

**KETCHIKAN GATEWAY BOROUGH  
INVITATION FOR BID**

**SNOW REMOVAL SERVICE FOR THE MUD BIGHT,  
WATERFALL, AND GOLD NUGGET SERVICE AREAS**

**RELEASE DATE: September 1, 2022**

**THIS IS NOT AN OFFER**

The Ketchikan Gateway Borough (Borough) is soliciting sealed bids from qualified individuals, firms, or companies for:

**SNOW REMOVAL SERVICE FOR THE MUD BIGHT,  
WATERFALL, AND GOLD NUGGET SERVICE AREAS**

To receive the Invitation for Bid (IFB), please contact: 907-228-6637, Procurement Office, Ketchikan Gateway Borough, 1900 First Avenue, Suite 118, Ketchikan, Alaska 99901. Requests for the IFB documents may be emailed to [amyb@kgbak.us](mailto:amyb@kgbak.us) The IFB documents will also be posted on the Borough's website, <http://www.kgbak.us/> Even though the IFB documents are provided online, each firm must register with the Borough by sending an email to: Amy Briggs, Purchasing Officer [amyb@kgbak.us](mailto:amyb@kgbak.us) Bids from unregistered respondents will not be accepted. The required email must include the firm name, address, telephone number, and fax number. No faxed or oral bids will be allowed.

Bid Submission Deadline: To be considered, a complete sealed bid package in the format requested must be received at the Office of the Borough Clerk, 1900 First Avenue, Suite 115, Ketchikan, Alaska 99901 by 2:00 PM local time, September 20, 2022.

  
\_\_\_\_\_  
Amy Briggs  
Procurement Officer

## **SUBMITTALS**

### **DEADLINE**

All Bids must be received by the Borough no later than the date outlined in this IFB.

### **SUBMITTALS**

One copy of the bid documents, including the price proposal, must be submitted in a sealed envelope or box clearly marked on the outside with the project name, and must be delivered to the address outline, and in the required format, on or before the deadline.

Each price-proposal component must be signed and dated by the person who prepares it. If that person is not authorized to bind the respondent, the price-proposal component must also be signed by a person who is authorized to bind the respondent.

***Respondent's failure to submit its bid prior to the deadline will cause the bid to be disqualified. Late bids or amendments will not be opened or accepted for evaluation. Bids submitted by fax will not be accepted.***

### **BID DOCUMENTATION FORMS**

To be considered, respondents must complete, sign, and include the bid Documentation Forms provided in the IFB with submitted bids.

### **REQUIRED SIGNATURES**

NOTE: The price-bid component forms must be signed and dated by a person who is authorized to bind the respondent.

In addition to the price-bid component, the bid itself must also be signed by a person who is authorized to bind the respondent. Specifically:

- A. A bid by a corporation shall be executed in the corporate name by the president, vice-president, or other corporate officer. Evidence of authority to sign must also be provided. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.
- B. A bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. Evidence of authority to sign may be in the form of a copy of the partnership agreement or other reliable evidence.
- C. A bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. Such evidence may be in the form of a copy of the corporate bylaws, articles of incorporation, resolution of the board, corporate certificate, or other reliable evidence.
- D. A bid by an individual shall show the bidder's name and business address.

Failure to provide evidence of authority to sign on behalf of the respondent will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the respondent.

### **INQUIRY DEADLINE**

Questions, objections, or protests relating to defects, errors, omissions regarding the project or this IFB should be submitted in writing no later than the date and time specified in this IFB. Substantive issues will be addressed in a written addendum to the IFB.

Address questions to:

Borough Procurement Officer  
Amy Briggs  
Telephone: 907-228-6637  
Fax: 907-228-6698  
E-mail: amyb@kgbak.us

### **DELIVERY INSTRUCTIONS**

Bids must be received by the Borough Clerk by the deadline specified in this IFB.

Be aware that Ketchikan is considered a remote location and, as such, mail and special deliveries by couriers to Ketchikan are commonly delayed beyond the advertised guaranteed arrival of carriers and couriers.

