

City of Dillingham Action Memorandum

Agenda of: August 2, 2018

Action Memorandum No. 2018-06

Subject:

Award a Contract for the FY19 Aggregate Bid

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

This action memorandum authorizes administration to sign a contract with JJC Enterprises for the delivery of 1,250 cu yds of sand, 6,200 cu yds of pit run gravel, 150 cu yds drain rock, and 750 tons rip-rap. This vendor was the lowest responsive bidder.

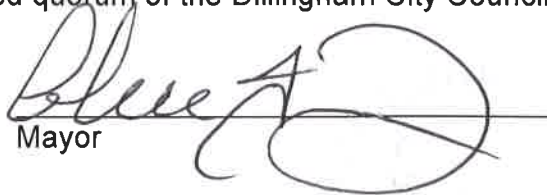
The bid due date was June 21, 2018, at 4:00 PM and bids were opened immediately following. Notices were also posted in three public places: City Hall, N&N Market, and the Post Office, and advertised on the City's website, and advertised in the Bristol Bay Times May 31 and June 7.

(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the date of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

Action Memorandum No. 2018-06

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on Aug 2, 2018.


Mayor

ATTEST:

[SEAL]


City Clerk

Route to	Department Head	Date
	Finance Director	
X	Public Works Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: August 2, 2018

Aggregate for FY19 - Contract with JJC Enterprises for sand, gravel, drain rock and rip rap

ORIGINATOR: Cynthia Rogers

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$153,110 Budget Approved		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT		Project	
1000 7060 30 33 0000 0	\$63,900	Furnish Aggregate per RFP 2018-01	
1000 7391 30 33 0000 0	\$30,000		
1000 7395 30 33 0000 0	\$25,000		
2200 7395 30 81 0000 0	\$34,210		
TO ACCOUNT:	VERIFIED BY: <u>Anita Fuller</u>	Date:	<u>7/27/2018</u>

EXPENDITURES

OPERATING	FY19			
Sand	\$ 30,000.00			
Gravel	59,210.00			
Drain Rock (Rip-Rap)	\$3,900.00			
Rip-Rap	\$60,000			
TOTAL OPERATING	\$ 153,110.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
---------	------	--	--	--

REVENUE	-			
---------	---	--	--	--

FUNDING

General & Special Rev. Funds	\$153,110			
State/Federal Funds				
Capital Project				
Other				
TOTAL FUNDING	\$ 153,110	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

See Action Memorandum 2018-06

PREPARED BY: Anita Fuller *AF*

July 27, 2018

DEPARTMENT: Finance

APPROVED BY: *Julian*



REQUEST FOR PROPOSALS/BIDS
RFP 2018-01 Furnish Aggregate for FY19

The City of Dillingham is soliciting sealed bids to supply gravel, sand and drain rock to the landfill and city maintenance yard as well as rip-rap. The selected firm or individual will enter into a term contract to remain in effect from the date of execution through June 30, 2019. Bids for any of the following materials will be accepted:

<u>Materials</u>	<u>Amount</u>
Washed Sand (Maintenance Yard)	1,250 cubic yards
Pit-Run Gravel (Landfill)	6,200 cubic yards
Drain Rock (Landfill)	150 cubic yards
Rip-Rap, Class II	750 tons

Inquiries should be directed to:

Jean Barrett, Public Works Director, publicworks@dillinghamak.us, (907) 842-4598.

Bids will be accepted until 4:00 PM on Thursday, June 21, 2018, followed by the bid opening. A Notice of Intent to Award will follow. A contract to award will be authorized at the August 2, 2018 regular meeting of the Dillingham City Council.

SPECIFICATIONS

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address below, on or before the deadline no later than 4:00 p.m. on Thursday, June 21, 2018.

Please submit a signed copy of Attachment A, Aggregate Bid, to the City Planner's office no later than 4:00 p.m. on Thursday, June 21, 2018.

Please mark the envelope to identify the project: **RFP 18-01 Furnish Aggregate FY19.**

Delivery instructions – mail or hand deliver in a sealed envelope to:

City Planner's Office
City of Dillingham
PO Box 889
Dillingham, AK 99576

Required Proposal Content

Return the following attachments to the City of Dillingham by the due date:

- Attachment A. Aggregate Bid

Electronic and faxed proposals will not be accepted.

