



KENAI

CITY OF KENAI

REQUEST FOR PROPOSALS (RFP)

Kenai Small Business Development and Tourism Marketing Services
Related to the COVID-19 Public Health Emergency

ISSUED

July 20, 2020

PROPOSAL DELIVERY DEADLINE

5:00 PM August 3, 2020

Issued By:

CITY OF KENAI

Administration

210 Fidalgo Avenue

Kenai, AK 99611

Point of Contact:

Christine Cunningham

ccunningham@kenai.city

(907) 283-8236

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CITY OF KENAI
210 FIDALGO AVENUE
KENAI, ALASKA 99611-7794
(907) 283-8236

REQUEST FOR PROPOSALS (RFP)

Project Name: Kenai Small Business Development and Tourism Marketing Services
Related to the COVID-19 Public Health Emergency
Proposal Documents Available: Monday, July 20, 2020
Last Day for Questions: Friday, July 24, 2020 @ 5:00 p.m.
Proposal Due Date: Monday, August 3, 2020 @ 5:00 p.m. at City Hall

SCOPE OF WORK: Provide marketing services under the City of Kenai's Small Business Development and Tourism Marketing Services Program related to the COVID-19 Public Health Emergency.

Proposers must contact Administration at (907) 283-8223 to be placed on the list to receive addenda.

RFP documents can be obtained on the City of Kenai website at www.kenai.city or at City Hall at 210 Fidalgo Avenue, Kenai, AK 99611.

Publish: Anchorage Daily News – July 22, 2020
Peninsula Clarion – July 24, 2020

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REQUEST FOR PROPOSALS (RFP) INSTRUCTIONS

1.0 GENERAL INFORMATION

1.1 Purpose

The City of Kenai, Alaska, is seeking proposals from qualified marketing service providers (Contractors) for Kenai Small Business Development and Tourism Marketing Services to assist businesses that were affected by decreased customer demand due to the COVID-19 Public Health Emergency. The successful proposal will provide small business online commerce and/or tourism marketing services to assist local businesses that meet the City of Kenai eligibility requirements. Each eligible business would receive a \$1,000 credit, paid by the City of Kenai to the Contractor, to be used with the successful Contractor for marketing services, website management for e-commerce, tourism marketing assistance and other efforts to help repair the economic damage suffered due to decreased customer demand during the public health emergency.

1.2 Background

The City of Kenai incorporated as a home-rule city in 1960, and today is an All-America City with moderate population growth and an economy that provides a high quality of life for residents with abundant natural and cultural assets to attract visitors. Overlooking the mouth of the Kenai River, Kenai has views of Cook Inlet as well as miles of beaches, two mountain ranges and four active volcanoes. The Kenai Municipal Airport serves as the transportation hub for air travel to the Kenai Peninsula and Cook Inlet. The City's location, services, and natural attributes provide opportunities for growth as a center for the visitor industry. The Kenai Visitor and Cultural Center is the first stop made by visitors to find information about the Kenai area.

The City of Kenai expects to receive \$7,700,832 from the Federal Government passed through the State of Alaska for expenditures in response to and to aid in the economic recovery from the COVID-19 Public Health Emergency under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). The Kenai City Council on May 20 approved an approach to distributing CARES Act funds received by the City, identifying broad categories, governmental, private, and nonprofit to help provide economic relief due to the public health emergency. On July 1, the City Council allocated \$50,000 for a City program that will provide a \$1,000 credit to each eligible small business in Kenai that can be used with a marketing service provider. Under the Kenai Small Business Development and Tourism Marketing Services Program, the City will determine eligibility and, once a business has been approved for the program, the marketing service provider will provide an assessment and customize marketing services for each participating business limited to \$1,000 in services covered by the City funding. The service must be provided prior to December 30, 2020, subject to available funding and demand. Participating businesses may contract with the service provider for additional assistance beyond the \$1,000, at the sole expense of the business.

1.3 Questions

Any questions regarding this proposal must be submitted in writing to Christine Cunningham by **Friday, July 24, 2020 @ 5:00 p.m.** Questions may be emailed to ccunningham@kenai.city. The subject line of the email must read: "Questions: Kenai Small Business Development and Tourism Marketing Services."

