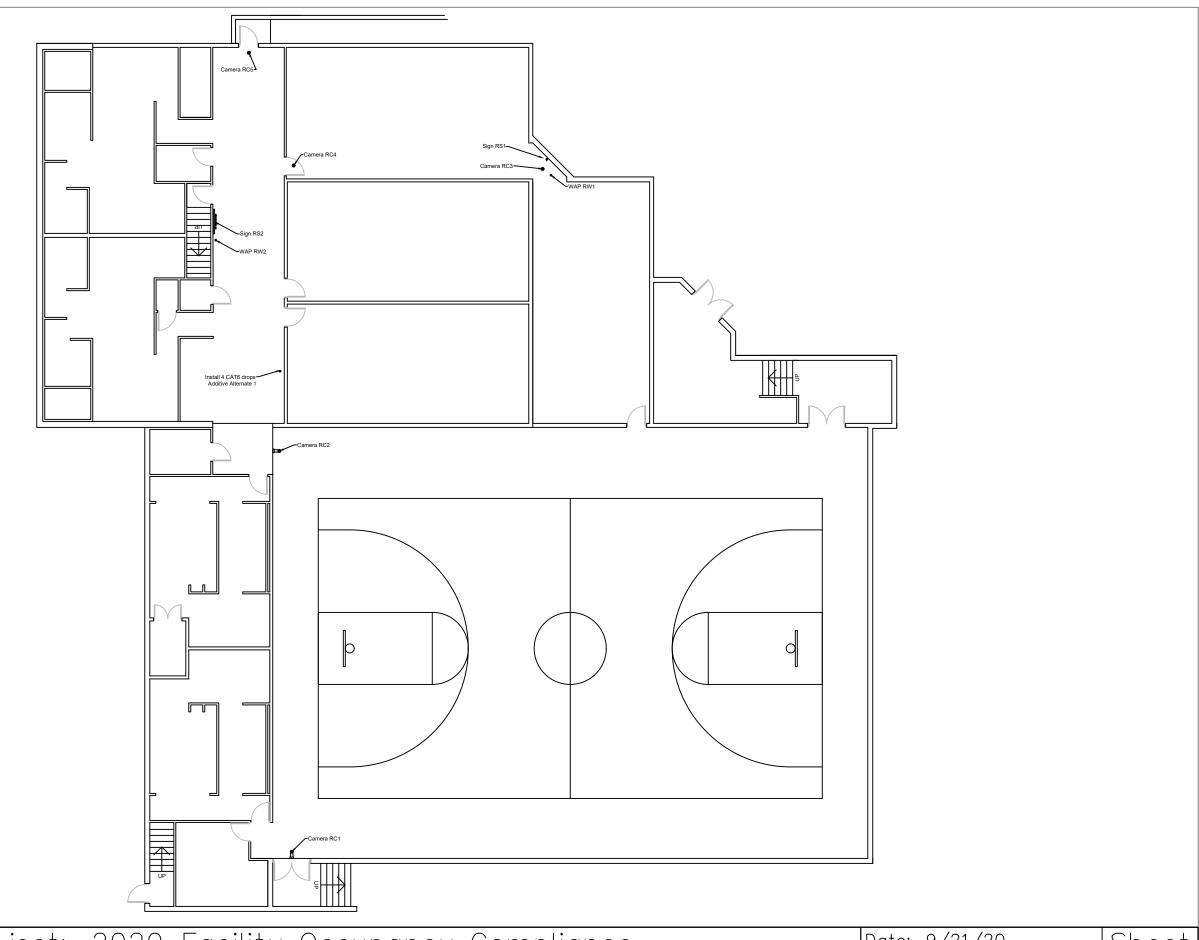


Project: 2020 Facility Occupancy Compliance Facility: Recreation Center Description: Upper Floor Overview

Date: 9/21/20 Revision: 1.0 Scale: 17:1"









