

HAINES BOROUGH
D-1, Maintenance Sand, & Pit Run
Public Works

Information for Respondents

The Haines Borough is soliciting sealed quotes from suppliers to provide D-1, sand, and pit run materials as needed by the Haines Borough Public Works Division for the period June 15, 2014 through May 31, 2015. Each item should be quoted separately on the forms provided. The quotes may be submitted together in the same sealed envelope. Quotes shall be submitted in a sealed envelope and clearly marked "**Sealed Quote - 2014-2015 D-1/Sand/Pit Run**". Fax or e-mail submissions will not be accepted. Quotes shall be addressed and delivered to:

Haines Borough
Attention: Borough Clerk
P.O. Box 1209
Haines, AK 99827

Quotes will be accepted until 12:00 noon on Monday, June 2, 2014. Documentation of receipt of quotes will be made by the Borough Clerk or Deputy Clerk when delivery to the Borough Administration office is made by U.S. mail or hand delivery.

Questions may be directed to the Public Works Superintendent, Ralph Borders at (907)766-2282 or by email at rborders@haines.ak.us.

All quotes must be made on the required forms supplied by the Borough. The forms must be fully completed and signed when submitted.

The Borough reserves the right to waive any informalities or minor defects, or reject any or all quotes. The Borough reserves the right to negotiate with the respondents whose quotes offer the best value for the borough. Any quote may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any quote received after the time and date specified shall not be considered. No respondent may withdraw a quote within 30 days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the Borough and the successful respondent.

Those submitting quotes must acknowledge the receipt of any addenda in the space provided on the quote forms. A quote that contains a substantial condition or qualification may be rejected.

Each respondent is responsible for reading and thoroughly understanding the RFQ documents. The failure or omission of any respondent to do any of the foregoing shall in no way relieve any respondent from any obligation with respect to its quote.

Hereinafter, the successful respondent who receives an award shall be referred to as "The Supplier."

BILLINGS: All billings shall be made directly to the Haines Borough. Invoices shall be in duplicate. Prices quoted are to be valid for the contract period and shall include the cost of delivery which is described below.

DELIVERY: Delivery shall be made to the Public Works Shop Yard on Union Street after June 14, 2014, as directed and authorized by the Public Works Superintendent through May 31, 2015.

RETURNS: All goods or materials purchased herein are subject to approval by the Borough. Any rejected items, goods, or material resulting because of non-conformity to the terms or specifications of the procurement contract, whether held by the Borough or returned, will be at the Supplier's risk and expense.

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NEW ITEMS: The Borough reserves the right to add new items to the basic contract as awarded when such new items are offered within the same general quality and design as detailed herein. Such additions shall be negotiated by the Borough and the Supplier and shall be comparably priced to those under the existing procurement contract.

INSPECTION: The Supplier's D-1 material and maintenance sand will be subject to two gradation tests prior to delivery. Samples for the tests shall be taken at the Borough's direction and shall be analyzed by an independent laboratory. The Supplier shall pay the cost of shipping and testing the samples. The Borough reserves the right to inspect all materials offered, including the pit run. Such inspections will require sampling of offered materials. By signature affixed to this Request for Quotes, the respondent / supplier agrees to provide samples in the manner prescribed by the Borough.

COMPLIANCE: The Supplier must comply with all applicable federal and state labor wage/hour, safety and associated laws which have a bearing on the contract and must have all licenses and permits required by the state and/or municipality for performance of this service.

QUANTITY AND QUOTE AWARD: Estimated quantities:
D-1 Material: 500 – 1,000 cubic yards
Maintenance Sand: 500 - 1,000 cubic yards
Pit Run Material: 1,500 yards

Each item will be awarded separately to the responsive and responsible supplier with the lowest quote amount per (cubic) yard.

The procurement contract award and actual volume of material purchased by the Borough are contingent upon: 1) an appropriation to fund the purchase of material, and 2) the Borough's need for material.