Proof of Insurance and Licensing

Responding bidders will be required to provide the following prior to "Notice of Award":

- Copy of 2018 City of Dillingham Business License
- State of Alaska Business License
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million dollars
- Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million (\$1,000,000) dollars per occurrence combined
- Single limit bodily injury and property damage

All insurances, workers' compensation insurance, commercial general liability insurance and motor vehicle liability insurance, as described above shall include an endorsement stating the following: sixty (60) days advance written notice of cancellation, non-renewal, reduction change, shall be sent to the City Manager, PO Box 889, Dillingham, AK 99576.

Owner/Operators are eligible to submit a bid, as long as they meet the minimum State requirements for operating as an owner operator.

Scope of Service

The contractor shall furnish and deliver aggregate according to the following specifications and conditions:

1. Materials: Gravel, sand and drain rock shall contain no frozen material, mulch, roots, sod, dirt or other deleterious matter. Rip-Rap must be evenly graded stones that are hard, angular, and have no more than 50% wear at 500 revolutions as determined by AASHTO T 96. Use stones with breadth and thickness at least ¼ of its length. The material shall be graded within the limitations shown below:

Sand

3/8" Sieve	100 % Passing
#4" Sieve	95-100 % Passing
No. 200 Sieve	0-2 % Passing

Pit Run

6" Sieve	100 % Passing
No. 200 Sieve	0 – 6 % Passing

Drain Rock

8" Sieve	100 % Passing
2" Sieve	0-10 % Passing
No. 200 Sieve	0-6 % Passing

Rip Rap, Class II - Meet the following gradation. Percents are by total weight, weights are for each stone

50-100 % weighing 200 pounds or more
0-15 % weighing up to 25 pounds
0-10% weighing more than 400 pounds

2. Sampling: The contractor shall submit a relative sample of the material to be supplied. Sampling details need to be coordinated with the Public Works Director. The City reserves the right to have samples tested to confirm to specs prior to and during delivery. The contractor will bear all cost related to the testing. Materials failing to conform to the specifications will not be used and will cause the City to declare the contractor in default and cancel the contract.

Scope of Service continued

3. Quantity:

The total quantity of sand to be purchased will be approximately ONE THOUSAND TWO HUNDRED FIFTY (1,250) cubic yards.

The total quantity of gravel to be purchased will be approximately SIX THOUSAND TWO HUNDRED (6,200) cubic yards.

The total quantity of drain rock to be purchased will be approximately ONE HUNDRED FIFTY (150) cubic yards.

The total quantity of rip-rap to be purchased will be approximately SEVENTY HUNDRED FIFTY (750) tons.

4. Method of Measurement: Gravel, sand and drain rock shall be measured by volume, in the truck, at the point of delivery.

Rip-rap shall be measured by weight, using a certified scale, at the point of purchase. The City will self-haul the materials from the City Dock or from a quarry accessible by commercial vehicle located along the Dillingham area road system.

5. Time Line:

Pit run deliveries may be sequenced into three different time periods, as directed by the Public Works Director.

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of process.

The City retains the right to cancel the Request for Proposal/Bid process if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The bidder agrees to allow the City at least 60 days from the bid close date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in performance of a contract, comply with all applicable federal, state, and local laws, ordinances, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.

Attachment A. Aggregate Bid

**City of Dillingham
RFP 2018-01 Furnish Aggregate for FY19**

The furnishing and delivery of washed sand, gravel and drain rock shall be in accordance with the Request for Proposal/Bid and Specifications for the term of the contract. The price per cubic yard shall include the entire supplier costs associated with providing aggregate and delivery. The contract shall remain in effect from the date of execution through June 30, 2019. The City reserves the right to purchase up to 25% more materials at the unit prices bid.

1. Contractor may bid one or both options listed below:

<u>Materials</u>	<u>Amount</u>
Washed Sand	1,250 cubic yards
Pit-Run Gravel (Landfill)	6,200 cubic yards
Drain Rock (Landfill)	150 cubic yards
Rip-Rap, Class II	750 tons

2. Complete and submit this document in a sealed envelope for the items you are bidding.

\$ _____ Bid Amount per c.y. - Washed Sand Delivered

\$ _____ Bid Amount per c.y. - Pit-Run Gravel Delivered (Landfill)

\$ _____ Bid Amount per c.y. - Drain Rock Delivered (Landfill)

\$ _____ Bid Amount per ton - Rip Rap, Class II (buyer transport)

