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Request for Proposals
Cook Inlet Aquaculture Association – Tutka Bay Lagoon Hatchery
Water Taxi and Expediting Service – Staff & Small Freight

1. INTRODUCTION

Cook Inlet Aquaculture Association (CIAA) is a non-profit corporation founded in 1976 to provide and protect the salmon resource in the Cook Inlet Watershed. We produce hatchery-born, ocean-raised salmon for the common property fishery in Cook Inlet. Maintaining and improving salmon habitat and natural salmon populations is also an important part of CIAA's work. Our headquarters are located in Kenai, Alaska and we operate three hatcheries in the Cook Inlet Region.

The Tutka Bay Lagoon Hatchery is a state owned, CIAA operated facility located in Tutka Bay. The hatchery is currently permitted for 125 million pink salmon eggs and operates year round.

CIAA is soliciting proposals to provide water taxi service for passengers and for small freight items (groceries, small packages).

2. PROJECT BACKGROUND

a. Access

Tutka Bay Lagoon Hatchery employs three full-time staff year round and during the summer season can employ up to another 12 – 14 seasonal employees. Access to the hatchery is tidally limited with access to the “landing area” inside the lagoon only available on tides greater than 15.5 feet. The “landing area” is the area closest to the hatchery where a road expedites transfer of freight. During tides less than 15.5 feet but greater than 7 feet, access is limited to the “stair steps” at the entrance to the lagoon. The “stair steps” requires a 15 minute hike through the woods and is not conducive for freight orders. For tides less than 7 feet, access to the “stair steps” is cutoff and access to the “stair steps” is only possible for passengers and small packages via a hike down the beach.

b. Scope of work

CIAA is requesting bids to provide the following services: expediting, passenger and personal gear transport and small freight transport.

Salmon enhancement today means better salmon fishing tomorrow.

- i. Expediting
 - Mail – pick up mail at the Homer Post Office as needed.
 - Parcels – pick up small parcels at NorthStar Freight Terminal at needed.
 - Retail stores – pick up small packages at retail stores located in Homer (Ulmers, Gearshed, Napa etc.) as needed. CIAA will place the orders as “will call”.
 - Groceries – pick up groceries at Safeway and/or Save-U-More on a bi-weekly order. CIAA will place the orders. Safeway or Save-U-More will do the shopping. Orders are placed to work with the high tide access to the landing area. During the winter months, the orders will be 4 - 8 small boxes but during the summer months will significantly increase to upward of 15 – 20 boxes.

- ii. Passenger and Personal Gear Transport will vary, but are estimated to be:
 - November through March
 - 2 – 3 trips each month.
 - 1 – 2 passengers for each trip.
 - Pickup/Drop off during daylight hours (09:30 am – 4:00 pm)

 - April through October
 - 4 – 6 trips each month.
 - 1 – 4 passengers for each trip.
 - Pickup/Drop off between 07:00 am – 9 pm.

- iii. Grocery and Freight Delivery
 - Groceries
 - Every second Thursday on the high tide.
 - November through March generally 4 – 8 boxes per trip.
 - April through October – up to 15 – 20 boxes.
 - Other Freight
 - Mail, Northstar Freight packages, will call expediting orders.

3. PROCUREMENT PROCESS

- a. Proposals must be received by **5 pm on May 1, 2017**, via email to the contact person below:

Salmon enhancement today means better salmon fishing tomorrow.

Caroline Cherry, Hatchery Operations Coordinator
ccherry@ciaanet.org

Proposals shall be evaluated based on price and year round availability.

- b. The successful bidder will be notified by **May 15, 2017**.
- c. CIAA reserves the right to reject any or all proposals received; to negotiate for terms and conditions which may differ from the initial proposals received; and to award any purchases or contracts in a manner which is determined to be most advantageous to CIAA.

4. PROPOSAL REQUIREMENTS

All bids should provide the following information:

- a. Company Information
 - i. Name
 - ii. Contact information
 - iii. Number and type of vessels
 - iv. Maximum passenger and freight capacity
 - v. Berth location for vessels
 - vi. Business license and insurance information
 - vii. US Coast Guard certification
 - viii. Permit to operate within Kachemak State Park
 - ix. Contact information
 - x. Season of operation and hours of operation
- b. Pricing
 - i. Expediting
 - ii. Passenger pickup/dropoff for both single and multiple passengers.
 - iii. Groceries and freight