

Bidding and Contract Documents

For

2022-2025

Snow Hauling Services

Bid Opening Date & Time: September 1, 2022, at 2:00 p.m.



City of Palmer

231 W Evergreen Avenue

Palmer, AK 99645

(907) 745-3271

Contact: Greg Wickham, Maintenance Superintendent

Phone: (907) 745-3400

Email: gwickham@palmerak.org

August 8, 2022

City of Palmer

Snow Hauling Services – On-Call Trucks and Drivers

Table of Contents

I.	Invitation to Bid.....	3
II.	Project Identification.....	4
III.	Scope of Work.....	4
IV.	Bidding Requirements.....	4
V.	Insurance Requirements.....	5
VI.	Selection and Award Process.....	5-6
VII.	Bidders Checklist.....	6
VIII.	Bid Proposal Form.....	7
IX.	Bid Proposal.....	7
X.	Bidders Qualification Form.....	8
XI.	Sample Maintenance Agreement.....	9

City of Palmer, Alaska
August 8, 2022
Invitation to Bid
Snow Hauling Services – On-Call Trucks and Drivers

The City of Palmer is requesting bids from qualified contractors for Snow Hauling Services/On-Call Trucks and Drivers for the 2022-2025 winter season.

Sealed bids with project name clearly marked on the front of the envelope, in single copy, for furnishing all labor, equipment, materials, and performing all work for the above project must be received prior to 2:00 P.M., local time, on Thursday, September 1, 2022, at Palmer City Hall located at 231 W Evergreen Avenue. Office hours are 8:00-5:00 PM Monday through Friday. Time of receipt as determined by the front desk time stamp. Bids received after the time specified will be returned unopened. Facsimile, email, or any other electronic media submittals will not be accepted.

Contract documents will be available starting Wednesday August 11, 2022, in electronic format only. Documents may be obtained from the City of Palmer website: www.cityofpalmer.org/bids

For additional information, contact Greg Wickham, City of Palmer Maintenance Superintendent, at 907-745-3400 or by email at gwickham@palmerak.org.

The City of Palmer reserves the right to reject any or all bids and to waive irregularities or informalities in procedure. Thank you for your interest in this project.

II. Project Identification

1. Owner: City of Palmer
2. Owner's Representative: Greg Wickham, Maintenance Superintendent
 - a. Office phone: 907-745-3400
 - b. Cell phone: 907-863-0742
 - c. Email: gwickham@palmerak.org
3. Project Name: Snow Hauling Services – On-Call Trucks and Drivers
4. Project Locations: streets, roads, runways, taxiways, and parking aprons owned and/or maintained by the City of Palmer inside Palmer City Limits

III. Scope of Work

Furnish all materials, equipment, and labor necessary to provide snow hauling services, including trucks and drivers on-call for the 2022-2025 winter seasons.

IV. Bidding Requirements

1. The contract performance period shall be from the date the agreement is signed through May 31, 2023, with an option to renew for two additional one-year periods 2024 & 2025 at the same unit prices upon mutual consent of the parties and lawful appropriation of funds. The contractor must request the option period be exercised a minimum of 30 days prior to the expiration of the contract.
2. Contractor must be ready to respond to work when given six hours' notice of intended snow hauling start time.
3. Drivers must possess a current, valid State of Alaska Class B Commercial Driver's License as required by State law. Must possess all local, state, and federal licenses. Proposer is responsible for meeting all local, state, and federal laws.
4. Trucks must be rated for hauling a minimum of eleven yards. The City may require eight trucks or more.
5. Trucks must be equipped with 20" snowboards on passenger side and have visible a 360° rotating yellow beacon. All equipment must meet pertinent state and federal safety standards. Operators shall comply with Federal Motor Carrier Safety Regulations (Part 395.3).
6. Contractor must provide a certificate of liability insurance with the City of Palmer named as additionally insured. Minimum insurance requirement is \$1,000,000 Combined Single Limit (CSL). See City of Palmer Division 10.00 City of Palmer 2018 Standard Specifications for minimum insurance requirements. Note Standard specifications are available on City of Palmer website under the Department of Public Works.
7. There shall be NO subcontracting.
8. The successful bidder will furnish a list to the owner of all equipment, operators, and a copy of all operator's current State of Alaska CDL.
9. Payment by the City is to be made upon receipt of invoice at the end of each month. Specific dates and numbers of vehicles shall be submitted with the monthly invoice.

Time and number of trucks used at the Palmer Municipal Airport shall be separated and denoted on the invoices.

