

INSTRUCTIONS TO BIDDERS

OFFICE TRAILER FOB - SITKA, ALASKA

1. Bidders must submit their bid online via BidExpress.com.

Bids are due **No Later Than 2:00:00 PM Local Time, Wednesday, November 30, 2016.**

The official time for determining whether a bid has been submitted in a timely manner is determined by the server that the application is being hosted on. Bids will be publicly opened and read aloud shortly after the deadline in the office of the Municipal Clerk, City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835.

2. Bid Express customer service can be reached at (888) 352-2439.
3. Bidders must satisfy themselves of the conditions as stipulated in the Agreement. After the bids have been submitted, the Bidder shall not assert that there was a misunderstanding concerning the Agreement.
4. The Owner may waive any informalities or minor defects or reject any or all bids. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified shall not be considered. No Bidder may withdraw a bid within 30 days after the actual date of opening thereof. Should there be reason why the Contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the Owner and the Bidder.
5. The Contract Documents contain the provisions required for this Contract. Information obtained from an officer, agent, or employee of the Owner or any other person shall not affect the risk or obligations assumed by the Contractor or relieve him from fulfilling any of the conditions of the Contract.
6. No bid bond is required.
7. The Owner may make such investigations as the Owner deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated herein.
8. A conditional or qualified bid will not be accepted.
9. Bidder must bid FOB, Sitka Alaska at one of the local docks. Owner will provide transport from the Sitka Dock to the Owners Site.
10. Price and delivery will also be a consideration in the award of the bid.
11. Award will be made to the lowest responsive, responsible and qualified Bidder.

12. All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over this Agreement shall apply to the Contract throughout.
13. All questions regarding the project or contract documents shall be submitted to the Owner's Representative in writing (email). Send questions to Crysti Pellett, Admin at crysti.pellett@cityofsitka.org.
14. The City and Borough of Sitka may reject any bid which is unbalanced if it is in the best interest of the City to do so. A bid is unbalanced when, in the opinion of the Utility Director, it allocates a disproportionate share of costs or profit, or both, to the price of one or more items of Work and reduces the share of costs or profit, or both, allocated to the price of another item or items of Work, and if there is a reasonable possibility that the bid will not result in the lowest overall cost of the Work to the City.

12' x 48' Office Trailer
City of Sitka
ELECTRIC DEPARTMENT

GENERAL REQUIREMENTS:

1. Approximate size (similar sizes will be considered), 12'x48 Office trailer with two (2) internal 10'6"x12' offices, one (1) located at each end of the trailer common center lobby 10'6"x22'
2. Steel Framed 11'6" x 48' (or better)
3. Conventional Steel Frame (no outriggers, but with full length front and rear C Channel cross members (or better)
4. Main rail 10" Jr. I beam (or better)
5. Axle 3 brake with at least 8.00x14." 14 ply tires
6. Detachable Pintle Hitch
7. At least, 6 each Welded "D" Rings to frame for tie down purposes
8. At least, Floor Joists 2"x8" on 16" centers
9. Rims Single LVL 2"x8"
10. Bottom Board Class "A" Woven polyethylene fabric
11. R26 or better cellulose blow in Insulation
12. ¾" APA rated sturdy floor Tongue and Groove, nailed and filled (use Alnsworth point 6-Green)
13. Wall framing 2'X6" on 16" centers
14. Frame for at least two (2) doors (insulated) four (4) windows (insulated)

Roof:

1. Slope to one side of building, away from Doors
2. Framing 2"x10" rafters on 16" centers- taper cut to 7 ¼"
3. Rims 1 1/2" x7 1/8" & 9 1/8" LVL
4. Insulation Cellulose blow in-fill rafter space Approximately R30
5. Sheathing 7/16" OSB
6. Roofing 45 Mil Non reinforced fully adhered EPDM with Aluminum termination bar

Exterior Walls:

1. R19 unfaced fiberglass batt or better
2. Sheathing 7/16" OSB use 4x10 sheets or better
3. Moisture protection along lower 12" of building
4. Moistop wrap corners with moistop or similar
5. Siding .010 ironwood steel over building wrap
6. Trim wrap siding around corners
7. Fascia .019 Aluminum or better
8. Divider .019 Aluminum or better
9. Belt Rail .019 Aluminum or better

12' x 48' Office Trailer
City of Sitka
ELECTRIC DEPARTMENT

GENERAL REQUIREMENTS:

OTHER:

1. Doors - two (2) 3'x6'8" Telstar Pro, NRP hinges, 10"x10" Lite, White Finish, Lock Tell LC2675, Deadblock Tell DB2051...OR EQUIVALENT
2. Windows Four (4) 48"x36" Milgard horizontal slider series 1120 Dual Low E glazing, anodized aluminum finish thermal break or equivalent
3. Floor Covering 1/8" VCT- Wax Floor prior to shipment with 4" Rubber Base
4. Wall Covering - 1/4" vinylwrap paneling 2 mil vapor barrier
5. Ceiling 5/8" vinylwrap sheetrock with matching 2" vinyl covered battens at the panel edges 96 1/4" nominal
6. Interior Trim - Walls Vinylwrap corners, 1" batts at all panel joists and horizontally at top of walls
7. Coat Racks - Two (2) with 4 hooks per rack, 6" spacing

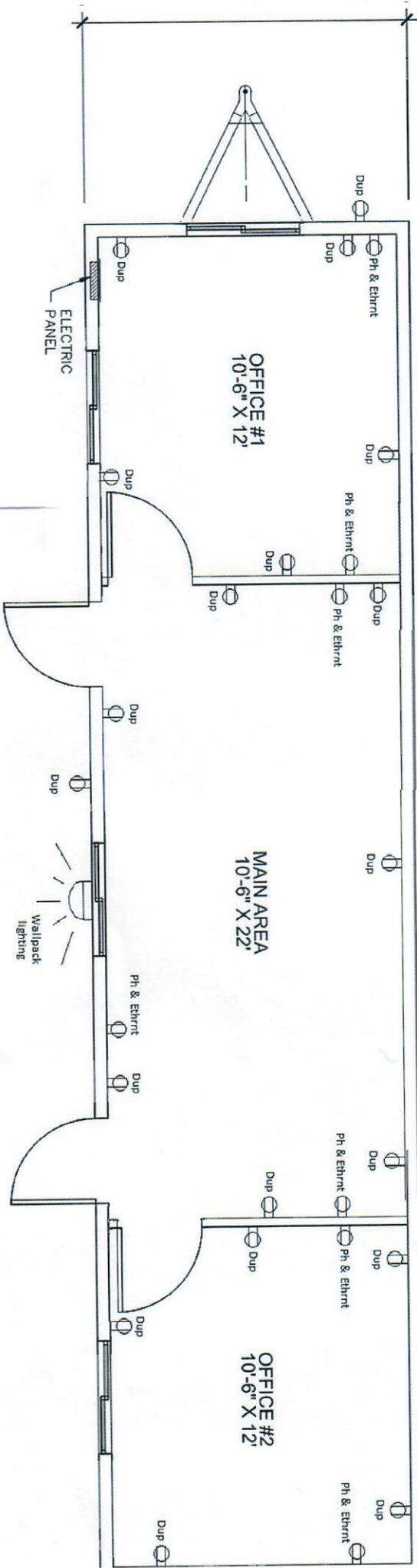
HVAC

1. Wall with fan four (4) 3000 watt and one (1) 1000 watt Electric or better
2. Thermostat standard on unit

Electrical

1. 120/240V Single Phase-stub down with 2" conduit for feed wires
2. Panel 1 100 AMP main breaker Square D or equivalent
3. Metallic Raceway System
4. Receptacles 19 (see attached sheet for location)
5. Switch 2 single pole for offices
6. Switch 3 way switch installed for main area lighting
7. Phone and Data 7 (see attached sheet for location) 4" Square boxes with single gang mud ring-stub down only with 3/4" flex conduit
8. All devices and faceplates to be white
9. Light 14 Diffused 1'x4' 2 tube day brite
10. T-8 Tubes 32W 70CRI 3500K
11. Ballast single electronic Advance-Centium ICN-3P32-SC or equal
12. Exterior lights 13W fluorescent with vandal resistant cover and integral photo cell Lithonia TWS-13TT