Bids must be delivered to:

Borough Clerk  
Kacie Paxton  
Ketchikan Gateway Borough  
1900 First Avenue, Suite 115  
Ketchikan, Alaska 99901

## **INSURANCE AND LEGAL REQUIREMENTS**

### **INSURANCE**

Before execution of a contract, and during the entire period of the project, the contractor shall provide the types of insurance listed below. All policies shall have a mandatory 30-day cancellation clause. The Borough shall be named as additional insured on all insurance policies except professional liability policies. Insurance certificates will be required to be submitted for review by the Borough's Risk Manager before the Borough will issue a notice to proceed. The following insurances are required:

Workers' compensation as required by law and employer's liability coverage at a minimum of \$1,000,000. The Workers' compensation policy shall include a Waiver of Subrogation in favor of the Ketchikan Gateway Borough.

Commercial general liability insurance, not excluding explosion, contractual liability or product/completed operation liability insurance - \$1,000,000 per occurrence and \$2,000,000 aggregate.

Comprehensive automobile liability, bodily injury and property damage, including all owned, hired and non-owned, automobile - \$1,000,000 per each accident.

## **SURETY REQUIREMENTS**

All projects \$25,000 and over are subject to surety requirements as outlined below.

**BID BOND:** Bidder shall submit with their bid or price bid component, a bid bond accompanied by Power of Attorney, or cashier's check. Bids or price bids between \$25,000 and \$100,000 require a surety of 10% of the total bid or price bid. Bids or price bids greater than \$100,000 require a surety of 5% of the bid or price bid.

***If checked, the Borough has waived the Surety and Bid Bond Requirements for this project, and doing so is deemed to be in the best interest of the Borough.***

**PERFORMANCE BOND:** Performance Bonds are required on any and all contracts over \$100,000. All Performance Bonds will be in the amount of 100% of the contract.

**PAYMENT BOND:** Payment Bonds are required all construction contracts involving the use of subcontractors, where the total amount of the contract is \$100,000 or more. Payment Bonds shall be in the amount of 100% of the contract amount.

**BONDING INSURANCE:** The Bidder whose bid is accepted shall execute the Contract and furnish the required bonding insurance within ten working days after Notice of Award of the Contract is issued. The Contract shall be considered executed by the successful bidder when two copies of the Contract, signed by an authorized representative of the Contractor, the bond and required insurance are received by the Purchasing Officer. Failure or neglect of the Contractor to execute the Contract within the time specified may result in a forfeiture of the bid Guarantee and award of the Contract to the next lowest proposer.

## **LABOR AND WAGE RATES**

Respondents must comply with all State of Alaska Department of Labor and Workforce Development Labor Laws and Wage Rates as specified in AS 36.05.010 and AS 36.10 as applicable.

## **LICENSES AND REGISTRATION**

Before execution of a contract, the successful bidder must have a current State of Alaska business license; must have a current sales tax registration on file with the Borough, and must be in good standing in terms of sales tax, property tax, and all other taxes, fees, and monies due to the Borough.

## **COMPLIANCE WITH LAWS**

The Contractor shall observe and abide by all applicable laws, regulations, ordinances and other rules of the State of Alaska and/or any political subdivisions thereof, or any other duly constituted public authority wherein work is done or services performed, and further agrees to indemnify and save the Borough harmless from any and all liability or penalty which may be imposed or asserted by reason of the Contractor's failure or alleged failure to observe and abide thereby.

### **BIDDER CERTIFIES**

The bidder certifies that any and all prices which may be charged under the terms of this bid request do not and will not violate any existing federal, state, or municipal laws or regulations concerning price discrimination and/or price fixing. The bidder agrees to indemnify, exonerate, and hold harmless the Borough from liability for such violation now and throughout the term of the contract.

### **BIDDER RESPONSIBLE**

It is the responsibility of the Bidder to investigate and acquaint themselves with the conditions relating to the work and labor, including (if required) site visits, soil sampling, or other tests.

