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

Action Memorandum No. 2017-07

Subject:

Authorize City Manager to enter into purchase agreements with Cruz Construction, Snag Point Trucking and Snow Removal, JJC Enterprises, and Bennett Enterprises, for heavy equipment rentals.

City Manager: Recommend Approval

Signature: _____

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

Other Attachments:

-RFP 2017-04 Heavy Equipment Rental for FY18
-RFP 2017-04 Bid Summary
-RFP 2017-04 Notice of Intent to Award

Summary Statement:

This is an annually recurring RFP for the Public Works Department's heavy equipment needs. In response to these needs, RFP 2017-04 was issued. Bids closed at 3:00 PM on April 14, 2017.

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

The City of Dillingham intends to have a vendor list of equipment on an "as needed, as available" basis from which Public Works can call to obtain help from local suppliers to work on their projects. As such, the Public Works Department will open a Purchase Order with each of the vendors of record, for the equipment listed on their bid sheets, to be used at the time of rental.

Action Memorandum No. 2017-07

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	

RFP 2017-04 HEAVY EQUIPMENT FY18

The City of Dillingham is requesting bids from local contractors for heavy equipment rental, operated with fuel and fully serviced ready to work for the City's fiscal year 2018 which runs from July 1, 2017 to June 30, 2018. The intent is to have a vendor list of equipment on an "as needed, as available" basis from which Public Works can call to obtain help from local suppliers to work on their projects. Supplier must be licensed and insured.

Inquiries can be sent to:

Ken Morton
Public Works Director
City of Dillingham
P.O. Box 889
Dillingham, AK 99576
PublicWorks@DillinghamAK.US
(907)842-4598

A signed original copy of the proposal should be delivered to the office of the City Manager no later than 3:00 PM on Friday April 14, 2017 at the address below:

Proposals should be directed to:

Courtenay Carty
Planning Director
City of Dillingham
P.O. Box 889
Dillingham, AK 99576
Planner@DillinghamAK.US
(907)842-3785

Background

The Public Works Department of Dillingham often experiences the need for addition equipment operated to complete projects effectively. Deliver will be optional.

Scope of Work

Provide an hourly, daily and weekly rental price (based on a 10 hour work day and a 60 hour work week) for equipment safety checked, fueled, serviced, and operated. The provided price will be for the fiscal year starting July 1, 2017, ending June 30, 2018. A general list of equipment is provided, please provide similar sheets listing any equipment you would rent to the City. Also, if you want to list some equipment wet without operator that would be beneficial to the City, please add on an additional sheet, providing that information. If the City needs equipment, it will contact the lowest bidder first, seeing if available, if not available, the City will contact the next lowest bidder.

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
- 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 with a 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.

Submittal Requirements and Information

To be considered, all bids must be delivered to the address below, on or before the deadline, and in the number of copies required.

Bids must be received no later than 3:00 p.m. on Friday, April 14, 2017

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

Courtenay Carty
Planning Director
City of Dillingham
P.O. Box 889
Dillingham, AK 99576

Electronic and faxed proposals will not be accepted.

Please mark the envelopes to identify the project: "**RFP 2017-04: Heavy Equipment FY18**"

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.

Evaluation and Selection Criteria

A committee will review the bids. A city employee will conduct inspections and availability of the equipment when the need arises for a particular project. If ready and available for work Public Works they will notify owner and make arrangements for delivery or to be picked up by the City.

Equipment Considered

End Dump Truck size cubic yard _____
Rates: Hourly _____ Daily _____ Weekly _____

Tractor Truck with Belly Dump size & cubic yard _____
Rates: Hourly _____ Daily _____ Weekly _____

Tractor with Semi End Dump size and cubic yard _____
Rates: Hourly _____ Daily _____ Weekly _____

Articulated Truck size, weight and cubic yard _____
Rates: Hourly _____ Daily _____ Weekly _____
Delivery Price within City Limits _____

Dozer size model and weight _____
Rates: Hourly _____ Daily _____ Weekly _____
Delivery Price within City Limits _____

Excavator size model and weight _____
Rates: Hourly _____ Daily _____ Weekly _____
Delivery Price within City Limits _____

Rubber Tired Backhoe size model and weight _____
Rates: Hourly _____ Daily _____ Weekly _____
Delivery Price within City Limits _____

Vibratory Compactor size model & weight _____
Rates: Hourly _____ Daily _____ Weekly _____
Delivery Price within City Limits _____

Rubber Tired Front End Loader size model & weight _____
Rates: Hourly _____ Daily _____ Weekly _____
Delivery Price within City Limits _____

Low Boy Equipment Trailer size model & capacity_____
Rates: Hourly _____ Daily _____ Weekly _____

Water Truck what capacity_____
Rates: Hourly _____ Daily _____ Weekly _____

Any additional equipment you would like to add, please let us know. If you have multiple like kind of equipment, like excavators, please list all pieces you would like to rent.