Verbal requests for information or clarification will not be accepted. All questions will be answered and distributed to all prospective proposers via addendum. To receive project addenda, you must be on the plan holder's list. To be placed on the plan holder's list, contact Administration either by phone at (907) 283-8223 or email ccunningham@kenai.city. Downloading projects from the City web site does not automatically place you on the plan holder's list.

1.4 Preparation Costs

The City shall not be responsible for proposal preparation cost, nor for cost including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked proposer and/or award of agreement and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire Request for Proposal (RFP) and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Proposals must be irrevocable for ninety (90) days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review by the competing proposers, excluding any tabulations and evaluations thereof. After the award of an Agreement, all proposals, tabulations and evaluations will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP.

2.5 Signature Requirements

The proposal transmittal letter must be signed. A proposal may be signed by; an officer or other agent of a Contractor, if authorized to sign agreements on its behalf; a member of a partnership; an owner of a privately-owned Contractor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Five (5) copies of the proposal are to be submitted to the City of Kenai Administration at 210 Fidalgo Avenue, Kenai, AK 99611, in a sealed envelope clearly marked with the proposer's name and "Kenai Small Business Development and Tourism Marketing Services RFP."

2.7 Tax Compliance

Kenai City Code requires that businesses or individuals contracting to do business with the City comply with the Kenai Peninsula Borough tax provisions. No agreement will be awarded to any individual or Contractor found to be in violation. The Kenai Peninsula Borough Tax Compliance Certification form is attached.

2.8 Licenses and Certifications

Proposers shall include with their proposals copies of all licenses, certificates, registrations and other credentials required for performance under the agreement. Documentation must be current and must have been issued by or under authority of the State of Alaska or, if documentation is from an outside jurisdiction, such documentation must be accepted as valid by the State of Alaska for performance in Alaska. Such documentation shall include, but is not limited to, Alaska business license and applicable professional licenses, registrations and certificates.

2.9 News Releases

News releases pertaining to the award resulting from the RFP shall not be made without prior written approval of the City of Kenai's City Manager.

2.10 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the City of Kenai. One copy shall be retained for the official files of the Public Works Department and will become public record after award of an Agreement.

2.11 Oral Change/Interpretation

No oral change, or interpretation, of any provision contained in this RFP is valid. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the City.

Proposer shall acknowledge receipt of addenda in their transmittal letter. Only a proposal acknowledging receipt of all addenda may be considered responsive, unless the unacknowledged addenda, in the opinion of the City Manager, would have no material effect on the terms of the proposal. The City Manager may elect to allow a proposer to acknowledge receipt of addenda after opening proposals.

2.12 Replacement of Submitted Proposals

Replacements will be accepted by the City, and binding upon the responding Contractor, only if it is received by the City at the place designated for submission prior to the scheduled deadline and meets all other RFP conditions.

2.13 Late Submissions

Proposals received after the date and time specified in this RFP will not be considered.

2.14 Withdrawal of Proposals

At any time prior to the scheduled closing time for receipt of RFP submittals, any responding Contractor may withdraw their submittal, either personally or by written request. However, a proposal may not be withdrawn after opening without the written consent of the City.

2.15 Acceptance – Rejection of Proposals

The City may reject any or all proposals if the City Manager determines that it is in the best interest of the City and may waive irregularities, other than the requirements for timeliness and manual signature, if the irregularities do not affect the competitive advantage of any proposer.

2.16 Choice of Law and Jurisdiction

The laws of the State of Alaska shall govern this RFP, and any legal action brought thereon shall be filed in the Third Judicial District at Kenai, Alaska.

2.17 Conflicts of Interests

No member of the governing body of the City of Kenai or other officer, employee or agent of the City who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interests, direct or indirect, in any ensuing agreement as a result of this Request for Proposal, without first disclosing his/her potential conflict, by submitting a letter to the Clerk's Office establishing their "intent to do business with the City." The Contractor for itself and its principal employees, officers, agents, directors or shareholders covenants that neither the Contractor nor any of the listed classes of individuals has nor shall acquire any interest, direct or indirect, in the project, direct or indirect, to which the agreement pertains which would conflict in any manner or degree with the performance of its work hereunder. The selected proposer further covenants that in its performance of the agreement no person having such interest shall be employed, without first disclosing his/her potential conflict.