### **REJECTION OF BIDS**

The Ketchikan Gateway Borough (Borough) reserves the right to reject any or all bids. The Borough also reserves the right to reject any bid which is non-responsive, incomplete, obscure or irregular; any bid which omits any one or more items on which the bids are required; any bid in which unit prices are unbalanced in the opinion of the Borough; and any bidder who previously failed to perform properly or to complete on time contracts of any nature.

### **ADDENDA ACKNOWLEDGMENTS**

Addenda must be acknowledged in order for the bid to be deemed responsive. Addenda may also be acknowledged by written or facsimile notice to (907) 228-6697, provided such notice is received two (2) hours prior to the date and time set for receipt of bids, and, provided further, a written confirmation of the acknowledgment is mailed or shipped via overnight services to the Borough prior to the bid closing time.

### **WRITTEN WORDS**

In the case of a difference between written words and figures, the amount stated in written words shall govern. In the case of a difference between a unit price and the extended price, the unit price shall govern.

### **MODIFICATIONS**

Bids may be modified by written or facsimile notice to (907) 228-6697, provided such modifications are received prior to the date and time set for receipt of bids, and, provided further, a written confirmation of the modification is mailed or shipped via overnight service to the Borough prior to the bid closing time. The modification should not reveal the proposal price, but should provide the addition or subtraction (or other modification)

so that the final price or terms will not be known to the Borough until the sealed price documentation is opened.

### **WITHDRAWAL OF BIDS**

Bids may be withdrawn only by written or facsimile notice to (907) 228-6697, provided such notice is received prior to the date and time set for receipt of bids, and, provided further, a written confirmation of the withdrawal is mailed or shipped via overnight service to the Borough prior to the bid closing time. Notice of withdrawals received after the bid opening will not be considered.

### **BID CANCELLATION**

The Borough reserves the right to cancel the procurement, IFB, or award without liability to the Bidder, except return of the bid security, at any time before the Agreement has been fully signed by all parties, including the Borough.

## **PROJECT OVERVIEW**

### **PROJECT**

The Ketchikan Gateway Borough (Borough) is soliciting sealed bids from qualified individuals, firms, or companies to remove snow from the Mud Bight, Waterfall, and Gold Nugget Service Areas.

### **PROJECT SITE**

All Service Areas are located on the roaded system of the Ketchikan Gateway Borough, as follows in relation to the Tongass Highway (AK-7) mile-markers:

- Gold Nugget Service Area: near mile 3.5 of the South Tongass Highway.
- Mud Bight Service Area: near mile 9 of the North Tongass Highway.
- Waterfall Creek Service Area: near mile 16-17 North Tongass Highway.

### **PROJECT SCHEDULE**

- Invitation for Bids Issued: September 1, 2022
- Deadline for questions, objections, or protests relating to defects, errors, omissions regarding the project or this IFB: Noon/September 9, 2022
- Bids Due: 2:00p.m./September 20, 2022
- Notice of Intent to Award: September 20, 2022
- Deadline for Appeal of Proposed Award: September 27, 2022
- Approval of Contract Award by Assembly: October 3, 2022

### **SCOPE OF WORK**

1. Base Work Description:

- a. Work under this contract consists of plowing and scraping snow and spreading ice melt and sand on the roads as called for in the contract.
  - i. Scraped snow will be deposited so as not to block driveways or entrances onto side roads. No berms are to be left in the roadway.
  - ii. Contractor will sand and/or ice melt areas of roads with ice or snow accumulation as needed for the safe passage of all vehicles.
- b. The following work conditions shall be per the specific Scope of Work for each Service Area – See Exhibits A-C:
  - i. Snow accumulation dictating removal.
  - ii. Time of day by which roads must be cleaned.

## 2. Responsibilities of Contractor

- a. The Contractor shall provide sufficient vehicles, equipment, and licensed operators to perform the work contained herein.
- b. The Contractor shall be responsible for all its own equipment repair and maintenance.
- c. Failure to clear the roadways within the time specified herein shall be cause for the Borough to have that route plowed with other equipment or by another contractor at the expense of the Contractor.
- d. The Contractor shall notify the designated representative of the Service Area immediately if any equipment is out of service. Equipment must be returned to service as soon as possible. If the Contractor does not cover the route with other equipment within sixty (60) minutes from out of service notice, the Borough, at the expense of the Contractor, may make alternate plans to have snow removed from a route until the Contractor notifies the Public Works Director that the equipment is back in service.
- e. The Contractor is liable for damages resulting from its operations, including, but not limited to, damage to curbs, gutters, pavement, drainage structures, retaining walls, shrubs, trees, and other private or public appurtenances located within the right-of-way. The Contractor shall repair all damages prior to June 1.

