



**Snow Removal Eagle River Properties
25T-RP-123**

CIHA Contact Information	CONTRACTOR Contact Information
CIHA	[Name]
3510 Spenard Road	[Address]
Anchorage, Alaska 99503	[City, St. Zip]
Phone: (907) 793-3000	Phone
Main Fax: (907) 793-3070	FAX
Accounts Payable Fax: (907) 793-3077	E-Mail:
	Fed ID/SSN No.
Contracting Officer:	Contractor Contact:
Gabe Layman, President/CEO	
Name Title	Name Title

Both CIHA and _____ (Contractor) shall be collectively referred to herein as the "Parties."

1. SCOPE OF SERVICES

The contractor shall provide all labor, material, equipment and services required to complete work in accordance with all sections of this Invitation to Bid. Contractor shall be prepared to respond on-site for service within 12 hours of the request for service, respond to emergency requests (extreme conditions) within 6 hours, and will provide prompt over-the-phone guidance to CIHA staff regarding snow removal matters.

The contractor shall be responsible for all damage to persons or property caused by either equipment or operator error. This includes, but is not limited to buildings, landscaping, trees, shrubs, or irrigation fixtures. CIHA reserves the right to repair any damages with other sources if the contractor fails to do so within a reasonable time of notice, and to repair and deduct the cost incurred from monies owed the contractor.

Any additional work required by CIHA that is outside the scope of work for this contract shall be considered extra work and will be negotiated on a proposal basis. If the Contractor's proposal for additional work is not agreeable to CIHA, CIHA shall be free to request additional quotes for the proposed work from other contractors.

Time shall be of the essence, and all services shall be delivered in accordance with the specifications and requirements as set out in this ITB. Failure to meet the specified delivery of services shall entitle CIHA, at its sole option, to cancel any portion or the entire contract without incurring any liability costs. Contractor shall have adequate resources of labor and equipment to comply with the scope of services.

Additional locations may be added to the contract by a Contract Amendment as new developments are added to the CIHA portfolio. Current properties to be included are on

CONTRACTOR'S EMPLOYEES

- Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified workforce shall be maintained throughout the period of this contract. All personnel shall receive close and continuing first-line supervision by the Contractor.
- The Contractor's supervisors shall be fully and adequately trained and have supervision sufficient in scope to meet the approval of CIHA.
- The Contractor shall employ the quantity and quality of supervision necessary for both effective and efficient management of walkway snow removal operations at all times.

INSPECTIONS AND APPROVAL OF WORK

- CIHA will demand strict conformance to the standards and frequency specified. The Maintenance Manager or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.
- The Maintenance Manager or his/her designee will enforce the standards of this contract.

WINTER SNOW REMOVAL SERVICES

Provide all labor, materials and equipment to perform plowing, shoveling, sanding, walkway snow removal, snow haul-off (if necessary), and spring sweeping services

SNOW PLOWING

Automatically plow when snow is more than 2" deep or when called out by CIHA staff. Snow is to be back-bladed away from entrances, to include handicap ramps along the sidewalk. The contractor agrees that time is of the essence in the performance of the Contractor's obligations under this contract.

At the onset of the snow and throughout the season, Contractor shall push the snow all the way to the back of the snow storage areas to keep snow storage areas from filling up prematurely.

SANDING

Sanding shall cover all driving and parking areas. Aggregate used to be coarse crushed aggregate (winter aggregate). At no time will river washed (smooth) aggregate be used. Apply sand thick enough that aging tenants can walk to their cars without fear of slipping. Sanding by hand may be required at entrances, empty, and handicap parking spaces.

SPRING SWEEPING

Spring sweeping to be completed no later than May 15th each year

WALKWAY SNOW REMOVAL

Service Requirements

For the period of September 15 to April 15 between the hours of 5:00 p.m. and 8:00 a.m. on weekdays, and 24 hours per day on weekends and CIHA holiday closures (Attachment I), the Contractor shall remove snow when 2 inches or more of snow has accumulated. The application of ice melting material and ice controls will be by the request of the Maintenance Manager or his/her designee.

Steps, fire exits and walkways and the area in between cars parked in ADA parking spaces must be cleared of snow and ice at least once prior to 8:00 a.m., during weekdays, weekends and during the day if the snow accumulates more than 2 inches. The contractor will be responsible for clearing the walkways from the building steps to and including the main sidewalks.

The Contractor shall be responsible for all manual and mechanical snow removal equipment and CIHA shall provide ice melting material that will be located in a designated and accessible location.

Upon the award of this contract, the Maintenance Manager or a designee will hold an orientation session on site to instruct the successful Contractor on the proper application of materials, CIHA procedures and policies.