3.0 SCOPE OF SERVICES

3.1 Services to be Performed

The City of Kenai requires the following marketing services under the City of Kenai's Small Business Development/ Tourism Marketing Services Program related to the COVID-19 Public Health Emergency:

- A. The Contractor provides marketing services and/or e-commerce development assistance to eligible businesses under the City of Kenai's Small Business Development and Tourism Marketing Services Program related to the COVID-19 Public Health Emergency.
- B. The Contractor meets with eligible businesses approved by the City to provide an assessment and customize marketing and/or e-commerce development services for each participating business such as remarketing to publicize the resumption of activities and

steps taken to ensure a safe experience due to the public health emergency, designed to assist the business in dealing with the economic damage of the public health emergency.

- C. The City would pay the Contractor up to \$1,000 for each eligible business that participates in the program. Any expenditures past \$1,000 would be at the sole discretion of the business and the Contractor, separate from the City's payment for services.
- D. The Contractor performs all responsibilities of providing marketing services under the City of Kenai's Small Business Development and Tourism Marketing Services Program prior to December 30, 2020, subject to available funding and demand.
- E. The Contractor provides a report on the Contractor's performance under the Agreement prior to December 30, 2020.

3.2 Contract Formation

Contract(s) in this matter will not be formed until executed by all parties including the City of Kenai City Manager. Performance under the contract(s) will not begin until the contract(s) is fully executed by all parties.

3.3 Term and Conditions

A. Term of Contract(s)

Contract(s) will be for an approximately four-month term of August 14 through December 30, 2020.

B. Subject to Appropriation

Compensation for services requires the Kenai City Council to annually appropriate funds for payment of services. The obligation of City to provide funding is subject to the availability of funds lawfully appropriated for that purpose by the Kenai City Council.

C. Insurance and Indemnification Requirements

Contractor must, at Contractor's own expense, throughout the term of the Agreement(s) secure and maintain the following insurance:

- i. Comprehensive general liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual coverage with a per occurrence limit of not less than \$1,000,000 combined single limit;
- ii. Worker's compensation insurance with coverage for all employees engaged in work under this Agreement as required by AS 23.30.045 (Contractor is responsible for worker's compensation insurance for any subcontractor who directly or indirectly provides services under the Agreement); and,
- iii. Comprehensive automobile liability insurance covering all owned, hired, and non-owned vehicles with coverage limits not less than \$1,000,000 combined single limit per occurrence.

All insurance required must also meet the following requirements:

- i. For comprehensive general liability and automobile liability insurance, name the City of Kenai as an additional insured;
- ii. For worker's compensation insurance, general liability, and automobile liability insurance, where possible, include a waiver of subrogation so that the insurer waives all rights of subrogation against the City of Kenai for payments made under the policy;
- iii. Provide Owner with at least 30 days' written notice before any termination, cancellation, or material change in insurance coverage is effective; and,
- iv. Be issued by a company/corporation currently rated "A-" or better by A.M. Best.

Contractor must indemnify, defend, and hold harmless the City and its agents, employees, and/or insurers from claim, loss, damage, liability, including injury and death or expense in any way related to any act or omission of Contractor or Contractor's employees, agents, or invitees arising out of Contractor's performance of services under the Agreement(s), except to the extent any negligence of City or its employees or agents is a proximate cause of any injury or damage. If a third party asserts a claim against Contractor and City, Contractor and the City shall seek in good faith to achieve Agreement to an apportionment of fault as between them without an independent of litigation. This provision shall survive expiration or termination of any Agreement(s).

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below.

4.1 Letter of Transmittal

Briefly state your Contractor's understanding of the services to be performed and make a positive commitment to provide the services as specified.

List name(s) of the person(s) who are authorized to make representations for your Contractor, their titles, address, and telephone numbers.

List Contractor's experience with similar type engagements.

The letter must be signed by a corporate officer or other individual who has the authority to bind the Contractor.

The letter must acknowledge all addenda, if any.

4.2 Profile of the Management Contractor and Key Staff

Describe your organization and key staff experience, qualifications, and availability in the following areas:

Business development marketing and tourism and marketing services, including e-commerce and website development and community event promotion.

