



To: All Prospective Participants

From: Public Works Department

Date: September 1, 2020

Subject: Request for Proposal – Winter Grading Equipment Lease

This Request for Proposals (RFP) is intended to provide potential Vendors with information regarding the services/materials being sought.

Introduction: The City of Kenai hereby invites qualified firms to provide a firm price to provide the City with two (2) well equipped leased graders to assist the Public Works Department with winter operations. This will be a seasonal five month lease with Graders required to be ready for Work on November 1st annually, delivered to the City Shop located at 550 Daubenspeck Rd. Kenai, AK 99611. Lease duration will be for three years with an option to extend for two additional single years.

Scope of Work: Provide graders meeting the requested specifications below **with both graders being same make and model. Varying years is acceptable.**

Grader #1 & #2

Minimum horsepower:	210
Minimum operating weight:	40,000lbs or greater
Moldboard length:	14 feet
Maximum hours:	4,000 hours
Year model:	5 years or newer
Steering system:	Joystick control
Tires:	Snow Wedge or equivalent winter tire 50% tread or greater
Snow Package Prep:	Ex: heated mirrors, 6 additional hydraulics for snow wing, snow gate, and front plow in addition to grader functions

Optional equipment

moldboard length:	16 feet
Snow wing	Owner prefers provided, but may also purchase our own
Snow gate	Owner prefers provided, but may also purchase our own
Rear backup camera:	OEM or equivalent
Preferred drive system:	All wheel drive

The City is working within a budget, and in an effort to ensure the City has the greatest flexibility to fall within that budget, Contractor shall provide sufficient information to the City for two base graders as requested above. It is possible depending on bids that the City may only afford to have one grader with optional items over the other. I.E. one grader may be equipped with a wing, gate, 16' moldboard and the other may not be if cost becomes an issue.

The estimated usage of the graders will be 50 hours per month over five months for a total of 250 hours per grader. Any overage beyond 250 hours shall be paid on a pro-rata basis, i.e. the City will pay 1/250th of the bid price for each hour of additional use. This will be based on the specific grader listed on the bid proposal including the cost of optional equipment attached.

The specifications request a five year or newer piece of equipment with less than 4000 hours. Owner will consider as acceptable for vendors proposing to provide the same exact piece of equipment for each of the first three years, a piece of equipment that is 5 years old with less than 4000 hours in year 1, 6 years old in year two, 7 years old in year 3. In the event in any year the equipment being provided is a different unit it will be required to meet the original request of less than 5 years old and less than 4000 hours.

The Bid cost shall include delivery and pickup from the City Shop per the dates requested. Indicate total freight on the proposal form for each year.

The City is able to provide our own insurance coverage on the equipment for the time that the equipment is in our possession. Operator caused damages will be covered by City insurance. It is required that all engine, transmission, and controls issues are the responsibility of the contractor.

Any other exclusions or concerns from Proposal request shall be addressed within Contractors proposal.

Warranty / Service: The successful proposer shall be required by contract to diagnose inoperable equipment within 24 hours of initial notification from City personnel. Equipment shall be required to be back in service within 72 hours. Any equipment found to be inoperable beyond 72 hours will result in a credit back to Owner in the amount of \$300/day. Equipment shall arrive fully serviced and is not anticipated to require oil and filter changes during the five month period it is in the City's possession.

Timeline:

RFQ Release Date.....	September 1, 2020
Final Questions Due.....	September 9, 2020 by 12:00pm
Proposals Due.....	September 16, 2020 by 12:00pm
Lease Date.....	Lease shall run November 1 through April 1, 2020-2022

Licensing: Section 43.70.020 of the Alaska State Statutes requires that all businesses wishing to engage in business in Alaska obtain a license. All suppliers/contractors are required to furnish, a current, valid Alaska Business License Number and, if applicable, a current, valid Contractor's License Number, Specialty Contractor License Number, etc. prior to entering into a contract.

Tax Compliance: No contract that requires competitive bidding pursuant to a City Ordinance may be awarded to an individual or business that is in violation of City tax ordinances unless the violation is cured within ten (10) business days of notice; in compliance with KMC 7.15.110.

Questions: Questions regarding this project should be directed to Scott Curtin, Public Works Director, and submitted via email to scurtin@kenai.city. Questions must be received by 12:00pm on September 9, 2020 and will be responded to in an addendum.

Award of Contract: It is the intent of the City of Kenai to award a contract to the highest scoring proposer for services/materials being requested.

Contracts: This work will be accomplished through a City of Kenai short form contract (sample attached). This contract may be subject to the provisions of the State of Alaska, Title 36, Minimum Wage Rates and Notice of Work/Notice of Completion Requirements and will require certificates of insurance. Insurance requirements are \$1,000,000 for both commercial general liability (CGL) and auto, \$1,000,000 for errors and omissions (E&O) if required by contract. See attachment Sample Contract.

Proposal and Submission Requirements: To achieve a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals be organized in the manner specified below. Please provide a transmittal letter addressing the following:

1. Briefly state the Company's qualifications and experience in leasing the requested type of equipment. Briefly detail the size of Company's current fleet, types of equipment available, and Company's ability to providing the requested services effectively. Higher scores shall be provided to businesses with longer successful track records than others, larger fleets available over smaller ones, and closer proximity to Kenai over further.
2. Briefly detail how proposed equipment meets the requested specifications, including the attachments. Newer equipment will be scored higher than older. Equipment with lower hours will score higher than equipment with more hours. Equipment complying with all requested features will be scored higher over equipment that varies from requested features.
3. Provide a lump sum cost for each requested grader with attachments as described. Cost will be calculated with the lowest cost proposal receiving 100% of the points available, remaining proposals will be based on a percentage variance from low bid

Low bid / next bid = percentage X 60 points = score

Example: Low bid of \$10,000 / next bid of \$12,000 = percentage of .8333 x 60 points = score of 50 points. Low bid in this examples would receive 60 points, next bid 50 points.

Proposal Evaluation Criteria: The criteria to consider during evaluations, and the associated point values are as follows:

1) Company's qualification, experience in leasing equipment, size of fleet, Ability to respond for service quickly	10 points
2) Proposed equipment and value of options offered (Consideration for age of equipment & attachments being provided)	30 points
3) Cost	60 points
Total Points Available	100 points

Proposals Due Date/Time: Proposals shall be emailed to scurtin@kenai.city. Proposals must be received no later than 12:00pm on September 16, 2020.

Site Visit: Any Contractor with interest in touring our Street & Shop facility where equipment will be stored may request a tour by emailing the Public Works Director at scurtin@kenai.city

Attachments: Sample Short Form Contract, Tax Compliance Form.

Proposal Form

In submitting this quote, I certify that I have examined Specification documents. If awarded a contract under this quote, I hereby agree to the terms set forth in the specification.

ADDENDA ACKNOWLEDGEMENT:

In submitting this quote, I certify that I have examined the Quote and Specification documents, have received Addendum Nos. ☐ ☐ ☐ ☐ ☐, and have included their provisions in my quote.

Description	Unit	Cost
Grader #1	250 Hours over 5 months	\$
Grader #2	250 Hours over 5 months	\$
Optional Equipment:		
Freight (Deliver & Pickup Total per grader)	1 grader	\$

Name of Company or Business Entity

Date

Signature

Title

Printed Name

Phone

Address

Fax

Address

Email