Contractor Name: _____ Title: _____

d/b/a Company Name: _____

City Business License Number: _____

Alaska State Business License Number: _____

Contractor Signature: _____ Date: _____

(Authorized Agent)

Mailing Address: _____

Phone Contact: _____



PUBLIC NOTICE
RFP 2018-01 FURNISH AGGREGATE FOR FY19

The City of Dillingham is soliciting sealed bids to supply gravel, sand and drain rock to the landfill and city maintenance yard as well as rip-rap. The selected firm or individual will enter into a term contract that shall remain in effect from the date of execution through June 30, 2019. Bids for any of the following materials will be accepted:

Materials	Amount
Washed Sand (Maintenance Yard)	1,250 cubic yards
Pit-Run Gravel (Landfill)	6,200 cubic yards
Drain Rock (Landfill)	150 cubic yards
Rip-Rap, Class II	750 tons

Bid documents can be downloaded from the City's website at www.dillinghamak.us/projects

Inquiries should be sent to Jean Barrett, Public Works Director at 907-842-4598 or via email at publicworks@dillinghamak.us

Bids should be mailed or delivered to the City of Dillingham, in a sealed envelope and addressed to:

City Planner's Office
City of Dillingham
141 Main Street, P.O. Box 889
Dillingham, AK 99576

Sealed bids must be marked plainly on the outside as follows:

RFP 2018-01 FY19 Aggregate

and must bear the name and address of bidder.

Faxed bids will NOT be accepted.

Bids will be accepted at the City Planner's office until 4:00 p.m., Thursday, June 21, 2018, followed by the bid opening. A contract to award will be authorized at a City Council meeting on August 2, 2018.

**RFP 2018-01 Furnish Aggregate for FY19
BID SCORING SHEET**

Proposal Deadline: 06/21/18, 4:00 PM		6/21/2018 15:43	6/21/2018 14:34	6/21/2018 15:12
Date & Time Proposal Received				
VENDORS				
		Bennett Enterprises	JJC Enterprises	Bristol Construction Services
ITEMS	BID AMOUNT			
Washed Sand, 1,250 cubic yards	\$/cy	\$ 25.36	\$ 24.00	\$ -
	subtotal	\$ 31,700.00	\$ 30,000.00	\$ -
Pit-Run Gravel, 6,200 cubic yards	\$/cy	\$ 15.50	\$ 9.55	\$ 10.25
	subtotal	\$ 96,100.00	\$ 59,210.00	\$ 63,550.00
Drain Rock, 150 cubic yards	\$/cy	-	\$ 26.00	\$ 65.00
	subtotal	-	\$ 3,900.00	\$ 9,750.00
Rip-Rap, Class II, 750 tons	\$/ton	-	\$ 80.00	\$ 95.00
	subtotal	-	\$ 60,000.00	\$ 71,250.00
Total Bid Amount		\$ 127,800.00	\$ 153,110.00	\$ 144,550.00

MUST PROVIDE PROOF OF LICENSING AND INSURANCE PRIOR TO NOTICE OF AWARD.

- Dillingham Business License
- State of Alaska Business License
- Certificate of Insurance and Worker's Comp
- Proof of Commercial Insurance
- Vehicle Liability Insurance

APPARENT LOW BIDDER IS HIGHLIGHTED IN ORANGE

NOTICE OF INTENT TO AWARD

ISSUE DATE: June 25, 2018

RFP NUMBER AND TITLE: RFP 2018-01 Furnish Aggregate for FY19

RFP DEADLINE: June 21, 2018 at 4:00 PM

BIDDERS OF RECORD INCLUDE:

-Bennett Enterprises, LLC -Bristol Construction Services, LLC -JJC Enterprises, Inc

Based on the criteria established in the Request for Proposal (RFP), the City of Dillingham hereby provides notice of its intent to award the contract to:

JJC Enterprises, Inc.

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Lori Goodell, within 5 days from the date of this notice and appear in person before the City Council according to the provision of the Dillingham Municipal Code Section 4 30 100 E. The next regularly scheduled City Council meeting will be held on August 2, 2018.

The entire Dillingham Municipal Code can be found on the City's website

Prior to issuance of a Notice to Proceed, the successful bidder must provide the licensing and insurance documents as outlined in RFP 2018-01, to the City of Dillingham prior to C.O.B on July 19, 2018.

The successful vendor is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the City have signed the contract and a Notice to Proceed has been issued. AS 36.30.365

Sincerely,



Tod Larson
City Manager
(907) 842-5148