Identify key staff who will provide services on behalf of the Contractor and commit to staff availability to complete the project by December 30, 2020. Resumes should be included for each individual(s) referenced.

4.3 Scope of Work Section

Provide narrative(s) on how your organization will fulfill the Scope of Work and provide the required services for the City of Kenai's Small Business Development and Tourism Marketing Services Program related to the COVID-19 Public Health Emergency.

4.4 Cost Proposal

Complete the Cost Proposal Form(s) included as Attachment A for City of Kenai's Small Business Development and Tourism Marketing Services Program related to the COVID-19 Public Health Emergency.

Award will be influenced by the cost per hour for the contracted services, but will also be based on factors outlined in Section 5.0 – Evaluation Process and Criteria.

The cost proposal must be per hour for the initial contract period and open for acceptance by the City for a period of not less than ninety (90) calendar days from the date the proposal is due. A proposal will be rejected if it contains a material alteration or erasure, which is not initialed by the signer of the proposal.

The cost proposal page(s) must be placed in a separate sealed envelope for each Schedule for which the Contractor is submitting a bid and marked either "City of Kenai's Small Business Development and Tourism Marketing Services Program related to the COVID-19 Public Health Emergency – Cost."

4.5 References

The proposal shall include a list of five (5) references for work performed by the Contractor similar to this engagement. The City will contact references to ascertain the Contractor's performance, specifically in the areas of knowledge and expertise, customer satisfaction, and conformance to a similar Scope of Work as this engagement.

5.0 EVALUATION PROCESS AND CRITERIA

5.1 Evaluation Process

A committee of individuals representing the City of Kenai will perform evaluation of the proposal. The committee will rank the proposal as submitted. The City of Kenai reserves the right to award an agreement solely on the written proposal.

The City also reserves the right to request oral interviews with the highest ranked Contractors (short list). The purpose of the interviews with the highest-ranked Contractors is to allow expansion upon, and possible refinement of the written responses. If interviews are conducted, a maximum of three (3) Contractors will be short-listed. A second score sheet will be used to score

those Contractors interviewed. The final recommendation for selection will be based on the total of all evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first.

The Contractor, whose proposal is ranked highest by the evaluation committee, may be invited to enter into final negotiations with the City for the purposes of agreement award.

5.2 Criteria

Proposals will be reviewed and scored by an evaluation committee made up of five (5) administrative personnel.

The factors to be evaluated and the points available for each are as follows:

Tourism and Marketing Services

1. Contractor's marketing, website, e-commerce and small business development experience (40 points)
2. Qualifications and resumes of the key staff assigned (20 points)
3. Contractor's references (10 points)
4. Cost (20 points)

Committee members will independently review the proposals and award points for above factors 1 – 3. Factor 4 will be scored by the committee as a whole using the following formula:

$$\frac{\text{Lowest proposed hourly rate}}{\text{Proposer proposed hourly rate}} \times 10 = \text{Points Awarded}$$

6.0 APPEAL PROCEDURE

Any party submitting a bid or proposal for a agreement with the City and who believes that they are adversely affected by the City's relevant ordinances, regulations, procurement process, or by any acts of the City in connection with the award of a City agreement, may file an appeal in accordance with the appeal procedures outlined in Kenai Municipal Code KMC 7.15.120. The City's Code may be viewed online at <https://kenai.municipal.codes/KMC/7.15.120>

7.0 TIMELINE

Proposal Documents Available:	July 20, 2020
Last Day for Questions:	July 24, 2020 @ 5:00 p.m.
Proposal Due Date:	August 3, 2020 @ 5:00 p.m.
Proposal Evaluation Completed:	August 5, 2020
Notice of Intent to Award:	August 5, 2020
Contract Execution:	August 10, 2020
Begin Services:	August 14, 2020

8.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into agreement negotiations with the City of Kenai. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the proposer and terminate the negotiations. If proposals are

submitted by one or more other proponents determined to be qualified, negotiations may then be conducted with such other proposers in the order of their respective rankings. This process may continue until successful negotiations are achieved. The City of Kenai reserves the right to reject any and all proposals submitted.