10. Non-work performance deduction: deductions shall be made for failure to respond in a timely manner to snow hauling services. This item is subject to evaluation by the Director with an equitable deduction determined as follows: The City will haul snow at the rate of \$100.00 per hour. This includes operator and truck. A back charge will be made on the next contract invoice.
 - a) The City reserves the right to reject any equipment based upon condition of equipment or operator and may request the immediate removal of equipment or operator for cause. Removal of operator for cause includes, but is not limited to the following: carelessness or negligence in the performance of duties, unexcused absences, incompetence, insubordination, failure to work, dishonesty, bad temper, use of alcoholic beverages, use of narcotics, use of illegal drugs, inappropriate or lewd behavior, or an employee whose actions have generated complaints from the public.
 - b) Termination (See Section 8 of the contract): The City reserves the right to terminate the contract for any of (but not limited to) the following reasons:
 - I. Failure to provide equipment that meets pertinent state and federal safety standards.
 - II. Failure to perform contractually required services as specified with the contract or directed by the Owner.
 - III. Failure to provide equipment acceptable to the Owner by not meeting the minimum requirements listed within the bid proposal and these specifications.
11. In the event of non-performance on the part of the contractor, the Owner reserves the right to negotiate for snow hauling services in the open market.
12. Insurance Requirements – Minimum insurance requirement is \$1,000,000 Combined Single Limit (CSL). See City of Palmer Division 10.00 City of Palmer 2018 Standard Specifications for minimum insurance requirements. Note Standard specifications are available on City of Palmer website under the Department of Public Works.

VI. Selection and Award Process

1. Receipt and Opening of Bids – Bids shall be submitted to the Owner prior to the time of opening specified in the Invitation to Bid and the exact date and time of receipt will be recorded. Late bids will not be considered, but will be held unopened until the time of award and then be returned unopened to the Bidder. Receipt of Bid will be determined by the time stamp at the front counter at Palmer City Hall. Telegraphic facsimile or other electronic media bids will not be considered. Modification by telegraphic facsimile of bids already submitted will be considered if received in writing at the front desk prior to bid closing time. Facsimile modifications shall not reveal the amount of the original or revised bids. Modifications shall state a plus or a minus to the affected bid schedule. No liability will attach the City of Palmer for the premature opening of, or failure to

open, a bid not properly addressed and identified. Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time specified for the bid opening.

2. Action on Bids – The City of Palmer reserved the right to reject all bids, and to waive any informalities. The execution of this contract is subject to availability of funds as approved by the City Council. Only after the City has reviewed bidder qualifications will an award be made. The Contractor with the selected bid shall enter into a maintenance agreement with the City. The contract award will be made based on the following:

Hourly Rate for One Truck with Driver

VII. Bidders Checklist

1. General Instructions to Bidder- Bidders are advised that, notwithstanding any instructions or implications elsewhere in this Invitation to Bid, only the documents shown and detailed on this sheet need be submitted with and made part of their bid. Other documents may be required to be submitted after bid time but prior to award. Bidders are hereby advised that failure to submit the documents shown and detailed on this sheet shall be justification for rendering the bid nonresponsive. Evaluation of bids for responsiveness shall be accomplished in accordance with Palmer Municipal Code.
2. Required Documents for Bid:
 - Bid Proposal consisting of 1 page must be manually signed
 - Erasures or other changes made to the bid proposal must be initialed by the person signing the bid.
 - All Addenda issued shall be acknowledged in the space provided on the Bid Proposal sheet or by manually signing the Addenda sheet and submitting it prior to the bid opening in accordance with Palmer Municipal Code.
 - Bidder Qualification Form

Bid Proposal Form

To: City of Palmer
231 W Evergreen Avenue
Palmer, AK 99645

Subject: **Invitation to Bid No. 2022-2025**
Project: **Snow Hauling Services – On-Call Trucks and Drivers**

Pursuant to and in compliance with project Invitation to Bid, and other Bid Requirements and Contract Documents relating thereto, the undersigned hereby proposes to furnish all materials, labor, and equipment as specified for the above referenced project in strict accordance with the Contract documents at the price established on this Proposal Form.

The Contractor agrees, if awarded the Contract, to commence and complete the work within the time specified in the Contract documents.

The Contractor acknowledges receipt of the following Addenda:

Addendum # ____ Date _____ Addendum # ____ Date _____

Contractors please note: before preparing this bid, read the following carefully:

1. Insert a dollar sum below then amount in words.
2. Include completed bidders' qualification form.
3. Conditioned or qualified proposals will be considered non-responsive.
4. The contract award will be made based on the following:

Hourly Rate for One Truck with Driver

Unit Price (Numerals)

Unit Price (Words)

\$ _____

Type of Business Organization

The Contractor, by checking the applicable box, represents that it operates as:

a corporation a joint venture an individual a partnership a nonprofit org.

If a partnership or joint venture, identify all parties on a separate page.

Contractor Name: _____

Address of Contractor: _____

Employer's Tax Identification Number: _____

Signature: _____

Printed Name: _____

Email Address: _____

Telephone Number: (____) _____

BIDDERS QUALIFICATION FORM

The Bidder shall submit the data requested below as part of the bid package.

Contractor Business Name: _____

Business Address: _____

Years in business as contractor under above business name: _____

List six important or similar Snow Hauling projects completed by Bidder with date, approximate cost, and name and phone number of owner.

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____

Project: _____

Owner: _____

Date: _____ Cost: _____

Contact Name: _____

Contact Phone: _____