



Cover Sheet Page 1 of 8

**Invitation to Bid**

- (1) City of Kodiak reserves the Right to accept or reject bids on any part or all items.
- (2) Prices quoted must be FOB Kodiak, Alaska.

---

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

---

---

PLEASE RETURN THIS INVITATION TO BID BY THE DATE AND TIME SHOWN BELOW OR BID WILL BE REJECTED

DATE OF INVITATION	TIME AND DATE OF OPENING	Bid No.
<b>April 11<sup>th</sup>, 2024</b>	<b>2:30 P.M. May 10<sup>th</sup>, 2024</b>	<b>2025-001</b>

**Bid No.: 2025-001**

**Sodium Chloride FY 2025**

The City of Kodiak is accepting sealed bids at the time and place specified for the purchase of Two hundred fifty five (255) tons of sodium chloride as set forth in the attached specifications, general requirements, and general information.

Bids will be opened in the City Conference Rm #116, 710 Mill Bay Road, Kodiak, Alaska.

Invitation to Bid 2025-001

April 11<sup>th</sup>, 2024

**Section I – BID SPECIFICATIONS:**

**Sodium Chloride:** for ice and snow removal, shall meet the requirements outlined below and shall be obtained from natural deposits or man produced. A minimum of 95% NaCl chemical composition is needed.

<b>Sieve Size</b>	<b>Percent Passing</b>
12.5 (1/2")	100
9.5 (3/8")	90 to 100
4.75 (No.4)	10 to 70
2.36 (No.8)	5 to 30
.600 (No.30)	0 to 10

**Packaging Requirements:**

- a) To be palletized and packaged in 2,500 lb. Bulk bags with 3 mil polyethylene liner that shall be adequately secured to provide a waterproof closure. Body of bag shall be made of 6 oz./sq. yd. Uncoated woven polypropylene containing U.V. inhibitor, fill and discharge spouts shall be made of 3 oz./sq. yd. Uncoated woven polypropylene containing U.V. inhibitor. Top filling inlet of bag shall be 14" to 18" diameter. Bags are to have four top lifting loops (minimum 5,000 lb. Tensile strength nylon webbing). All bladders to be new and unused.
- b) Or, bidder may submit an alternate package system suitable for outdoor storage. Alternate packaging systems are subject to approval by the City. Bidder must supply descriptive information on an alternate packaging system with this bid.

**Bidder must specify which type of packaging will be provided**

Salt must be delivered FOB Kodiak, Public Works Yard, 2410 Mill Bay Road, Kodiak, Alaska **no later than October 1<sup>st</sup>, 2024.**

**SECTION II – GENERAL REQUIREMENTS:**

1. Bids shall be submitted on the “Bid Form” provided and must be manually signed by an authorized representative of the firm.
2. In order to ensure consideration, bids must be submitted in a sealed envelope, identified with the name “Bid No. 2025-001” and time and date of opening, and addressed as follows:

City of Kodiak  
City Manager Office  
710 Mill Bay Road, Rm #114  
Kodiak AK 99615  
Attn: City Manager & Public Works Director

Bid No. 2025-001  
2:30 p.m., May 10<sup>th</sup>, 2024

No responsibility will attach to any officer for the premature opening of, or the failure to open, a bid properly addressed and identified.

3. Contractor **must submit copy of Alaska Business License** for current year, **or the application to obtain an Alaska Business License and City of Kodiak Business License** for the current year. Local Bidders should be **registered to collect City Sales Tax if applicable**. **Contractor shall be current with all sales tax to the City of Kodiak.**
4. Inquiries or requests for information pertaining to these specifications should be directed to Sterling Lewis, Public Works Director, no later than May 6<sup>th</sup>, 2024 by 5:00 p.m. (907) 486-8060.

**SECTION III – GENERAL INFORMATION:**

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

- (a) Reject defective or nonresponsive bids;
- (b) Waive any irregularities in any and all bids;

(c) Reject all bids;

(d) Negotiate with two or more of the lowest bidders, if bid prices are in excess of the money available or authorized, for a reduction in the scope, quality, or quantity of the purchase, service, or contract;

(e) Readvertise for bids with or without making changes in the plans or specifications. [Ord. 479 §1, 1976]

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

(a) Notwithstanding KCC 3.12.040, the council shall direct an award of a contract for the purchase of personal property or services or for the construction, repair, or improvement of city facilities after competitive bidding to a local bidder who is also a responsible bidder if that bid does not exceed the otherwise lowest responsible bid by more than 10 percent or \$30,000, whichever is less.

(b) For the purposes of this section, “local bidder” shall mean a responsible bidder who had, at the time of bid award, maintained a business office or store within the borough of Kodiak Island which was open for business on a substantially full-time basis and staffed by at least one full-time employee for at least one year.