Failure to clear steps, fire exits, and walkways would require CIHA staff to clear and maintain the steps, fire exits and walkways. A non-performance charge will be deducted from the current month's invoice based on the time and the hourly rate of the CIHA staff.

In the event of inclement weather which results in a continuous snowfall, the designated steps, fire exits, and walkways are to be cleared of snow on a two hour or less interval and ice melting material applied. Steps and walkways must be cleared of snow at least once prior to 8:00 a.m. during weekdays, weekends and during the day if the snow accumulates more than 2 inches.

In the event of freezing rain or a freezing rain advisory has been issued, ice melting material is to be applied prior to the freezing rain and during the freezing rain to prevent ice buildup. The rate of ice melting material will be applied as recommended by the manufacturer. Misuse or over application incidents will be reported to the contractor for corrective action.

Snow clearing times and ice melting applications shall be logged on to a Snow Log Form (Attachment B) and emailed to the Maintenance Manager. Snow Log Forms must be submitted to CIHA along with monthly billing.

Additional services, upon request only: (these would be outside of their normal, regular snow clearing work)

- Loader, including labor, equipment, and fuel: per hour price.
- Per end dump, including labor, equipment, and fuel: per hour price.
- Sweeper, including labor, equipment, and fuel: per hour price.
- Sanding (additional upon request), including labor, equipment, and fuel: per hour price.

OPTIONAL SERVICE

Areas that can be covered under the awarded contract include loading and end dump of snow, sanding, grading, sidewalk shoveling or roof snow removal.

Concrete curbs, asphalt and lawn conditions shall be inspected prior to each season and at the end of the season. The Contractor shall be responsible for all damage to persons or property caused by either equipment or operator error. The owner reserves the right to repair any damages with other sources if the Contractor fails to do so within a reasonable time of notice and repair and deduct the cost incurred from monies owed the Contractor.

ADDITIONAL SERVICES

Any additional services outside the scope of the contract will require the Contractor to submit a quote or proposal and a signed amendment to the agreement in place before the work is initiated.

2. CONTRACTOR RELATIONSHIP

Contractor will act as a contractor under this Contract, and neither the Contractor nor any employee or agent of the Contractor is an employee of **CIHA** due to this Contract and therefore, the Contractor is not entitled to any medical, dental, or other insurance benefits. The Contractor will provide the services and achieve the results specified by **CIHA** free from direction or control of **CIHA** as to means and methods of performance.

3. TERM AND TERMINATION, RIGHTS AND REMEDIES

- 3.1 **Termination without Cause** - This Contract may be terminated by mutual consent of both Parties, or by either party upon thirty (30) days' written notice. Because circumstances may arise requiring **CIHA** to discontinue a program or project to which Contractor's activities relate, it is necessary for **CIHA** to have the right to terminate this Contract with Contractor without cause. Therefore, Contractor agrees that **CIHA** may at any time upon thirty (30) days' written notice terminate this Contract without cause and reimburse Contractor as described in Paragraph 4.3.
- 3.2 **Termination for Cause** - **CIHA** by written notice of default to the Contractor may terminate the whole or any part of this Contract if the Contractor:
- a. Fails to provide services required by this Contract within the time specified or any extension agreed to by **Contractor**; or
 - b. Fails to perform any of the other provisions of this Contract, or so fails to pursue the Work as to endanger performance of this Contract in accordance with its terms.
- 3.3 **Rights Upon Termination** - In the event of termination under this Contract, Contractor shall not have any claim for damages but has the following rights and responsibilities:
- a. Contractor will be responsible for the demobilization of the crews, equipment, and materials of Contractor, if necessary.
 - b. **CIHA** will pay Contractor, on a pro rata basis for the portions of Work completed and materials delivered in accordance with the Contract prior to the notice, provided that, Contractor shall provide **CIHA** with a detailed, written report of the Work performed thereunder to the date of termination.
 - c. Any other reasonable costs incidental to the termination of the Contractor Contract, provided that **CIHA** has authorized these costs before the Contractor incurs them.

4. COMPENSATION AND MANNER OF PAYMENT

4.1 Fees for Work

- b. Invoices for services performed will be submitted monthly to **CIHA**. Payment of invoices is due and owing thirty (30) days from the receipt of the invoice. Contractor shall keep an accurate record of all hours worked and shall include an accurate accounting of it on each monthly invoice. In addition, a written monthly report shall be attached, describing program activities for the month. Invoices shall reference CIHA's contract control number and the name of the CIHA employee requesting services.
- c. Invoices shall be sent to CIHA Accounts Payable Department by one of the following methods: 1) email to cihaap@cookinlethousing.org; 2) mail to Cook Inlet Housing Authority, Attention Accounts Payable, 3510 Spenard Road, Anchorage, Alaska 99503; or 3) fax to (907) 793-3077.

