

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

**Information for Bidders**

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The Haines Borough is soliciting bids from suppliers to provide D-1, sand, and pit run materials as needed by the Haines Borough Public Works Division for the period May 1, 2011 through April 30, 2012. Each item should be bid separately on the forms provided. The bids may be submitted together in the same envelope. Bids shall be submitted in a sealed envelope and clearly marked "**Sealed Bid - 2011-2012 D-1/Sand/Pit Run**". Fax or e-mail submissions will not be accepted. Bids shall be addressed and delivered to:

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

**Bids will be accepted until 4:00 p.m. on Tuesday, April 19, 2011.** Documentation of receipt of bids 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, Bruce Smith at (907)766-2282 or by email at bsmith@haines.ak.us.

All bids must be made on the required forms supplied by the Borough. The forms must be fully completed and signed when submitted. Two originals of each bid proposal form are required to be submitted.

The Borough reserves the right to waive any informalities or minor defects, or reject any or all bids. The Borough also reserves the right to negotiate with each low bidder. Any bid proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a proposal 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 bidder.

Bidders must acknowledge the receipt of any addenda in the space provided on the proposal form. A bid that contains a substantial condition or qualification may be rejected.

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

Hereinafter, the successful bidder 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.

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DELIVERY: Delivery shall be made to the Public Works Shop Yard on Union Street after May 1, 2011, as directed and authorized by the Public Works Superintendent through April 30, 2012.

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.

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 Invitation to Bid, the bidder / 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 BID 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 bidder with the lowest bid 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	Variance Reduction in Price	Notes
1"	100	None	All material must be 1" minus
3/4"	70-100	2% reduction per 1% variation from specifications	Maximum acceptable variance 10%
3/8"	50-80	2% reduction per 1% variation from specifications	Maximum acceptable variance 5%
#4	35-65	2% reduction per 1% variation from specifications	Maximum acceptable variance 3%
#8	20-50	2% reduction per 1% variation from specifications	Maximum acceptable variance 3%
#40	8-30	None	
#200	3-8	None	

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	0-5	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 BID FORM/CONTRACT**

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

The Bidder / Supplier (company name) \_\_\_\_\_,  
a  corporation;  a partnership;  a sole proprietor (check one) herein submits a bid to the Haines Borough (hereinafter called "The Borough") for supply of 2011-2012 D-1 Material.

Supplier hereby proposes to provide labor, equipment, and materials in accordance with the Borough's Invitation to Bid, Information for Bidders, and specifications.

This Invitation to Bid 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).

Bidder acknowledges receipt of the following Addendum:

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

\*\*\*\*\*

\_\_\_\_\_  
Date

**2011-2012 D-1 MATERIAL BID:** price per cubic yard: \_\_\_\_\_  
This bid is valid for 30 days after the date of bid opening.

_____ COMPANY NAME	_____ Authorized Signature
_____ Phone/FAX Numbers	_____ Title
_____ Mailing Address	_____ Email Address

\*\*\*\*\*

AWARDED BY THE HAINES BOROUGH ON \_\_\_\_\_.

\_\_\_\_\_  
Mark Earnest, Borough Manager

ATTEST:

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Julie Cozzi, Borough Clerk

**HAINES BOROUGH**  
**Public Works**

**MAINTENANCE SAND BID FORM/CONTRACT**

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

The Bidder / Supplier (company name) \_\_\_\_\_,  
a  corporation;  a partnership;  a sole proprietor (check one) herein submits a bid to the Haines Borough (hereinafter called "The Borough") for supply of 2011-2012 Maintenance Sand.

Supplier hereby proposes to provide labor, equipment, and materials in accordance with the Borough's Invitation to Bid, Information for Bidders, and specifications.

This Invitation to Bid 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).

Bidder acknowledges receipt of the following Addendum:

Addendum No. \_\_\_\_\_  
Addendum No. \_\_\_\_\_

Initial: \_\_\_\_\_  
Initial: \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
Date

**2011-2012 MAINTENANCE SAND BID:** price per cubic yard: \_\_\_\_\_  
This bid is valid for 30 days after the date of bid opening.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Phone/FAX Numbers

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Email Address

\*\*\*\*\*

AWARDED BY THE HAINES BOROUGH ON \_\_\_\_\_.

\_\_\_\_\_  
Mark Earnest, Borough Manager

ATTEST:

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Julie Cozzi, Borough Clerk

**HAINES BOROUGH**  
**Public Works**

**PIT RUN MATERIAL BID FORM/CONTRACT**

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

The Bidder / Supplier (company name) \_\_\_\_\_,  
a  corporation;  a partnership;  a sole proprietor (check one) herein submits a bid to the Haines Borough (hereinafter called "The Borough") for supply of 2011-2012 Pit Run Material.

Supplier hereby proposes to provide labor, equipment, and materials in accordance with the Borough's Invitation to Bid, Information for Bidders, and specifications.

This Invitation to Bid 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).

Bidder acknowledges receipt of the following Addendum:

Addendum No. \_\_\_\_\_  
Addendum No. \_\_\_\_\_

Initial: \_\_\_\_\_  
Initial: \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
Date

**2011-2012 PIT RUN MATERIAL BID:** price per cubic yard: \_\_\_\_\_  
This bid is valid for 30 days after the date of bid opening.

\_\_\_\_\_  
COMPANY NAME Authorized Signature

\_\_\_\_\_  
Phone/FAX Numbers Title

\_\_\_\_\_  
Mailing Address Email Address

\*\*\*\*\*

AWARDED BY THE HAINES BOROUGH ON \_\_\_\_\_.

\_\_\_\_\_  
Mark Earnest, Borough Manager

ATTEST:

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Julie Cozzi, 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 City.
- (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.