## 3. Compensation and Payment

- a. Payment for work items listed above will be made on a per hour basis for actual number of hours worked.
- b. Contractor's invoices will include the actual starting and ending time from the equipment hour meter for all work performed under this contract. If hour meter is not available, provide day and time started and ended.
- c. The contractor will purchase ice melt on an as-needed basis, billable at the rates as provided herein. The contractor will be responsible for transporting and storing ice melt materials. The ice melt is to be used only on the awarded Service Area Roads.

- d. Contractor's invoices will include the pounds of ice melt used during each period of work.
- e. The contractor will purchase sand on an as-needed basis, billable at the rates as provided herein. The contractor will be responsible for transporting and storing sand. The sand is to be used only on the awarded Service Area Roads.
- f. Contractor's invoices will include the yards of sand used during each period of work.
- g. Copies of time cards or equivalent will be submitted with the invoice for equipment and operators' labor.
- h. The term "chargeable hour" as used herein will mean and is restricted to actual operating time within the Service Area. Contractor will not be paid for any time that equipment is down for repairs, in transit to and from the Service Area, or is otherwise not actually operating.
- i. Invoices will separately identify plow service hours and quantities of ice melt and sand. Failure to do so will result in the Borough withholding payment until the invoice is itemized.
- j. The billing period will be from the first day of each month through the last day of each month.

#### 4. Annual Renewals

This contract is subject to annual appropriations. If the contractor desires to increase the rates or charges as set out in the accepted bid, the contractor must give the Borough notice of the proposed new rates by April 30, including cost justification for the increase. If the proposed rate increase is greater than 5% over the prior rate, the Borough may, at its option, terminate the contract as of June 30 of that year.

#### 5. Completion

Upon giving the execution of this amendment, the work called for in this agreement shall be performed through the end of the current fiscal year, with a provision for four (4), one (1) year extensions at the option of the Borough and depending on the availability of funding.

#### 6. Contractor Default

- a. Should the contractor default upon the conditions of this contract or terminate the contract during the period of work, the Borough reserves the right to seek damages for any and all costs incurred by the Service Area for snow removal through the end of the awarded fiscal year.
- b. In the event of a breach of contract, the Borough reserves the right to immediately terminate the contract in whole or in part. The Borough will give written notice of such termination. Termination of the contract may result in substantial penalties, forfeiture of performance bonds, ineligibility to receive future contracts, or default proceedings.

#### 7. Ice Melt Specifications

SODIUM CHLORIDE: TYPE 1

The Ice Melt product shall meet the requirements of the most current revision of ASTM D62-01, Type 1, Grade 1 and shall be obtained from natural deposits or man produced. Minimum 95% NaCl Chemical composition. Maximum water content at delivery to the F.O.B. point shall not exceed 3% based on dry weight.

<u>Sieve Size</u>	<u>Percent Passing (by Weight)</u>
12.5mm (1/2")	100
9.5mm (3/8")	95 to 100
4.75mm (No. 4)	20 to 90
2.36mm (No. *)	10 to 60
0.600mm (No. 30)	to 15

8. Borough Contact

The Borough contact for administration of this contract, exclusive of the supervisory duties as identified elsewhere herein, shall be:

Morgan Barry, Public Works Director, (907) 228-6664.

Attached to this invitation for Bids is a scope of work for snow removal services for each of the following service area:

Mud Bight Service Area:	Exhibit A
Waterfall Creek Service Area:	Exhibit B
Gold Nugget Service Area:	Exhibit C

## BID CHECKLIST

This BID Checklist is a summary of the forms and materials required as part of your firm's bid. Respondents are urged to thoroughly read the entire bid. It may be helpful to use this checklist to help ensure compliance with the submission requirements.

