



**REQUEST FOR PROPOSAL**

**FOR**

**Spring 2020  
CRACK SEALING  
for the  
CITY OF SIDNEY STREET DEPARTMENT  
#0835-2020-01.01S**

**ISSUE DATE: 2/5/2020**

**CLOSING DATE AND TIME: 2/26/2020 at 10:00 A.M.**

**CONTACT**  
Hank Radtke  
Street Superintendent  
Telephone: 308-254-6377  
Fax: 308-254-3164

**REQUEST FOR PROPOSAL**  
**SPRING 2020 CRACK SEALING**  
for the  
**CITY OF SIDNEY STREET DEPARTMENT**

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The intent of this REQUEST FOR BID is to solicit written proposals from a qualified person, firm, or corporation, hereafter referred to as “Contractor,” to provide the City of Sidney, Nebraska with services related to the current fiscal year’s Crack Sealing Contract.

The City of Sidney has budgeted \$75,000 (seventy-five thousand dollars) for this project. The intent of this “Request for Proposal” is to receive sealed bids to evaluate the most responsible and lowest cost per linear foot for crack sealing. The City of Sidney has determined those streets that are in the most need of crack sealing. These streets shall be the first priority of this contract. Additional streets may be added based upon the evaluation of the sealed bid.

To be eligible for consideration, the Contractor must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this proposal.

## **1. INQUIRIES AND CORRECTIONS**

All inquiries relating to this request shall be addressed to:

Hank Radtke  
Street Superintendent  
City of Sidney, Nebraska  
P.O. Box 79  
1115 13<sup>th</sup> Avenue  
Sidney, Nebraska 69162  
(308) 254-6377

If a proposing Contractor, prior to submitting a proposal, finds discrepancies in, or omissions from the Request for Proposal (RFP), or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change made to the RFP will be made by written addendum to each proposing Contractor, and shall become part of the request for any contract awarded. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all proposing Contractors. To be given consideration, inquiries must be received at least ten (10) calendar days prior to the date established for the opening of the proposal. It shall be the responsibility of each proposing Contractor to verify that every addendum has been received prior to submitting proposals.

## **2. SUBMITTAL DATE, LOCATION AND OPENING**

The City Clerk of the City of Sidney, P.O. Box 79, 1115 13th Avenue, Sidney, Nebraska 69162, must receive all proposals prior to 10:00 a.m. on 2/26/2020. Proposals must be submitted in a sealed envelope plainly marked “Request for Proposal, Crack Sealing for the City of Sidney

Street Department #0835-2020-01.01S". These proposals will be evaluated utilizing the evaluation criteria herein.

### **3. LATE AND TELEPHONIC PROPOSALS**

Late proposals will not be accepted under any circumstances, and any proposal so received shall be returned to the proposing contractor unopened. In addition, proposals sent by electronic devices, email, or fax are not acceptable and will be rejected upon receipt. Proposing contractors will be expected to allow adequate time for the delivery of proposals. Sole responsibility rests with the proposing contractor to see that their proposal is received on time.

### **4. CONDITIONS OF PROPOSAL SUBMITTAL**

Proposing Contractors shall comply with at least all conditions, requirements, and specifications contained herein, with any insufficiency constituting sufficient cause for rejection of the proposal.

A duly authorized official of the proposing Contractor submitting the proposal must sign the proposal.

No proposal will be accepted from any Contractor that is in arrears for any obligation to the City of Sidney or that otherwise may be deemed irresponsible or unresponsive by the City of Sidney.

All prices quoted must be firm for a period of sixty (60) days following the opening of the proposal.

The City of Sidney reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing Contractor as deemed in the best interest of the City of Sidney.

The City of Sidney will not return proposals or other information supplied to them by any proposing Contractor.

### **5. EVALUATION OF PROPOSALS**

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City of Sidney, both in cost and service.
- B. Responsibility of the proposing Contractor and its experience in dealing with municipal governments, including the City of Sidney, on proposals of similar scope and nature.
- C. The degree to which the proposal meets or exceeds the terms of this Request for Bid.
- D. Time frame for the start and completion of this contract with preference being given to those Contractors being able to complete the project by 6/1/2020, weather permitting. This completion date shall include all considerations for weather.

## 6. SELECTION PROCESS

### A. Review of Written Proposals

There will be a review of all proposals received to determine those contractors who are fully qualified, responsible, and suitable to provide the services set forth by this Request for Proposal.

### B. Evaluation and Ranking

Using all of the information developed during the proposal review, the City shall rank contractors according to the evaluation criteria given above. The City of Sidney shall then select the contractor deemed most meritorious based on the criteria listed above.

## 7. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Sidney. The Contractor is required to return the BID PROPOSAL as the official sealed bid. Any bid submitted without the BID PROPOSAL will not be accepted. All additional information shall be included on separate sheets.

## 8. SCOPE OF SERVICES

Topics to be addressed in this RFP include the following. This list is not intended to exclude any potential options or topics of concern that may arise during the preparation of the Proposal. At a minimum, the proposal shall meet the below listed requirements.