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MATERIAL SPECIFICATIONS:

* **D-1**

A. The D-1 shall contain no muck, frozen material, roots, sticks, sod, deleterious or corrosive material.

B. Gradation Specifications:

Sieve Designation (mesh opening)	% Passing
1"	100
¾"	70-100
3/8"	50-80
#4	35-65
#8	20-50
#40	8-30
#200	3-8

C. A minimum of 70% by weight of particles retained on the #4 sieve shall have at least one fractured face - % fracture shall be determined by Alaska T-4 State of Alaska DOT Standard Specifications for highway construction.

* **Maintenance Sand - Roadways**

A. The sand shall contain no muck, frozen material, roots, sticks, sod, deleterious or corrosive material.

B. Material shall be clean, hard, fractured and suitable for winter sanding.

C. Gradation Specifications:

Sieve Designation (mesh opening)	% Passing	Variance Reduction in Price	Notes
3/8"	100	2% reduction per 1% variation from specifications	Maximum acceptable variance 5%
#16	Min 50	2% reduction per 1% variation from specifications	Maximum acceptable variance 3%
#200	0-3	None	

* **Pit Run**

A. The pit run shall be earth, sand, gravel, rock or a combination thereof; shall contain no muck, peat, frozen material, roots, sod or other deleterious or corrosive matter; and have not more than 12% minus 200 material.

B. Gradation Specifications:

Variety of sizes from 1" minus to 8" minus depending on need.

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Public Works

D-1 MATERIAL QUOTE FORM/CONTRACT

Respondents must indicate a quote below for supplying D-1 Material. The quote must be submitted on this form with copies of current Alaska and Haines Borough business licenses attached.

The Supplier (company name) _____,
a corporation; a partnership; a sole proprietor (check one) herein submits a quote to the Haines Borough (hereinafter called "The Borough") for supply of 2014-2015 D-1 Material.

Supplier hereby proposes to provide labor, equipment, and materials in accordance with the Borough's Request for Quotes, Information for Respondents, and specifications.

This Request for Quotes and any resulting procurement contract shall be in accordance with all provisions of Haines Borough Code, 3.60.090 through 3.60.220. The contract shall be valid only if signed by the supplier and Borough Manager and proofs of required insurance are attached (see Attachment A).

Upon Notice to Proceed, the Contractor will provide the required services as needed and as stated in the Request for Proposals. This contract period will expire on May 31, 2015. The contract may, upon mutual agreement between the Parties, be renewed in one year intervals. This contract, including any renewals, shall not exceed a total of three years.

Respondent acknowledges receipt of the following Addendum:

Addendum No. _____ Initial: _____
Addendum No. _____ Initial: _____

Date

2014-2015 D-1 MATERIAL QUOTE: price per cubic yard: _____

This quote is valid for 30 days after the date of quote opening.

COMPANY NAME

Authorized Signature

Phone/FAX Numbers

Title

Mailing Address

Email Address

AWARDED BY THE HAINES BOROUGH ASSEMBLY ON _____. Resolution #: _____

David Sosa, Borough Manager

ATTEST:

Date Signed

Julie Cozzi, MMC, Borough Clerk

HAINES BOROUGH
Public Works

MAINTENANCE SAND QUOTE FORM/CONTRACT

Respondents must indicate a quote below for supplying Maintenance Sand Material. The quote must be submitted on this form with copies of current Alaska and Haines Borough business licenses attached.

The Supplier (company name) _____,
a corporation; a partnership; a sole proprietor (check one) herein submits a quote to the Haines Borough (hereinafter called "The Borough") for supply of 2014-2015 Maintenance Sand Material.

Supplier hereby proposes to provide labor, equipment, and materials in accordance with the Borough's Request for Quotes, Information for Respondents, and specifications.

This Request for Quotes and any resulting procurement contract shall be in accordance with all provisions of Haines Borough Code, 3.60.090 through 3.60.220. The contract shall be valid only if signed by the supplier and Borough Manager and proofs of required insurance are attached (see Attachment A).