**Place a check mark (✓) in the box next to each qualification when completed.**

### PROCEDURAL QUALIFICATIONS

- Respondents must be registered (company name, address, telephone number, and fax number) with the Borough Procurement Officer as indicated in this solicitation.
- Bids must be received in the Office of the Borough Clerk no later than the date and time indicated in solicitation.

### FORM AND CONTENT OF BIDS

- Bids must be in a sealed envelope or box clearly marked with the name of the project on the outside of the envelope or box in order to be considered responsive.
- Respondents must list and acknowledge receipt of any Addenda issued on the Bid Documentation form by signing in the space provided.
- Respondents must fill out the Subcontractors List included in the Bid Documentation indicating the name(s) of any anticipated subcontractors for the proposed project. Use multiple pages if necessary. For portions of the work where a subcontractor will be selected by competitive proposals at a later date enter the type of Work to be subcontracted followed by "To be Determined". For example: "Electrical – To Be Determined". If the use of subcontractors is not anticipated, N/A or NONE is to be written on the form.
- The Bid Documentation Forms must be signed by an individual authorized to bind the respondent. All bidders, other than individuals, must include evidence of authorization to sign on behalf of the corporation, partnership, limited liability company, or other organization. Failure to provide evidence of authority to sign on behalf of the respondent will not be grounds for rejection if the Borough is able to confirm the authority of the signer to bind the respondent.

**Completion of this checklist does not guarantee that a proposal will be considered to be responsive. The checklist is provided strictly as a courtesy to respondents.**

# BID DOCUMENTATION FORMS

## GENERAL ACKNOWLEDGMENTS

### SNOW REMOVAL SERVICE FOR THE MUD BIGHT, WATERFALL, FOREST PARK, AND GOLD NUGGET SERVICE AREAS

Award of Project. The Borough shall have the right to reject this bid and such bid shall remain open and may not be withdrawn for a period of sixty (60) days after the date prescribed for its closing.

Notice of Acceptance. Notice of acceptance and award of the project or requests for additional information may be addressed to the undersigned Respondent at the business address set forth in this bid.

Minimum Standards. The required work and/or specifications attached herein shall be considered as the minimum standards acceptable to the Borough. Any deviations, modifications, or alternatives proposed shall be specified and clarified by the respondent on the provided form as an EXCEPTION SUMMARY. Insufficient information pertaining to exceptions shall be at the respondent's risk and may result in rejection of the bid.

Respondent certification.

By signature on this bid documentation, the undersigned respondent certifies that:

- A. The respondent will comply with all insurance requirements in this IFB;
- B. The respondent will comply with all applicable local, state, and federal laws, including but not limited to, wage and hour laws and non-discrimination laws;
- C. The respondent will comply with all terms and conditions set out in this IFB;
- D. The respondent's bid was independently arrived at, without collusion, under penalty of perjury; and
- E. The bid will remain open and valid for at least 60 days from the closing date of the IFB.

Receipt of Addenda. Receipt of the following Addenda to the IFB Documents is hereby acknowledged.

ADDENDA NO.	DATE OF RECEIPT OF ADDENDA	SIGNED ACKNOWLEDGMENT
1	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

(Note: Failure to acknowledge receipt of any addenda will be considered an irregularity and will result in rejection of the bid.)

**RESPONDENT:**

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

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

Alaska Business License No. \_\_\_\_\_

Company/Firm Name \_\_\_\_\_

Telephone \_\_\_\_\_

Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Business Address \_\_\_\_\_

Email \_\_\_\_\_

Pursuant to and in compliance with the Invitation for Bids, the undersigned respondent, being fully familiarized with all the terms of the specifications hereby proposes and agrees to deliver, within the time and in the manner stipulated in the bid for the following:

**SNOW REMOVAL SERVICE FOR THE MUD BIGHT,  
WATERFALL, FOREST PARK, AND GOLD NUGGET SERVICE AREAS**

\_\_\_\_\_  
Signature of Individual Authorized to Bind the Respondent

\_\_\_\_\_  
Printed Name and Title of Individual Authorized to Bind the Respondent

\_\_\_\_\_  
Date

**SUBCONTRACTOR LIST**

SUBCONTRACTORS: The respondent may not subcontract greater than fifty percent of this project without prior written approval of the Borough. List all subcontractors who will be providing greater than 5 percent of the project work and an approximate percentage of their individual participation by discipline. Use additional copies of this form as needed.