5. REPRESENTATIONS AND WARRANTY

- 5.1 **Representations** - Contractor represents that it is customarily in business of the same nature as the Work to be performed hereunder and that the Work shall comply with all

federal, state and local laws and regulations.

- 5.2 **Warranty** - Contractor warrants to **CIHA** that all Work will be of good and workmanship quality, free from faults and defects. Contractor shall correct promptly any Work of its own or its subcontractors found to be defective or not in compliance with the terms of this Contract.

6. OWNERSHIP; PUBLICATION; REPRODUCTION; USE OF MATERIAL

Except as otherwise provided herein, all data, documents and other copyrightable materials produced by Contractor under this Contract shall be the property of CIHA, 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. Exclusive rights shall not be attributed to portions of such materials presently in the public domain or which are not subject to copyright.

7. INDEMNITY AND INSURANCE REQUIREMENTS

To the fullest extent permitted by law, Contractor shall release, defend, indemnify and hold CIHA, its subsidiaries, directors, officers, agents, officials, employees and consultants (collectively, "Indemnified Parties") harmless from and against all claims or loss, including without limitation any and all demands, suits, expenses, damages, fines, charges, liens, actions or liability of any nature, kind or character whatsoever, and including without limitation, claims or loss resulting from injury, death, economic loss, violation of statutes, ordinances, constitutions or other laws, rules or regulations, contractual claims, attorneys' fees, costs or expenses or any other kind of loss (collectively, "claims or loss"), related to, resulting from or arising directly or indirectly out of the activities of Contractor, the performance, failure of performance or breach of any term of this Contract by Contractor, or by any person or entity employed by Contractor in the performance of this Contract, regardless of whether such claim or loss is caused in part by Indemnified Parties.

Contractor's responsibility for defense and indemnification extends to and includes any claim or loss alleging acts or omissions by Indemnified Parties that are said to have contributed to the claim or loss. However, Contractor shall not be required to indemnify an Indemnified Party for any claim or loss that results from the sole negligence or willful misconduct of the Indemnified Party.

In any and all claims against the Indemnified Parties by any employee of Contractor, anyone directly employed by Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Contractor agrees that as part of any subcontract, its subcontractor shall provide assurance of defense and indemnity in CIHA's favor that are identical in scope as those assumed by Contractor under the terms of this Contract.

The requirement of any insurance required of Contractor under this Contract shall not limit Contractor's indemnification responsibilities under this section in any way.

8. INSURANCE AND LIABILITY

8.1 Insurance

Without limiting the Contractor's indemnification responsibilities, it is agreed that Contractor shall purchase, at its own expense, and maintain in force at all times during

the performance of services under this agreement the following policies of insurance. Such policies shall be primary to any policies held by CIHA.

Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, CIHA shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Manager of Procurement prior to fully executing the Contract, and as a condition of payment, Contractor shall purchase and maintain insurance that will protect it from the claims arising out of its operations under the Contract, whether the operations are by Contractor, or any of its consultants or subcontractors or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. This includes Worker's Compensation Insurance, Employer's Liability Insurance, Comprehensive General Liability Insurance and Automobile Liability Insurance.

Contractor's insurance shall name CIHA as additional insured, except for Worker's Compensation. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under Alaska Statutes Title 21. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this Contract and shall be grounds for termination of the Contractor's services. All insurance companies obligated under the following described policies must have a best rating of "A - VII" or better as identified in the A.M. Best Insurance Rating Guide, most recent edition.

8.2 Minimum Limits of Liability

Contractor shall maintain with a company satisfactory to CIHA at least the limits of liability set forth below. The requirements of this section shall not limit Contractor's indemnification responsibilities as provided in the Contract.

- a. Worker's Compensation and Employers' Liability: The Contractor shall provide and maintain, for all employees engaged in work under this Contract, coverage as required by AS 23.30.045; and, where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. This policy must waive subrogation against CIHA.
 - i. Workers Compensation - Statutory limits
 - ii. Employers Liability - \$1,000,000 Each Accident, \$1,000,000 Disease - Each Employee; \$1,000,000 Disease - Policy Limits
- b. Commercial General Liability Insurance: Covering all business premises used by and operations conducted by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit per occurrence. This policy must waive subrogation against CIHA.
 - i. \$1,000,000 Each Occurrence
 - ii. \$2,000,000 General Aggregate
 - iii. \$2,000,000 Products/Completed Operations Aggregate
 - iv. \$1,000,000 Personal and Advertising Injury
 - v. \$50,000 Fire Damage Legal Liability (any one fire)
 - vi. \$5,000 Medical Expense (any one person)
- c. Commercial Automobile Liability Insurance: Covering all vehicles, owned, hired or non- owned, used by the Contractor in the performance of services under this Contract with minimum coverage limits of \$1,000,000 combined single limit of bodily and property damage. This policy must waive subrogation against CIHA.

