City of Dillingham Action Memorandum Agenda of: May 4, 2017

Action Memorandum No. 2017-06

Subject:

Authorize City Manager to execute contracts to purchase aggregate from Bristol Construction Services, JJC Enterprises, and Bennett Enterprises.

City Manager: Recommend Approval

Signature: _____

Fiscal Note: ☑ Yes ☐ No **Funds Available:** ☑ Yes ☐ No

Other Attachments:

- RFP 2017-03 Furnish Aggregate for FY18
- RFP 2017-03 Score Sheet
- RFP 2017-03 Notice of Intent to Award

Summary Statement:

This is an annually recurring RFP for the Public Works Department's aggregate needs. In response to these needs, RFP 2017-03 was issued. Bids closed at 3:00 PM on April 14, 2017.

Bidders of record include:
Cruz Construction
Bristol Construction Services
JJC Enterprises
Snag Point Trucking & Snow Removal
Bennett Enterprises

Successful bidders include:

Bristol Construction Services - 750 tons of Rip-Rap at $98.00/ton totalling $73,500

JJC Enterprises - 6,200 cubic yards of Pit Run Gravel at $9.65/cy totalling $59,830

Bennett Enterprises - 1,250 cubic yards of Washed Sand at $23.72 for $29,650 and 150 cubic yards of Drain Rock at $24.00/cy for $3,600 totalling $33,250

Total amount of funds dedicated to award this RFP is $166,580

Action Memorandum No. 2017-06

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on 5/4/17.

Mayor

ATTEST: [SEAL]

City Clerk

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

CITY OF
DILLINGHAM
ALASKA

REQUEST FOR PROPOSALS/BIDS
RFP 2017-03 Furnish Aggregate for FY18

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 for a period of one year. 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

Inquiries should be directed to:
Ken Morton, Public Works Director
publicworks@dillinghamak.us 907 842-4598

Bids will be accepted until 3:00 PM on Friday, April 14, 2017 and a Notice of Intent to Award will be given the following business day. A contract to award will be authorized at the May 4, 2017 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 3:00 p.m. on Friday, April 14, 2017.

Please submit a signed copy of Attachment A, Aggregate Bid, to the City Planner's office no later than 3:00 p.m. on Friday, April 14, 2017.

Please mark the envelope to identify the project: **RFP 17-03 Furnish Aggregate FY18.**

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 2017 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 delivery aggregate according to the following specifications and conditions:

1. Materials: Gravel, sand and drain rock shall contain no frozen material, much, 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**
N0. 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 30 days from the bid 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.

City of Dillingham
RFP 2017-03 Furnish Aggregate for FY18

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, 2018. 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:

Materials	Amount
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: _____

RFP 2017-03 Furnish Aggregate for FY18
PROPOSAL SCORING SHEET

Deadline for proposals is: 04/14/17 3:00 PM

Date & Time Proposal Received		4/14/2017 9:40	4/14/2017 11:10	4/14/2017 14:24	4/14/2017 14:42	4/14/2017 14:54
VENDOR NAME		Cruz Construction	Bristol Construction Services	JJC Enterprises	Snag Point Trucking	Bennett Enterprises
Washed Sand 1,250 cubic yards Maintenance Yard	$/CY subtotal			$26.00 $32,500.00		$23.72 $29,650.00
Pit Run Gravel 6,200 cubic yards Landfill	$/CY subtotal	$20.00 $124,000.00		$9.65 $59,830.00	$9.74 $60,388.00	$9.95 $61,690.00
Drain Rock 150 cubic yards Landfill	$/CY subtotal	$140.00 $21,000.00		$30.00 $4,500.00		$24.00 $3,600.00
Rip-Rap, Class II 750 tons	$/ton subtotal	$115.00 $86,250.00	$98.00 $73,500.00	$135.00 $101,250.00		
	Total Award		$73,500.00	$59,830.00		$33,250.00

***PRIOR TO AWARD, VENDORS MUST PROVIDE PROOF OF LICENSING AND INSURANCE, AS OUTLINED IN RFP 2017-03

APPARENT LOW BIDDERS ARE HIGHLIGHTED IN ORANGE

NOTICE OF INTENT TO AWARD

ISSUE DATE: April 24, 2017

RFP NUMBER AND TITLE: RFP 2017-03 Furnish Aggregate for FY18

RFP DEADLINE: April 14, 2017 at 3:00 PM

BIDDERS OF RECORD INCLUDE:

-Cruz Construction
-Snag Point Trucking & Snow Removal
-Bristol Construction Services
-Bennett Enterprises, LLC
-JJC Enterprises, Inc

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

Gravel for Landfill:
JJC Enterprises, Inc
PO Box 1234
Dillingham, AK 99576

Washed Sand & Drain Rock:
Bennett Enterprises
PO Box 468
Dillingham, AK 99576

Rip-Rap:
Bristol Construction Services
111 W. 16th Avenue, Third Floor
Anchorage, AK 99501

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Janice Williams, within 5 working 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 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 license and insurance documents as outlined in RFP 2017-03 to the City of Dillingham prior to C.O.B on May 1, 2017.

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 or the vendor has been otherwise notified. AS 36.30.365.

Rose Loera

Rose Loera, City Manager
(907) 842-5148
manager@dillinghamak.us