Project: 2020 Facility Occupancy Compliance

Facility: Recreation Center

Date: 9/21/20

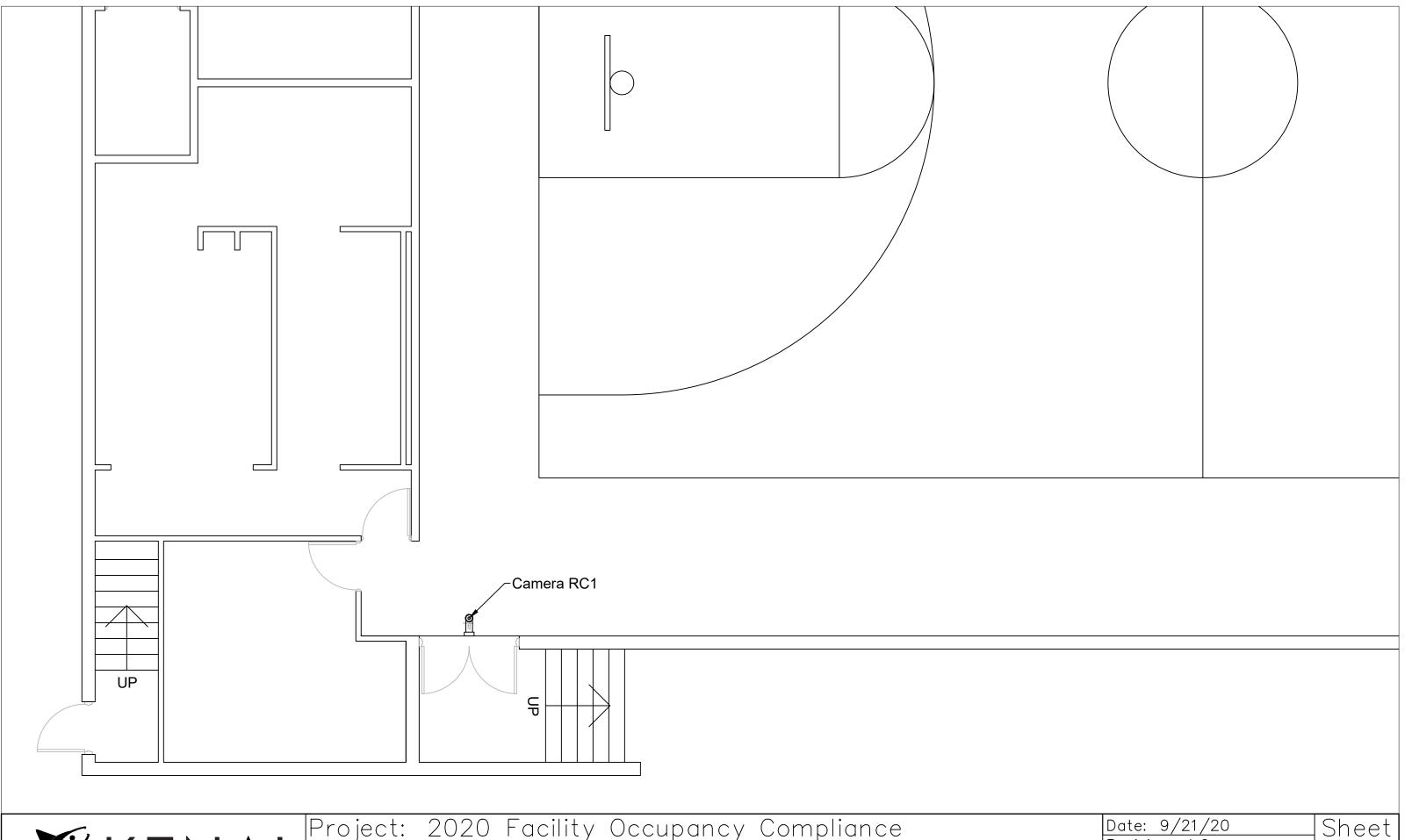
Revision: 1.0

Scale: 18:1"

Project: 2020 Facility Occupancy Compliance

Revision: 1.0

Scale: 18:1"



Project: 2020 Facility Occupancy Compliance Facility: Recreation Center Description: Lower Floor Gym South

Date: 9/21/20 Revision: 1.0

Scale: 3/16":1"