SUBCONTRACTORS:

Company/Firm Name \_\_\_\_\_

Estimated percentage of subcontractor's participation by discipline \_\_\_\_\_

Telephone \_\_\_\_\_

Fax No. \_\_\_\_\_

Business Address \_\_\_\_\_

Company/Firm Name \_\_\_\_\_

Estimated percentage of subcontractor's participation by discipline \_\_\_\_\_

Telephone \_\_\_\_\_

Fax No. \_\_\_\_\_

Business Address \_\_\_\_\_

Company/Firm Name \_\_\_\_\_

Estimated percentage of subcontractor's participation by discipline \_\_\_\_\_

Telephone \_\_\_\_\_

Fax No. \_\_\_\_\_

Business Address \_\_\_\_\_

## PRICE PROPOSAL FORM

### SNOW REMOVAL SERVICE FOR THE MUD BIGHT, WATERFALL, AND GOLD NUGGET SERVICE AREAS

Pursuant to and in compliance with the Invitation for Bids, the undersigned respondent, being fully familiarized with all the terms of the specifications hereby proposes and agrees to deliver, within the time and in the manner stipulated in the bid for the following:

The snow removal contract will be paid on the basis of time and materials at the unit prices given. Basis of award shall be the lowest total submitted bid for each Service Area based upon the average annual hours of truck operation and quantities of ice melt and sand spread, as compared against other bids on that service area.

**Mud Bight Base Bid:** Cost to perform the scope of work for Mud Bight Service Area roads per Exhibit A.

Activity	Unit Cost		Unit	Annual Usage	Total	
	Dollars	Cents			Dollars	Cents
<b>Truck Time</b>			Per hour	60 hours		
<b>Ice Melt</b>			Per Pound	14,000 #		
<b>Sand</b>			Per Yard	2 yards		
<b>Total Mud Bight Base Bid:</b>						

Total Mud Bight Base Bid in Written Word: \_\_\_\_\_

List of Equipment for Mud Bight (type, license plate #, other identification #):

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**Waterfall Creek Base Bid:** Cost to perform the scope of work for the Waterfall Creek Service Area roads per Exhibit B.

Activity	Unit Cost		Unit	Annual Usage	Total	
	Dollars	Cents			Dollars	Cents
<b>Truck Time</b>			Per hour	67 hours		
<b>Ice Melt</b>			Per Pound	18,000 #		
<b>Sand</b>			Per Yard	1 yards		
<b>Total Waterfall Creek Base Bid:</b>						

Total Waterfall Creek Base Bid in Written Word: \_\_\_\_\_

List of Equipment for Waterfall Creek (type, license plate #, other identification #):

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**Gold Nugget Base Bid:** Cost to perform the scope of work for the Gold Nugget Service Area roads per Exhibit C.

Activity	Unit Cost		Unit	Annual Usage	Total	
	Dollars	Cents			Dollars	Cents
<b>Truck Time</b>			Per hour	40 hours		
<b>Ice Melt</b>			Per Pound	10,500 #		
<b>Sand</b>			Per Yard	2 yards		
<b>Total Gold Nugget Base Bid:</b>						

Total Gold Nugget Base Bid in Written Word: \_\_\_\_\_

List of Equipment for Gold Nugget (type, license plate #, other identification #):

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\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Printed Name







**INDIVIDUAL ACKNOWLEDGMENT** (If applicable)

STATE OF \_\_\_\_\_ )  
 ) ss.  
\_\_\_\_\_ JUDICIAL DISTRICT )  
COUNTY OF \_\_\_\_\_ )

**THIS IS TO CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_,  
before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, duly  
commissioned and sworn, personally appeared \_\_\_\_\_  
\_\_\_\_\_ to me known to be the person(s) described in and who executed the  
foregoing instrument, and acknowledged to me that he/she/they signed the same freely  
and voluntarily for the uses and purposes therein mentioned.

