

Haines Borough
Request for Sealed Quotes

**2019-2020 Snow Removal Services
Mosquito Lake Community Center**

The Haines Borough is accepting sealed quotes for snow removal services for the Mosquito Lake Community Center for the 2019-2020 winter season. Quotes will be accepted at the office of the Borough Clerk, Borough Administration Building, until 2pm local time, October 15, 2019, at which time the quotes will be opened and publicly read.

I. SCOPE OF SERVICES

- The contractor will provide a proposal to perform all work required for snow plowing services at Mosquito Lake Community Center. Snow removal services include plowing the parking lot prior to scheduled events and maintaining the snow depth around eaves of the building to prevent it from stacking up on the windows.
- The Borough Manager may negotiate special conditions to the contract as may be in the best interests of the Borough.
- The contractor shall be responsible for the inspection of the areas prior to beginning work.
- The contractor shall be responsible for the repair, replacement or reconstruction of any damage to public or private property caused by the contractor.
- The contractor is responsible for and shall include in its quote all costs for equipment, labor, maintenance, fuel, insurance, mobilization and any other cost necessary to perform the work.
- The Borough shall pay for this work on a lump-sum, per-job basis. The Borough reserves the right to change/limit the scope of services.

II. REQUIRED CONTRACTOR QUALIFICATIONS

- Prior to award, any overdue unpaid debts owed by the contractor to the borough must be brought current (HBC 3.60.130).
- Prior to Notice to Proceed, the contractor must provide a current Haines Borough business license related to the service and proof of insurance coverage as required by the Borough and described in *Attachment B*.

III. QUOTE REQUIREMENTS

- All quotes must be made on the required forms supplied by the Borough.
- The forms must be fully completed and signed when submitted. Only one copy of the quote forms is required.
- Each quote must be submitted in a sealed envelope addressed to the Borough Clerk plainly marked "Snow Plowing Services – Mosquito Lake Community Center." Quotes are acceptable via hand-delivery or mail.
- Additionally, HBC 3.60.100 requires that all contract proposals must contain acknowledgement of all addenda.
- No oral changes will be made to the quote documents. Addenda will be issued when questions arise which might affect the quotes or the course of contracted work. The Borough clerk will make certain that all quoters receive any addenda via fax, e-mail or by hand. If an addendum is issued less than four working days before the time for receipt of quotes, the addendum will provide for a new quote date, which will be at least four working days after the normal receipt of the addendum by the prospective quoter. Again, receipt of addenda by the contractor must be acknowledged as part of the quote submitted.
- Any quote may be withdrawn prior to the submission deadline or authorized postponement thereof. Any quote received after the time and date specified shall not be considered.

- Response to this request for sealed quotes should be submitted to:

Haines Borough
Attention: Borough Clerk
P.O. Box 1209
Haines, AK 99827
- Responses will be accepted until **2pm on Tuesday, October 15, 2019**. Late quotes will not be considered. Receipt is made when delivered to the above address either in person, via fax, or mail. Postmark date does not constitute receipt.

IV. SELECTION CRITERIA

Evaluation consideration will include the following:

- Minimum qualifications are met.
- Quote amount.
- Compliance with Haines Borough Code.
- The Borough may make such investigations as deemed necessary to determine the ability of the contractor to perform the work, and the contractor shall furnish the Borough all requested information and data for this purpose. The Borough reserves the right to reject any quote if the evidence submitted by, or investigation of, such contractor fails to satisfy the Borough that such contractor is properly qualified to carry out the obligations of the agreement and to complete the work.
- The Haines Borough reserves the right to reject any and all quotes, and has the right, in its sole discretion, to accept the quote it considers most favorable to the Borough's interest and the right to waive minor irregularities in procedure. The Borough also reserves the right to negotiate with the low quoter. The Borough agrees to consult with the RMSA Board prior to awarding of the contract.
- A quote that contains a substantial condition or qualification will not be accepted.

V. SELECTION PROCEDURE

- The contractor receiving the Notice of Intent to Award shall provide proof of contractor's general public liability and property damage insurance, including vehicle coverage, as well as worker's compensation insurance, if applicable, per *Attachment B*.
- The contractor shall also indemnify and hold the Haines Borough harmless from any and all claims arising out of the contract or its performance, except for claims resulting from the negligence of the Borough.
- Any contractor is responsible for reading and being thoroughly familiar with the quote and contract documents. The failure or omission of any contractor to do any of the foregoing shall in no way relieve any quoter from any obligation in respect to its quote.

VI. CONTRACT PERIOD

- Following contract award, all parties shall sign a contract and the contractor will be given notice to proceed. The contract period is through approximately **April 15, 2020**.
- Additional per-hour work must be approved on a request by request basis by the borough Director of Public Facilities. Any work at the site in excess of the one hour minimum shall be paid in half-hour increments. Per-hour rates shall be paid only for the equipment specified on the contractor's quote and used to perform the work. Per-hour rates shall include all costs required to perform the work.
- The Contractor shall submit itemized invoices to the Borough prior to payment of services.
- Either party may cancel the written contract by giving a minimum 10-day notice, in writing, to the other party.

Authorized Representative: _____ (title)
 _____ (printed name)
 _____ (signature)