

CITY OF SHELTON, WASHINGTON
Department of Public Works
Invitation for Bid

Asphalt Bulk Purchase
2018

The City of Shelton, Washington is accepting bids from qualified bidders to provide Hot Mix Asphalt.

The following subjects are discussed in this Invitation for Bid (IFB) to assist in bid preparation.

- I. Background
- II. Specifications
- III. Required Insurance
- IV. Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal

I. Background:

The City of Shelton has need for asphalt products as identified herein.

Purpose:

The purpose of this IFB is to establish a City contract for the as needed purchase of bulk asphalt products. Due to temporary limitations of supply or source, the contract may be awarded to multiple contractors, in order to facilitate prompt and uninterrupted delivery of contracted goods.

II. Specifications:

Bidder shall provide the City with bulk asphalt products, as identified below. This contract is expected to encompass the period from January 2018 through December 2018, with a possible one (1) year extension. The contract has no guarantee minimum purchase or compensation total. The City DOES anticipate a need of 500-1000 tons per season.

Materials shall conform to the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction (hereafter referred to as "Standard Specifications").

Supply shall be made on an as needed basis within seven (7) calendar days after ordered by the City, unless other agreed upon in writing.

For the purpose of award, the initial ranking shall be determined by the total of the bidders' cost for HMA, PG64-22 (owner pick-up), plus a cost factor of \$1.75/mile. Mileage will be based on the average distance to the Bidder's three (3) closest facilities to the City of Shelton.

The products required by City may include, but are not limited to:

No.	Description	English Units	Unit Price
	HMA CL ½”		
1.1	HMA CL ½” , PG64-22 (Owner pick-up)	Ton	\$
1.2	HMA CL ½” , PG64-22 (Delivered)	Ton	\$
2.1	HMA CL ½” , PG70-22 (Owner pick-up)	Ton	\$
2.2	HMA CL ½” , PG70-22 (Delivered)	Ton	\$
3.1	Tack Oil (Owner Pick-up)	Gallon	\$

Loc.	Facility Address	City
1		
2		
3		

III. Required Insurance:

1. Worker's Compensation insurance in accordance with the statutory coverages required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.

5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The City of Shelton has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the City of Shelton prior to cancellation.

In addition, the City, its officers, employees, and volunteers shall be named as “Additional Insureds” by all contractors and subcontractors and a “Waiver of Subrogation” shall be included in favor of the City.

The insurance shall be placed with insurers with a Best’s rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

IV. Bid Format and Content:

In submitting a bid, each bidder acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any bidder in anticipation of Commission action approving or disapproving any proposed agreement. The City may accept or reject any bid or proposed agreement without limitation. Nothing in the Invitation for Bid or in subsequent negotiations creates any vested rights in any person.

Bids, which do not address the items listed in this section, will be considered incomplete and will be deemed non-responsive by the City.

- A. Letter of Transmittal
- B. Detailed quote of services and associated fees
- C. Minimum of three (3) references from different entities for which bidder has performed or provided comparable service, materials, supplies, or equipment similar in scope (i.e., size, volume, type) to this IFB. References must include Entity name, authorized individual, and telephone number.
- D. Confirmation of Business Organization

On the last page of the bid, the bidder shall identify the business organization under which it operates (form provided in IFB). Partnerships and joint ventures will list each member’s name, address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the bid.

V. Evaluation Criteria and Selection Process

Responses will be reviewed to determine material compliance with administrative requirements as specified herein. Those responses meeting all solicitation requirements are further evaluated for award purposes.

The City reserves the right to determine at its sole discretion whether Bidder’s Response to a Solicitation requirement is sufficient to pass. If, however, all responding Bidders fail to meet any single Solicitation item, the City may cancel the Solicitation, waive the requirement or reject all bids.

During Response evaluation, the City reserves the right to make reasonable inquiry to determine the responsibility of any Bidder. Requests may include, but are not limited to, financial statements, credit

ratings, references, record of past performance, clarification of Bidder's offer, and on-site inspection of Bidder's or Bidder's Subcontractor's facilities. Failure to respond to said request(s) may result in Response being rejected as non-responsive.

References will be evaluated on a Pass/Fail basis. The City will attempt to make contact with a Bidder's provided references a maximum of three (3) times. If such contact cannot be established with any of the references provided, then those references with which contact cannot be established may be deemed non-responsive and no further attempts will be made to contact that particular reference. The city reserves the right to solicit and substitute other references to determine the sufficiency of the Bidder's level of responsibility.

VI. Submittal

Bids are due to the City of Shelton, Washington, Department of Public Works Office prior to 2:00 p.m. on January 18, 2018. Bids may be hand-delivered, mailed, or delivered by courier.

Submittal Address: City of Shelton
525 West Cota Street
Shelton, WA 98584
(360) 432-5130

All bids should be clearly marked on the outside of the envelope: "Asphalt, Bulk Products." It is highly preferred that bids are submitted on 100% post-consumer content recycled paper. All copies should be duplex printed, and not use plastic or non-recyclable covers or bindings. The City may consider bids that do not address the items listed in this section as non-responsive.

Inquiries regarding the IFB can be emailed to Brooke Kilts, Projects and Purchasing Coordinator, at brooke.kilts@sheltonwa.gov. **Response to inquiries cannot be guaranteed unless received in writing prior to 2:00pm on Tuesday, January 16, 2018.** If an addendum is issued, it will be posted to the "Current Projects and Bid Opportunities" page, located at: http://www.sheltonwa.gov/departments/public_works/current_projects_and_bid_opportunities.php and will outline all questions and their associated answers, received prior to the inquiry deadline.

Before receiving an award, the successful bidder will be required to provide the City of Shelton copies of their current State of Washington and City of Shelton business licenses and Certificates of Insurance.

The City of Shelton hereby notifies that it will affirmatively insure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The City of Shelton is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City's policy on non-discrimination.

The City reserves the right to reject all bids received.

BID
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Identification of Business Organization:

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

- a corporation incorporated under the laws of the State of Washington
- an individual doing business as _____
- a partnership (identify all partners on a separate page, attached)
- a joint venture (identify all joint ventures on a separate page, attached)
- other (please specify)_____

Bidder or Company Name	City of Shelton Business License #
Address of Bidder	Tax ID #
Telephone Number	Signature
Facsimile Number	Signature Name and Title (print)