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**CITY OF KENAI
 COST PROPOSAL
 KENAI SMALL BUSINESS DEVELOPMENT AND
 TOURISM MARKETING SERVICES RELATED
 TO THE COVID-19 PUBLIC HEALTH EMERGENCY**

ACKNOWLEDGEMENT

In submitting this proposal, we certify that we have examined the specifications documents, have received Addenda Nos. , and have included their provisions in our proposal.

Item	Description	Qty/Unit	Unit Price	Cost Per Hour
1	Kenai Small Business Development and Tourism Marketing Services Related to the COVID-19 Public Health Emergency – Cost Per Hour	N/A	N/A	\$

SIGNATURE REQUIREMENT

Firm Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Representative _____ Title _____

Email Address _____

The undersigned has read the foregoing and hereby agrees to the conditions stated therein by affixing his/her signature below:

Signature of Authorized Company Representative **Date**

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CITY OF KENAI

AGREEMENT BETWEEN OWNER AND CONSULTANT FOR KENAI SMALL BUSINESS DEVELOPMENT AND TOURISM MARKETING SERVICES RELATED TO THE COVID-19 PUBLIC HEALTH EMERGENCY

MADE AS OF THE _____ DAY OF _____ 2020.

BETWEEN the OWNER: CITY OF KENAI
210 Fidalgo Avenue
Kenai, Alaska 99611

AND the SERVICE PROVIDER:

FOR the PROJECT:

The Owner and Service Provider agree as set forth below.

ARTICLE 1

THE WORK

The Contractor shall perform all the work described in the Request for Proposals as Attachment "A" hereto, and in the Contractor's Proposal, as Attachment "B" hereto, including but not limited to:

1. Basic Services, as described in the Scope of Services.
2. Additional Services, if authorized, as described in ARTICLE 2 of the General Conditions.

ARTICLE 2

TIME OF COMMENCEMENT AND COMPLETION

The Service Provider's performance of services required by this AGREEMENT shall commence on _____ (date) and terminate on December 30, 2020.

ARTICLE 3

COMPENSATION

The Owner shall compensate the Consultant in accordance with the General Conditions of this Agreement as follows:

ARTICLE 4

ENUMERATION OF CONTRACT DOCUMENTS

The documents which are specifically incorporated into this AGREEMENT by reference and form the contract documents are listed below. Should any provision or requirement of one portion of the contract documents conflict with any other portion of the contract documents, unless otherwise provided herein, the conflict will be resolved by reference to the contract documents in the following order of priority:

- A. Any and all later modifications, Change Orders, and written interpretations of the Contract Documents issued by the Owner
- B. This AGREEMENT
- C. Addenda
- D. The Request for Proposals
- E. The Service Provider's Proposal, including Cost Proposal

Any other attachments to this AGREEMENT do not form a part of the AGREEMENT but are for reference or proof of compliance with the requirements of the AGREEMENT, except where the provisions of this AGREEMENT provide such attachments will be or are a part of the AGREEMENT.

These form the contract and what is required by any of the documents shall be as binding as if required by all. The intention of the contract documents is to require the furnishing of all labor, material, equipment, and other items necessary for the proper execution and completion of the work and to prescribe the terms and conditions of the contract and payment, so as to include work and materials which may be necessary to produce the intended results.

ARTICLE 5

All legal notices relating to this contract, including change of address, shall be mailed to the Owner and the Consultant at the following addresses:

OWNER

City of Kenai
210 Fidalgo Ave
Kenai, Alaska 99611

SERVICE PROVIDER

ARTICLE 6

EXTENT OF AGREEMENT

This AGREEMENT represents the entire and integrated AGREEMENT between the Owner and the Service Provider, and supersedes all prior, inconsistent negotiations, representations, or AGREEMENTS, either written or oral. This AGREEMENT may be amended only by written instrument signed by both Owner and Service Provider.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in their respective names by their duly authorized representatives as of the date and year above written.

ARTICLE 7

ATTACHMENTS

In the event there is any difference between an attachment to the original of this AGREEMENT on file with the City of Kenai and any attachment to a duplicate original of the AGREEMENT, the attachments to the original filed with the City shall control.

ARTICLE 8

NO THIRD-PARTY BENEFICIARY

This AGREEMENT is intended solely for the benefit of each party hereto. Nothing contained herein shall be construed or deemed to confer any benefit or right upon any third party.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in their respective names by their duly authorized representatives as of the date and year first above written.

