

**REQUEST FOR PROPOSAL – CITY OF STANLEY
2014 SUMMER STREETS AND ROADS MAINTENANCE
CONTRACT**

Date Issued: April 10, 2014

Part 1 – Proposal Information

1. Proposal Opening Date April 10, 2014.
2. Sealed Proposals shall be received by the City of Stanley until May 08, 2014 at Noon for the 2014 Summer Streets and Roads Maintenance Contract. For specification, terms, and conditions, please call the City Office at (208) 774-2286 during regular business hours, Monday through Thursday from 8am until 5pm.

Contract Period: June 1, 2014 through September 30, 2014.

Equipment Requirements:

1. Road Grader
2. Road Roller
3. Front-end loader and dump truck of sufficient capacity to move and spread 1,000 tons of stockpiled gravel.
4. Water truck – will be provided by the City. A City-appointed driver will also be provided. Direct contact with the driver for scheduling purposes will be facilitated by the contractor.

Proposal:

1. The City would like the proposal to be on a “per hour” basis.
2. Contractors wishing to bid on dust abatement should include it as an optional item in the bid.
3. Proposals shall be sealed in an envelope clearly marked “2014 Streets and Roads Proposal.”
4. Contract will be awarded upon inspection and approval of adequate equipment.
5. The City Council of the City of Stanley reserves the right to reject any or all proposals received.

*See second page for proposal return form.

Proposal **must** have all blanks below filled in. Failure to do so shall cause the proposal to be rejected.

PROPOSAL FORM:

Description _____ Proposal Amount

2014 Summer Streets and Roads Maintenance Contract for June 1st, 2014 through September 30th, 2014. In accordance with the attached specifications, terms, and conditions.

TOTAL HOURLY BID PROPOSAL = _____

Contractor Name: _____

Signature: _____

Company Name: _____

Address: _____

Contact Number: _____

By signing this proposal form I acknowledge that I have read the 2014 Contract and will adhere to its provisions and requirements.

CITY OF STANLEY 2014 SUMMER STREETS AND ROADS MAINTENANCE CONTRACT CONT.

Part 2 – General Information

A. INSURANCE:

1. Workman's Compensation Insurance coverage is mandatory and a Certificate of Insurance must be furnished. If you do not carry this coverage, it may be purchased from the City of Stanley on our policy by paying the cost for your coverage. Coverage must be secured prior to beginning work.
2. The contractor must furnish General Liability Insurance covering the contractor and naming the City of Stanley as an additional insured. Said policy shall insure the contractor and City of Stanley for a minimum of \$300,000.00. A Certificate of Insurance must be provided to the City prior to beginning work.
3. The contractor shall indemnify and hold harmless the City of Stanley from liability for any injury to contractor or third persons or their property arising from this agreement or the performance thereof. Contractor is not responsible for work not specified in Part 3.

B. POLICIES & CONDUCT:

1. Contractor as well as any and all sub-contractors or third parties/persons involved in the execution of this contract must currently hold and maintain a valid driver's license. A copy of the license must be furnished to the City of Stanley upon request.
2. As a contracted employee of the City of Stanley, contractor as well as any other third persons involved in the execution of this contract are prohibited from being present in their respective workplace while under the influence of drugs, alcohol, illegal substances or other substances which would impair the ability of the employee to perform his/her work competently or would threaten the safety or well-being of other worker of the public. Operation of equipment, whether owned by the City or merely operated on City streets, while under the influence is expressly prohibited.
3. Failure to adhere to any of the required provisions of this contract shall constitute a breach of contract and will be considered grounds for immediate termination of this contract by the City.

C. NOT TO EXCEED REQUIREMENTS:

1. The contractor is expected to use their experience to achieve satisfactory results within city budgets. The total sum of payments to the contractor for work and materials under this contract (exclusive of dust abatement, but including cleaning and maintenance of culverts and drainage swales) shall not exceed \$16,000. If the contractor is supplying and applying dust abatement material to the city streets, there is an additional not to exceed amount of \$7,000 for inclusion of that work and materials. No other work, beyond the not to exceed amounts will be reimbursed

without a specific addendum to this contract, reviewed and approved by the city, prior to performance of said work.

D. PENALTY:

1. Should the contractor fail to perform any directed work in a timely manner as dictated by the Streets and Roads Maintenance schedule, the contractor will pay to the City a penalty of \$200.00 per day until the work commences, whether by the contractor or another duly appointed party.

Part 3 – Description of Work:

This contract designates description of work for maintenance of City streets and roads through the Priority Schedule (Attachment #1). This contract does not facilitate a contractual agreement for engineering and construction of city streets and roads.

- A. The contractor shall maintain all City streets and roads as directed by the City and follow the “Priority Schedule for Maintenance.” (See attachment #1)
- B. The contractor shall clean and maintain all ditches and culverts in the City drainage system. Work must be completed each year prior to freezing.
- C. The contractor is required to submit a statement to the City each month showing a breakdown of time spent on the City streets and a total for all services provided. Enough detail should be provided on the statement to substantiate the statement total. Said statement shall be submitted to the City Clerk for payment by 3:00 p.m. on the second Tuesday of each month. Failure to do so could result in a delay of payment.
- D. The contractor is required to perform an initial grade on all City streets and roads within five (5) days of the initiation of the contract, and a mandatory final grade on all City maintained streets and roads within seven (7) days prior to the expiration date of contract.
- E. If the contractor will not be providing dust-abatement, coordination with dust abatement providers will be required if the City schedules this type of work during the specified contract period. Contractor will be notified of upcoming dust abatement procedures if scheduled and contact information will be provided to the contractor by the City.
- F. This contract is for actual work on the streets of Stanley. The City of Stanley is not responsible for costs associated with transport of the contractor’s equipment to or from Stanley.

Part 4 – Cancellation:

- A. The City of Stanley may cancel this contract upon fourteen (14) days written notice to contractor.
- B. The contractor shall be required to give the City thirty (30) days written notice to cancel this contract.

Signed and agreed to this _____ day of _____, 2014.

Herb Mumford, Mayor

Contractor

Attachment #1

**CITY OF STANLEY 2014 SUMMER STREETS AND ROADS
MAINTENANCE CONTRACT**

PRIORITY SCHEDULE FOR MAINTENANCE

1. The contractor will apply gravel, grade, water, and roll roads, and maintain and repair culverts and ditches after spring runoff, as soon as conditions permit. If dust abatement is accepted as part of the contract, it will be applied while the grading is done. Otherwise, dust abatement will be provided by a separate contractor. A map of city streets including linear distances is included as Attachment # 2. A map of those streets scheduled for dust abatement is included as Attachment #3.
2. The contractor shall perform the first grading within five (5) days of the contract initiation date. The final grading shall be performed within seven (7) days of contract expiration. The contractor will grade roads periodically, as conditions require, at the direction of the City. (We anticipate at least two additional gradings after the initial spring run-off work, but this may vary depending on weather and traffic conditions).
3. The City's water truck will be available to the contractor for this work. The City will provide a driver.
4. The contractor will clean and repair all ditches and culverts in the fall prior to freezing.
5. The contractor will complete all routine maintenance work within ten (10) days of notification by the City that work is required.
6. In the event that emergency work is required to repair a dangerous condition, or a severe disruption of traffic, with such an emergency being declared at the discretion of the Mayor, the contractor will begin such work within two (2) days of notification by the City and complete such work at the earliest practical time.