Upon Notice to Proceed, the Contractor will provide the required services as needed and as stated in the Request for Proposals. This contract period will expire on May 31, 2015. The contract may, upon mutual agreement between the Parties, be renewed in one year intervals. This contract, including any renewals, shall not exceed a total of three years.

Respondent acknowledges receipt of the following Addendum:

Addendum No. _____ Initial: _____
Addendum No. _____ Initial: _____

Date

2014-2015 MAINTENANCE SAND MATERIAL QUOTE: price per cubic yard: _____

This quote is valid for 30 days after the date of quote opening.

COMPANY NAME Authorized Signature

Phone/FAX Numbers Title

Mailing Address Email Address

AWARDED BY THE HAINES BOROUGH ASSEMBLY ON _____. Resolution #: _____

David Sosa, Borough Manager ATTEST:

Date Signed

Julie Cozzi, MMC, Borough Clerk

HAINES BOROUGH
Public Works

PIT RUN MATERIAL QUOTE FORM/CONTRACT

Respondents must indicate a quote below for supplying Pit Run Material. The quote must be submitted on this form with copies of current Alaska and Haines Borough business licenses attached.

The Supplier (company name) _____,
a corporation; a partnership; a sole proprietor (check one) herein submits a quote to the Haines Borough (hereinafter called "The Borough") for supply of 2014-2015 Pit Run Material.

Supplier hereby proposes to provide labor, equipment, and materials in accordance with the Borough's Request for Quotes, Information for Respondents, and specifications.

This Request for Quotes and any resulting procurement contract shall be in accordance with all provisions of Haines Borough Code, 3.60.090 through 3.60.220. The contract shall be valid only if signed by the supplier and Borough Manager and proofs of required insurance are attached (see Attachment A).

Upon Notice to Proceed, the Contractor will provide the required services as needed and as stated in the Request for Proposals. This contract period will expire on May 31, 2015. The contract may, upon mutual agreement between the Parties, be renewed in one year intervals. This contract, including any renewals, shall not exceed a total of three years.

Respondent acknowledges receipt of the following Addendum:

Addendum No. _____ Initial: _____
Addendum No. _____ Initial: _____

Date

2014-2015 PIT RUN MATERIAL QUOTE: price per cubic yard: _____

This quote is valid for 30 days after the date of quote opening.

COMPANY NAME Authorized Signature

Phone/FAX Numbers Title

Mailing Address Email Address

AWARDED BY THE HAINES BOROUGH ASSEMBLY ON _____. Resolution #: _____

David Sosa, Borough Manager ATTEST:

Date Signed Julie Cozzi, MMC, Borough Clerk

ATTACHMENT A

HAINES BOROUGH *D-1, Maintenance Sand, & Pit Run Public Works*

Insurance Requirements

Without limiting the Contractor's indemnification, it is agreed that the Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under Contract the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the Haines Borough shall be entitled to coverage to the extent of such higher limits. Failure to maintain insurance is a material breach and grounds for termination of the Contractor's services.

- (a) **Worker's Compensation Insurance:** The Contractor shall provide and maintain, for all employees of the Contractor engaged in work under this Contract, Worker's Compensation Insurance as required by AS 23.30.045. The Contractor shall be responsible for Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services under this Contract.
- (b) **General Liability Insurance:** The Contractor must maintain General Liability Insurance in an amount sufficient to cover any suit that may be brought against the Contractor. This amount must be at least five-hundred thousand dollars (\$500,000) combined single limit. The Contractor must assume all insurable risks and bear any loss or injury to property or persons occasioned by neglect or accident during the terms of this Contract, except for sole negligence on the part of the Borough.
- (c) **Comprehensive Automobile Liability Insurance:** Covering all vehicles utilized in connection with this project with coverage limits not less than \$100,000 per person, \$300,000 per occurrence bodily injury, and \$50,000 property damage.