ARTICLE 9

JURISDICTION: CHOICE OF LAW

This contract shall be governed by the laws of the State of Alaska, and any lawsuit brought thereon shall be filed in the Third Judicial District at Kenai, Alaska.

OWNER and SERVICE PROVIDER each binds themselves, their partners, successors, assigns and legal representatives in respect to all covenants, AGREEMENTs and obligations contained in the Contract Documents.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in their respective names or by their duly authorized representatives as of the date and year above written.

OWNER:
CITY OF KENAI

By: _____
Paul Ostrander
City Manager

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on
this ____ day of _____, 2020.

Paul Ostrander, City Manager,
City of Kenai, Alaska, being personally known to
me or having produced satisfactory evidence of
identification, appeared before me and
acknowledged the voluntary and authorized
execution of the foregoing instrument on behalf
of said City.

NOTARY PUBLIC FOR ALASKA
My Commission Expires: _____

Approved by Legal: _____
Approved by Finance: _____

SERVICE PROVIDER:

By: _____
Name: _____
Title: _____

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on
this ____ day of _____, 2020.

_____,(title)
_____of
_____ being personally
known to me or having produced satisfactory
evidence of identification, appeared before me
and acknowledged the voluntary and authorized
execution of the foregoing instrument on behalf
of said corporation.

NOTARY PUBLIC FOR ALASKA
My Commission Expires: _____

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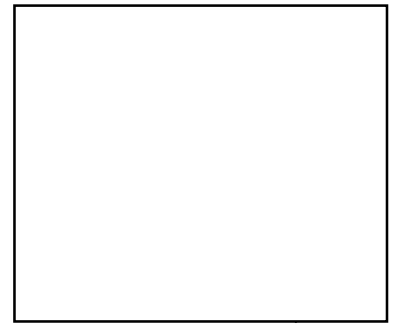
Tax Compliance Certification

Kenai Peninsula Borough

Finance Department

144 N. Binkley Street
 Soldotna, Alaska 99669-7599
 www.kpb.us

Phone: (907) 714-2197
 or: (907) 714-2175
 Fax: (907) 714-2376



1.) Fill in all information requested. 2.) Sign and date. 3.) Submit with solicitation, or other.

For Official Use Only

Reason for Certificate: <input type="checkbox"/> Solicitation <input type="checkbox"/> Other:		For Department:	
		Dept. Contact:	
Business Name:			
Business Type:		<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other:	
Owner Name(s):			
Business Mailing Address:			
Business Telephone:		Business Fax:	
Email:			

As a business or individual, have you ever conducted business or owned real or personal property within the Kenai Peninsula Borough? (If yes, please supply the following account numbers and sign below. If no, please sign below.)
 Yes No Kenai Peninsula Borough Code of Ordinances, Chapter 5.28.140, requires that businesses/individuals contracting to do business with the Kenai Peninsula Borough be in compliance with Borough tax provisions. No contract will be awarded to any individual or business who is found to be in violation of the Borough Code of Ordinances in the several areas of taxation.

REAL/PERSONAL/BUSINESS PROPERTY ACCOUNTS	
ACCT. NO.	ACCT. NAME

TAX ACCOUNTS/STATUS (TO BE COMPLETED BY KPB)	
YEAR LAST PAID	BALANCE DUE

KPB Finance Department (signature required)

In Compliance Not in Compliance

Date

SALES TAX ACCOUNTS	
ACCT. NO.	ACCT. NAME

TAX ACCOUNTS/STATUS (TO BE COMPLETED BY KPB)		
FILED THRU	M/F's	BALANCE DUE

KPB Sales Tax Division (signature required)

In Compliance Not in Compliance

Date

CERTIFICATION: I, _____ the _____, hereby certify that, to the
(Name of Applicant) (Title)
 best of my knowledge, the above information is correct as of _____.
(Date)

Signature of Applicant (Required)

IF ANY BUSINESS IS CONDUCTED OR IS AWARDED A BID WITHIN THE KENAI PENINSULA BOROUGH YOU MUST BE REGISTERED TO COLLECT SALES TAX. THE SALES TAX DEPARTMENT CAN BE REACHED AT (907) 714-2175.