12'2" Overall transport height or lower



1

48'-0"

PROPOSED FLOOR PLAN



City and Borough of Sitka

APPENDIX A – STANDARD TERMS AND CONDITIONS - GENERAL CONDITIONS

1. Inspections and Reports: The City and Borough of Sitka (“Purchaser”) may inspect, in the manner and at reasonable times it considers appropriate, all of the contractor’s facilities and activities under this contract. The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.
2. Suitable Materials, Etc.: Unless otherwise specified, all materials, supplies or equipment (“Goods”) offered by the contractor shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture. All Goods supplied by Contractor shall be merchantable as defined under Alaska law. Any Goods supplied by Contractor to fulfill specific performance needs and requirements identified by Purchaser shall be fit for the specific identified purpose or application
3. Disputes: If the contractor has a dispute or claim arising in connection with the contract, it shall promptly provide notice and supporting documents and information pertaining to such dispute or claim within 14 days of the event giving rise to the dispute or claim. If Contractor cannot resolve the dispute or claim with Purchaser by mutual agreement, it shall pursue the claim, if at all, through litigation.
4. Default: In case of default by the contractor, for any reason whatsoever, Purchaser may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.
5. No Assignment or Delegation: The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of Purchaser.
6. No Additional Work or Material: No claim for additional supplies or services, not specifically provided in this contract to be performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Purchaser.
7. Independent Contractor: The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of Purchaser in the performance of this contract.
8. Payment of Taxes: As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the Purchaser under this contract.
9. Compliance: In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.
10. Conflicting Provisions: Unless specifically amended and approved by the Purchaser’s Finance Director, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; as set forth in AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, Provisions in any documents it seeks to append hereto that purport to (1) waive the City and Borough of Sitka’s sovereign immunity, (2) impose indemnification obligations on the City and Borough of Sitka, or (3) seek to limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract are void.
11. Officials Not to Benefit: Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.
12. Contract Prices: Contract prices for Goods and Services must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices for services must be in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost.
13. Contract Funding: Contractors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.
14. Force Majeure: The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required. The inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities is NOT considered a Force Majeure event.
15. Contract Extension: Unless otherwise provided, Purchaser and the contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect, and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.
16. Severability: If any provision of the contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.
17. Continuing Obligation of Contractor: Notwithstanding the expiration date of this contract, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.
18. To avoid conflicts of interest which are not in the best interest of Purchaser, Contractors are not permitted to hire or employ CBS Employees to perform any work associated to this contract without written authorization by the Municipal Administrator of Purchaser.
19. Governing Law; Forum Selection: This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska in Sitka and not elsewhere.
20. Performance of Services. If this contract includes the providing of services by contractor, any services which are deficient, incomplete or inadequate shall be promptly corrected or replaced by services which meet all applicable contract and other requirements, at no additional cost to Purchaser.
21. Work on Purchaser Property. To the extent contractor will perform activities or provide services on Purchaser’s property, contractor shall provide Purchaser proof of insurance for Commercial General Liability, Commercial Automobile Liability and Worker’s Compensation coverages with minimum limits of \$1,000,000 for Commercial General Liability and Commercial Automobile Liability coverages. Purchaser shall be named as an additional insurance and granted a full waiver of any rights of subrogation by endorsement under all required policies. Contractor shall be exclusively responsible for all safety practices and procedures pertaining to its work on Purchaser’s property. Contractor shall indemnify, defend save, and hold Purchaser, and its employees and agents, harmless from any claims, lawsuits or liability to the extent arising from any wrongful or negligent act, error or omission of Contractor.