**WITNESS** my hand and official seal the day and year in this certificate above  
written.

(Seal)

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

**EXHIBIT A**  
**Mud Bight Service Area Roads**

**SCOPE OF WORK**

Scope of Work

Contractor agrees to provide snow removal within the Mud Bight Service Area as shown on the road system map titled Exhibit A.1: Mud Bight Service Area Snow Removal Roads, attached hereto. Work to be performed under this contract is performed under the supervision of a Board member or designee in compliance with Title 14 of the Ketchikan Gateway Borough Code. Work under this bid is as follows:

1. Work to be Performed

- a. Roads included in the Mud Bight snow removal contract shall be conducted on all roads as depicted on Exhibit A.1.
- b. Scrape and remove all snow accumulation of 2 inches or more.
- c. All roads will be freshly scraped and snow removed prior to 6:30 am local time on that day.

2. New Road Construction

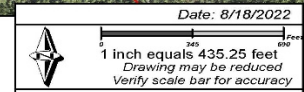
- a. In the event that new public roads are constructed per Borough standards, the Contractor will be so notified by the Borough to commence snow removal.

Mud Bight Service Area Contact Person

The contact person is Board Chair Paula Falzarano at (907) 821-4695.



**Exhibit A.1**  
**Ketchikan Gateway Borough**  
**Mud Bight Subdivision Road**



**EXHIBIT B**  
**Waterfall Creek Service Area Roads**

**SCOPE OF WORK**

Scope of Work

Contractor agrees to provide snow removal within the Waterfall Creek Service Area as shown on the road system map titled Exhibit B.1: Waterfall Creek Service Area Snow Removal Roads, attached hereto. Work under this contract shall be performed under the supervision of a Board member or designee in compliance with Title 14 of the Ketchikan Gateway Borough Code. Work under this bid is as follows:

1. Work to be Performed

- a. Roads included in the Waterfall Creek snow removal contract shall consist of Cascade Road and Waterfall Road, under the following conditions:
  - i. Cascade Road: Scrape and remove all new snow accumulation of 1/2 inch or more.
  - ii. Waterfall Road: Scrape and remove all new snow accumulation of 2 inches or more.
- b. All roads will be freshly scraped and snow removed prior to 6:00 am local time on that day.
- c. Contractor will be responsible for damage to pavement due to grading and will repair said road at its own expense.

Waterfall Creek Service Area Contact Person

The contact person is Board Chair Floyd McClellan at (907) 225-0630.



**Exhibit B.1 - Waterfall Service Area Snow Removal Roads**

**EXHIBIT C**  
**Gold Nugget Service Area Roads**

**SCOPE OF WORK**

Scope of Work

Contractor agrees to provide snow removal within the Gold Nugget Service Area as shown on the road system map titled Exhibit C.1: Gold Nugget Service Area Snow Removal Roads, attached hereto. Work under this contract shall be performed under the supervision of a Board member or designee in compliance with Title 14 of the Ketchikan Gateway Borough Code. Work under this bid is as follows:

1. Work to be Performed

- a. Martin Bugge Road: Snow removal shall take place on Martin Bugge Road from South Tongass Highway to the intersection of Gold Road.
  - a. Scrape and remove snow on all occasions when there is an accumulation of ½-inch or more of snow.
- b. Side Roads: Snow removal shall take place on all side roads as follows:
  - a. Scrape and remove snow on all occasions when there is an accumulation of 3-inches of snow.
- c. Roads shall be cleared sufficient for the safe passage of all vehicles prior to 6:00 am local time.
- d. Contractor will meet with the contact person before any work commences.
- e. Contractor will notify the Gold Nugget Service Area Contact Person if or when the actual hours exceed 50 hours for scraping and 25 hours for spreader work.

Gold Nugget Service Area Contact Person

The contact person is Board Chair Eric Collins (907) 225-4246.



**Exhibit C.1 - Gold Nugget Service Area Snow Removal Roads**