9. CONFLICT OF INTEREST AND CONFIDENTIALITY

9.1 Confidentiality - All information obtained by Contractor from CIHA related in any way to the Contract or Work to be performed there under is confidential and proprietary to CIHA. Contractor shall not use or re-disclose such confidential information for any purpose other than the performance of the Contract. CIHA shall retain ownership of all confidential information disclosed to the Contractor and upon written request by CIHA; Contractor shall return to CIHA all such confidential information. The return of the information shall not terminate any of Contractor's obligations hereunder. Contractor shall be responsible for any breach by its employees or subcontractors of this section and the resulting damages.

9.2 Conflict of Interest

- a. Contractor affirms that to the best of his/her knowledge there exists no actual or potential conflict between Contractor's family, business, or financial interests and his/her services under this Contract, and in the event of change in either his/her private interests or services under this Contract, he/she will inform **CIHA's Procurement Manager** regarding possible conflict of interest, which may arise as a result of such change.
- b. Except as to the regular operation of Contractor business, during the term of this Contract, the Contractor, its employees and its agents who are privileged **to gain access to** confidential information, will not enter into any activity, employment, or business arrangement which conflicts or competes with the business interests of **CIHA**, its subsidiaries, parents or affiliates, or with Contractor obligations under this Contract. In addition to the foregoing, Contractor shall not, for any reason:
 - i. Use his/her status as a Contractor of **CIHA** to obtain for his/her personal use, any loans, goods, services, cash, employment, or other benefits from any person or entity on terms which would not otherwise be available to him/her;
 - ii. Make any statement or perform any act intended to advance the interests of any competitor of **CIHA** in any way that could materially and adversely affect **CIHA**; or
 - iii. Solicit any employee of **CIHA** to join him/her in the formation or operation of any business intended to compete with **CIHA** or solicit the possible future employment of such employee by any such business.

In the event of doubt concerning the applicability of any of the foregoing to any proposed activity by Contractor, Contractor before engaging in such activity shall consult with **CIHA's Procurement Manager** before engaging in the proposed activity. The duty of **CIHA** and Contractor to maintain confidentiality of information under this Section continues beyond the term of this Contract, or any extensions or renewals of same.

10. ENTIRE CONTRACT

This Contract represents the entire agreement between the Parties superseding any prior or concurrent Contracts as to the services being provided, and no oral or written terms or conditions, which are not contained in this Contract, shall be binding. This Contract may only be amended by written consent of the Parties and made a part of this Contract.

11. NOTICES

Any notice required pertaining to the subject matter of this Contract shall be made in writing for delivery in person or by mail, properly addressed to each party to whom given, with postage and charges prepaid, to the individual named and at the address listed on page one

(1) of this contract. A notice shall be deemed given only when received by the party to whom such notice is directed, except that any notice given by registered or certified mail, or by facsimile, shall be deemed given to and received by the party to whom directed within twenty-four (24) hours after such notice is sent, or when actually received, whichever occurs first.

12. ASSIGNMENT

Neither this Contract nor any rights, duties or interest hereunder shall be assigned by any party without the prior written consent of the other(s). The preceding notwithstanding, this Contract shall be binding upon and inure to the benefit of the parties hereto and their respective partners, successor and assigns.

13. FORCE MAJEURE

CIHA and Contractor shall not be liable for their respective failure to perform any of their obligations under the Contract if prevented from performing such obligations by a cause beyond their reasonable control which, by the use of due diligence, CIHA or Contractor, as the case may be, shall not have been able to overcome, including but not limited to, acts of God, natural disaster, civil commotion, quarantine, fire, labor disputes or any action or non-action of the United States government, and including changes in existing legislation affecting the subject matter of this Contract.

14. ATTACHMENTS

The following attachments are included and made a part of this Contract:

- A. Invitation to Bid 25T-RP-123
- B. Addend(a/um) if any [include addendum number and date]
- C. Contractor Bid, dated _____

15. CONTROLLING LAW

This Contract shall be governed by and interpreted in accordance with the laws of the state of Alaska. Any legal action arising out of or relating to this Contract shall be brought and heard only in a state or federal court located in Anchorage, Alaska. Both Contractor and **CIHA** submit to the personal jurisdiction of these courts and waive any right to change or challenge the venue specified above.

IN WITNESS WHEREOF, the parties hereto have executed this Contract in and hereby agree to its terms and conditions. This Contract is effective the date of the signature of CIHA herein.

CONTRACTOR:

Print Name

Title

Date

OWNER:

COOK INLET HOUSING AUTHORITY

Print Name

Title

Date