(c) This section does not govern purchases of personal property or services authorized by KCC 3.12.020 and 3.12.030. [Ord. 942, 1992; Ord. 744, 1985; Ord. 737, 1984; Ord. 695 §13, 1983; Ord. 578 §1, 1980; Ord. 479 §1, 1976]

**Exceptions to bidding requirements**-Kodiak City Code Section 3.12.070 states, the requirements of this chapter relating to solicitation of competitive bids and award to the lowest responsible bidder shall not apply to:

(a) Contracts for professional services, or where the city determines that it is not practicable to develop sufficiently detailed contract terms or specifications for competitive sealed bidding, or that either vendor qualifications or the means and methods that a vendor will use are material to vendor selection.

(1) Contracts in this category may be awarded to a preferred provider, by open competitive proposals, by competitive proposals solicited from a limited group of providers, or by another method

deemed by the city manager to be appropriate, considering such factors as the urgency in selecting a provider, and the specific selection requirements of any state or federal agency providing project funding.

(2) Providers of professional services shall be selected solely on experience and qualifications and price shall not be a factor in the selection process.

(b) Contracts for property or services necessitated by an emergency, if the delays required for compliance with the bidding requirements would jeopardize the public health, safety, or welfare.

(c) Contracts for property or services where other units of government, through their formal bidding process, have established the lowest responsible bidder and where the property or service meets or exceeds the city's specifications, when the best interests of the city would be served thereby, and the same is in accordance with the city and state law.

(d) Contracts for supplies, materials, equipment, or services for which the city manager determines in writing that there is only one source. The city manager shall negotiate with the sole source to obtain contract terms that best serve the interests of the city. [Ord. 1264 §1, 2009; Ord. 1199a §1, 2005; Ord. 758, 1985; Ord. 479 §1, 1976]

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

- (a) The ability, capacity, and skill of the bidder to perform the contract;
- (b) Whether the bidder can perform the contract within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (d) The quality of performance of previous contracts;

- (e) The previous and existing compliance by the bidder with laws and ordinances related to the contract;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract;
- (g) Litigation by the bidder on previous orders or contracts with the city; and
- (h) Attendance at and compliance with any requirements associated with or arising out of mandatory prebid or preaward meetings or conferences. [Ord. 1029 §2, 1996; Ord. 745 §1, 1985; Ord. 479 §1, 1976]

**Purchase, contract, or sale valid when—prohibited when—Kodiak City Code Section 3.12.090 states,**

- (a) A purchase, contract, or sale subject to the provisions of this chapter shall not be valid, enforceable, or binding upon the city unless the established requirements have been satisfied and the contract, purchase, or sale is approved in accordance with this section.
- (b) An acquisition, sale, or transfer of property or services shall not be divided or split into several acquisitions, sales, or transfers for the purpose of avoiding the requirements of this chapter relating to open market or bidding requirements.
- (c) Except as provided in subsection (e) of this section, a contract, purchase, or sale that does not exceed \$50,000 may be approved by the city manager.
- (d) Except as provided in subsection (e) of this section, a contract, purchase, or sale with a value exceeding \$50,000 may be approved by the council. Such approval may be provided by motion, resolution, or ordinance.
- (e) The following contracts, purchases, or sales must be approved by ordinance as specified by Charter V-17:

**Bid Award.** It is anticipated that bid results will be presented to the City Council for action at its next regular schedule meeting following bid opening.

Respectfully submitted  
CITY OF KODIAK, Public Works Department

# BID FORM

TO: City of Kodiak  
 City Manager Office  
 710 Mill Bay Road, Rm #114  
 Kodiak AK 99615  
 Attn: City Manager & Public Works Director

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

In compliance with your Invitation to bid for Bid No. 2025-001 for Sodium Chloride FY 2025 dated April 11<sup>th</sup>, 2024 the undersigned hereby proposes to provide the following:

<b>Item</b>	<b>Total Bid amount</b>
1. 255 Tons of Sodium Chloride	1. _____
2. Country of Origin: _____	
3. If the City requires additional quantity over the 255 Tons, will Vendor guarantee the same unit cost per ton through June 30, 2025 As stated in item number above? Yes _____ No _____	

If no, please explain:

---



---

Type of packaging (circle): A or B

Alternate Explain

---



---



---

**(Turn in Page 7 & 8 in as part of your bid)**

**Copy of current Business License and City Sales Tax Registration enclosed.**

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

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

**Submitted by: \_\_\_\_\_ Dated: \_\_\_\_\_**

\_\_\_\_\_  
Signature Business Name

\_\_\_\_\_  
Title Address

\_\_\_\_\_  
Telephone City, State, Zip