RFP 2017-04 Heavy Equipment Rental Bid Summary

Equipment Considered	Rates			
Equipment and Size Cubic Yard	Hourly	Daily	Weekly	Delivery Price
End Dump Truck				
Bennett Enterprises LLC 12yd	$180.00			
Cruz Construction, Inc	NO BID			
JJC Enterprises, Inc 14yd	$180.00	$1,800.00	$12,000.00	
Snag Point Truck & Snow Removal	NO BID			

Equipment Considered	Rates			
Equipment and Size Cubic Yard	Hourly	Daily	Weekly	Delivery Price
Tractor Truck with Belly Dump				
Bennett Enterprises LLC	$220.00			
Cruz Construction, Inc	NO BID			
JJC Enterprises, Inc 22cy	$190.00	$1,900.00	$11,400.00	
Snag Point Truck & Snow Removal 20cy	$200.00	$2,000	$12,000.00	

Equipment Considered	Rates			
Equipment and Size Cubic Yard	Hourly	Daily	Weekly	Delivery Price
Tractor with Semi End/Side Dump				
Bennett Enterprises LLC 22yd	$220.00			
Cruz Construction, Inc T800 w/ 34' Ranco Trailer 26yd 30TN	$225.00	$2,170.00	$12,350.00	
JJC Enterprises, Inc	NO BID			
Snag Point Truck & Snow Removal 22cyd	$210.00	$2,100.00	$12,600.00	

RFP 2017-04 Heavy Equipment Rental Bid Summary

Equipment Considered	Rates			
Equipment and Size, Weight & CY	Hourly	Daily	Weekly	Delivery Price
Articulated Truck				
Bennett Enterprises LLC	NO BID			
Cruz Construction, Inc Volvo A30, 30TN, 22.9cy	$260.00	$2,500.00	$14,300.00	$900.00
JJC Enterprises, Inc 35TN/26CY	$265.00	$2,650.00	$15,900.00	$375.00
Snag Point Truck & Snow Removal	NO BID			

Equipment Considered	Rates			
Equipment and Size Model & Wt.	Hourly	Daily	Weekly	Delivery Price
Dozer				
Bennett Enterprises LLC dsm, 26,000LBS	$155.00			$350.00
Cruz Construction, Inc	NO BID			
JJC Enterprises, Inc D5, 38,000lbs	$165.00	$1,650.00	$9,900.00	$375.00
Snag Point Truck & Snow Removal	NO BID			

Equipment Considered	Rates			
Equipment and Size Model & Wt.	Hourly	Daily	Weekly	Delivery Price
Excavator				
Bennett Enterprises LLC 160, 36,200lbs	$250.00			
Cruz Construction, Inc				
CAT 345C Excavator, 2007	$320.00	$3,050.00	$17,500.00	$1,200.00
CAT 33DLE Excavator, 2007	$265.00	$2,500.00	$14,400.00	$900.00
CAT 320CL Excavator, 2001	$210.00	$2,000.00	$11,500.00	$600.00
JJC Enterprises, Inc 320 40,000lbs w/thumb	$200	$2,000.00	$12,000.00	$375.00
Snag Point Truck & Snow Removal	NO BID			

RFP 2017-04 Heavy Equipment Rental Bid Summary

Equipment Considered	Rates			
Equipment and Size Model & Wt.	Hourly	Daily	Weekly	Delivery Price
Rubber Tired Backhoe				
Bennett Enterprises LLC	NO BID			
Cruz Construction, Inc	NO BID			
JJC Enterprises, Inc	$175.00	$1,750.00	$10,500.00	$375.00
Snag Point Truck & Snow Removal	NO BID			

Equipment Considered	Rates			
Equipment and Size Model & Wt.	Hourly	Daily	Weekly	Delivery Price
Vibratory Compactor				
Bennett Enterprises LLC	NO BID			
Cruz Construction, Inc	NO BID			
JJC Enterprises, Inc 84" Drum 32,000	$160.00	$1,600.00	$9,600.00	$375.00
Snag Point Truck & Snow Removal	NO BID			

Equipment Considered	Rates			
Equipment and Size Model & Wt.	Hourly	Daily	Weekly	Delivery Price
Rubber Tired Front End Loader				
Bennett Enterprises LLC	NO BID			
Cruz Construction, Inc				
CAT 966H Loader, 2009	$192.00	$1,840.00	$10,500.00	$600.00
CAT 980G Loader, 2004	$245.00	$2,350.00	$13,500.00	$900.00
JJC Enterprises, Inc 220 60,000lbs 7cy	$260.00	$2,600.00	$15,600.00	$375.00
Snag Point Truck & Snow Removal	NO BID			

RFP 2017-04 Heavy Equipment Rental Bid Summary

Equipment Considered	Rates			
Equipment and Size Mdl & Capacity	Hourly	Daily	Weekly	Delivery Price
Low Boy Equipment Trailer				
Bennett Enterprises LLC	NO BID			
Cruz Construction, Inc	NO BID			
JJC Enterprises, Inc 55TON	$100.00	$1,000.00	$5,000.00	
Snag Point Truck & Snow Removal	NO BID			

Equipment Considered	Rates			
Capacity	Hourly	Daily	Weekly	Delivery Price
Water Truck				
Bennett Enterprises LLC	NO BID			
Cruz Construction, Inc	NO BID			
JJC Enterprises, Inc 4,000 Gallon	$185.00	$1,850.00	$11,100.00	
Snag Point Truck & Snow Removal	NO BID			

NOTICE OF INTENT TO AWARD

ISSUE DATE: April 24, 2017

RFP NUMBER AND TITLE: RFP 2017-04 Heavy Equipment Rental for FY18

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

BIDDERS OF RECORD INCLUDE:

-Cruz Construction
-Snag Point Trucking & Snow Removal
-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 have a vendor list of equipment on an "as needed, as available" basis from which Public Works can call to obtain help from local suppliers to work on their projects. As such, the Public Works Department will open a Purchase Order with each of the vendors of record, for the equipment listed on their bid sheets, to be used at the time of rental.

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 vendors are not 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