### Minimum Requirements:

#### A. Routing

- Routing may be required on cracks less than 1/8-inch wide

#### B. Cleaning

- Cleaning shall be accomplished with an air compressor capable of producing a minimum of 125 cfm (.06 cubic meters per second) output.
- Air compressor shall be equipped with traps or filters capable of removing all water and oil from compressor.
- Blow wand shall be equipped with a maximum 3/4-inch (20 mm) nozzle.
- Reservoirs and cracks shall be thoroughly cleaned and free of dust, dirt and any loose materials.
- Reservoirs and cracks shall be clean and dry at the time the blocking medium or sealant is applied.
- If a cleaned or routed reservoir or crack is left unsealed overnight, it shall be cleaned again prior to application of the blocking medium or sealant.
- All foreign material accumulated from the cleaning process shall be removed from the roadway prior to opening the roadway to traffic.

#### C. Sealing

- All sealant will be supplied by the City of Sidney.
- All blocking medium shall be supplied by the Contractor.
- Sealant shall be applied by a pressure type applicator.

- Cracks 3/8-inch (10 mm) or greater in width, which exist below the routed and cleaned reservoir, shall be filled with a blocking medium to insure a minimum sealant depth equal to the width of the reservoir or crack.
- Sealant material shall be placed within 12 hours of cleaning or routing.
- There shall be no visible signs of moisture on the roadway surface or in the reservoir at the time the sealant is applied.
- The manufacturer's specifications for handling, mixing and application temperature procedures for the sealant shall be strictly followed.
- Reservoirs and cracks shall be overfilled and squeegeed to provide a film of sealant on the roadway surface one to three inches (25 to 75 mm) on both sides of the reservoir or crack.
- The squeegee shall be a "U" shaped device which will produce a full, uniform and neat appearing reservoir and adjoining surface area.
- All other types of squeegees shall be approved of by the Street Superintendent prior to usage.
- A bonding material or blotting material shall be placed over the sealant if the roadway is to be opened to traffic before "track free" status has been achieved.
- Any reservoir damaged by traffic shall be repaired or refilled at the Contractors expense.
- All measurements will be by the city block, and the total linear feet per block is required.
- Measurements will only be taken by the contractor, and a member of the Street Department must be present.

#### D. Completion

- The Contractor shall state the date that the project shall commence and the date that the Contractor shall have the project completed by.
- The Contractor shall take into consideration the possibility of inclement weather in preparing work schedule.
- Any weather days given the Contractor to extend the completion date shall be at the sole discretion of the City. The City will take into consideration the duration and severity of any weather during the contract period as well as the number of days and hours the Contractor has been working at full force on the project.

- E. Must provide a minimum of three (3) references relating to similar work you have done for city, county, or state governments with full name, title, address, phone and fax numbers.

## 9. CONTRACT NEGOTIATIONS

The City of Sidney reserves the right to negotiate any and all items in the formal contract as they may relate to the Scope of Services, etc. found in the Request for Proposal.

## 10. RECORDS RETENTION AND AUDIT

The City, the State of Nebraska, and the United States shall have the right at any time during the term of this agreement and for the period limited by the applicable statute of limitations to audit

the payment of monies hereunder. Additionally, the CONTRACTOR shall:

- A. Comply with any demands made by the City to provide information with respect to the payment of monies hereunder during the period covered by this section;
- B. Maintain its books and records in accordance with generally accepted accounting principles or such other method of account, which is approved in writing by the City prior to the date of this agreement;
- C. Maintain the revenues and expenditures in connection with this agreement so they are separately identifiable;
- D. Fully document each expenditure or claim for payment. Expenditure or claims for payment which are not fully documented may be disallowed;
- E. Agree to provide to or permit the City to examine or obtain copies of any documents relating to the payment of money to the Contractor or expenditures made by the Contractor for which reimbursement is made to the Contractor by the City;
- F. Maintain all records required by this section for five (5) years after the date this agreement is terminated or ends.

## 11. INSURANCE REQUIREMENTS

### Certificate of Insurance

- Contractor shall furnish the City with a Certificate of Insurance evidencing, at a minimum, the following insurance coverages:

#### **General Liability**

Limits of at least:

- \$1,000,000 per Occurrence
- \$2,000,000 General Aggregate
- \$2,000,000 Completed Operations Aggregate
- \$1,000,000 Personal and Advertising Injury

#### **Automobile Liability –**

Limits of at least:

- \$1,000,000 CSL per Accident

#### **Workers Compensation –**

Limits:

Statutory coverage for the state where the project is located.

Employers Liability limits:

- \$1,000,000 Each Accident
- \$1,000,000 Disease – Per Person
- \$1,000,000 Disease – Policy Limit

## **BID PROPOSAL**

I have thoroughly examined the instructions contained in the REQUEST FOR PROPOSAL for the SPRING 2020 CRACK SEALING for the CITY OF SIDNEY STREET DEPARTMENT and hereby submit the following proposal for the consideration as per the attached specifications:

PRICE PER LINEAR FOOT \$ \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

BIDDING COMPANY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED BIDDER'S SIGNATURE:

\_\_\_\_\_  
Printed Name Signature

\_\_\_\_\_  
Title Phone #

The contractor proposes and agrees, if the proposal is accepted, to furnish the labor, equipment, supplies, and materials necessary to meet or exceed the minimum requirements specified for the contract price and within the time indicated within. This proposal will remain subject to acceptance for sixty (60) days after the date of bid opening. Proposing Contractor shall use and complete all items on the bid proposal form(s).

BID PROPOSAL ENCLOSED:             YES    NO

REFERENCES ENCLOSED:             YES    NO

PROOF OF INSURANCE ENCLOSED:    YES    NO

BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

Date: \_\_\_\_\_ Number: \_\_\_\_\_

Date: \_\_\_\_\_ Number: \_\_\_\_\_