

HAINES BOROUGH, ALASKA

PUBLIC NOTICE

REQUEST FOR PROPOSALS

Visitor Information Kiosk

The Haines Borough is requesting proposals from licensed, insured contractors for the construction of a Visitor Information Kiosk.

The contractor(s) will provide all time, labor, and materials to construct an approximately 60-square-foot Visitor Information Kiosk to be placed near the Port Chilkoot Dock, Haines, AK. Construction of the kiosk shall be completed by Monday, May 13, 2013.

The kiosk must be deliverable by forklift. Delivery of the kiosk by the Borough may be arranged. Site/project review can be arranged or questions answered by contacting Carlos Jimenez, the Director of Public Facilities, at (907) 766-2257 or cjimenez@haines.ak.us.

Respondents must be licensed, insured contractors in the State of Alaska. Minimum insurance requirements are attached to this solicitation.

Late submissions may be considered if an acceptable proposal is not received by the deadline. The Borough reserves the right to reject any and all proposals, to waive any irregularities in the proposal process, or to negotiate with the low bidder.

Proposal documents/forms may be requested from the Borough Clerk or downloaded from the borough's website. Proposals must be received by the Clerk no later than **4:00 p.m., Friday, April 12, 2013**. Proposals may be mailed, hand-delivered, emailed, or faxed.

Borough Clerk's Office
Haines Borough
P.O. Box 1209, Haines, AK 99827
103 E. Third Ave. (former library bldg)
907-766-2231, ext. 31 or ext. 36
Fax: 907-766-2716
jcozzi@haines.ak.us
www.hainesalaska.gov
Posted: 4/2/13

HAINES BOROUGH - *Visitor Information Kiosk*

Selection Process

The selection process may take one week and it is anticipated the apparent selected proposer will be recommended to the borough assembly for award consideration on Tuesday, April 23, 2013. Inquiries about the selection process or award status may be directed to the Borough Clerk at (907) 766-2231.

Insurance Requirements

Without limiting the Contractor's indemnification, it is agreed that the Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under Contract the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the Haines Borough shall be entitled to coverage to the extent of such higher limits. Failure to maintain insurance is a material breach and grounds for termination of the Contractor's services.

(a) Worker's Compensation Insurance: The Contractor shall provide and maintain, for all employees of the Contractor engaged in work under this Contract, Worker's Compensation Insurance as required by AS 23.30.045. The Contractor shall be responsible for Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services under this Contract.

(b) General Liability Insurance: The Contractor must maintain General Liability Insurance in an amount sufficient to cover any suit that may be brought against the Contractor. This amount must be at least five-hundred thousand dollars (\$500,000) combined single limit. The Contractor must assume all insurable risks and bear any loss or injury to property or persons occasioned by neglect or accident during the terms of this Contract, except for sole negligence on the part of the Borough.

(c) Comprehensive Automobile Liability Insurance: Covering all vehicles utilized in connection with this project with coverage limits not less than \$100,000 per person, \$300,000 per occurrence bodily injury, and \$50,000 property damage.

ATTACHMENT A

HAINES BOROUGH - *Visitor Information Kiosk*

PROPOSAL FORM/CONTRACT

The proposal must indicate a lump-sum bid below for time, labor, and materials on the Haines Borough project to construct a Visitor Information Kiosk.

The Borough reserves the right to reject all proposals and reserves the right to waive any formalities, and to negotiate with the respondent submitting the lowest proposal price.

This proposal/contract shall be subject to all conditions in the "Request for Proposals" published by the Haines Borough on April 2, 2013 and incorporated herein by reference. The contract shall be valid only if signed by the contractor and Borough Manager.

Lump Sum Bid (Numerals) Date

Lump Sum Bid (Written)

COMPANY NAME Authorized Signature

Phone/FAX Numbers Title

Mailing Address

Email Address

Alaska State Contractor's License #

APPROVED BY HAINES BOROUGH:

Mark Earnest, Borough Manager

Date Approved

ATTEST:

Julie Cozzi, MMC, Borough Clerk