



175 East Third Street
P.O. Box 128
Palisade, CO 81526
www.palisade.colorado.gov

Phone: (970) 464-5602
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Town of Palisade

Request for Proposals – Palisade Asphalt Repair Projects June 2021

The Town of Palisade, Colorado, is accepting proposals for preparation and installation of hot asphalt to repair several streets as part of the Town's Complete Streets Policy. This service is to be provided in accordance with the terms, conditions, and the product specification contained in this proposal document.

Proposals must be submitted by providing a response in accordance with the terms and conditions and the product specification, placed in a sealed envelope bearing the return address of the bidder, and clearly marked "Response to Proposal". Proposals must be sent or delivered in a manner to arrive at the Palisade Town Hall, 175 E. Third St, P.O. Box 128, Palisade, CO, 81526, NO LATER THAN 2:00 p.m., Wednesday, June 30, 2021.

The most responsive proposal or proposals will be determined by criteria determined essential to the Town. The criteria are not limited to the lowest price. The Town reserves the right to reject all proposals, reject portions of any proposal, or accept the proposal or proposals deemed most advantageous to the Town. All proposals received are subject to negotiation prior to any contract award.

This Request For Proposals (RFP) is not a commitment to purchase, and the Town shall not reimburse any expenditure experienced by the Bidder in its preparation. Nor does the Town obligate itself with any action taken or cost incurred by Bidder in responding to this RFP. The responses to this RFP will be used to select a product supplier. This RFP will be non-exclusive. The Town reserves the right to purchase product from other vendors.

Questions should be addressed to the Utilities Director, Matt Lemon, at 970-208-2500. No pre-proposal conference will be held. Thank you for your interest. We look forward to receiving your proposal.

**REQUEST FOR PROPOSALS - Palisade Asphalt Repair
Projects June 2021**

BID INFORMATION

1. All participating bidders, by their signature hereunder, shall agree to comply with all conditions, requirements, and instructions of this Request For Proposals as stated or implied herein. Should the Town omit anything from this package which is necessary to a clear understanding of the requirements, or should it appear that various instructions are in conflict, then the bidders shall secure instructions from Matt Lemon, Utilities Director, at 970-208-2500 prior to the time and date of the quotation closing date shown in the RFP.
2. After Proposals are opened, a bidder may be given an opportunity to explain the nature of any error and may request their proposal be withdrawn. Such proposals may, with the approval of the Town, be withdrawn and not resubmitted. Errors determined by the Town to be minor may be allowed within an acceptable proposal.
3. Bidders are expected to examine the specifications and all instructions contained in this proposal package. Failure to do so will be at the bidder's risk.
4. **LATE OR UNSIGNED PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED. IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT THE PROPOSAL ARRIVES AT PALISADE TOWN HALL PRIOR TO THE TIME INDICATED ON THE REQUEST FOR PROPOSAL.**
5. The contract shall be awarded to the most responsive bidder and will be determined by criteria determined essential to the Town. The criteria are not limited to the lowest price. The Town reserves the right to reject all proposals, reject portions of any proposal, or accept the proposal or proposals deemed most advantageous to the Town.
6. Important dates and times (all times are Mountain Time):

RFP Advertised	Starting Monday June 21
RFP packages available	6/21/2021
Proposals due to Town of Palisade	6/30/2021 2 PM
Completion of vendor selection (estimated)	7/7/2021

**REQUEST FOR PROPOSALS - REQUEST FOR PROPOSALS - Palisade Asphalt
Repair Projects June 2021**

It is the Town's intent to contract with a qualified contractor for preparation and installation of Multiple Hot Asphalt to repair multiple streets within the Town of Palisade.

Terms, Conditions and Product Specification are included on the attached page.

PRINT THE WORDS "NO EXCEPTIONS" HERE

_____ IF THERE ARE NO EXCEPTIONS TAKEN
TO ANY OF THE TERMS, CONDITIONS, OR SPECIFICATIONS OF THESE
PROPOSAL DOCUMENTS. IF THERE ARE EXCEPTIONS TAKEN TO ANY OF
THESE TERMS CONDITIONS, OR SPECIFICATIONS OF THESE PROPOSAL
DOCUMENTS, THEY MUST BE CLEARLY STATED ON A SEPARATE SHEET OF
PAPER, ATTACHED TO THIS PROPOSAL SHEET AND RETURNED WITH YOUR
PROPOSAL PACKAGE.

COMPANY

CONTACT

TELEPHONE _____ FAX _____

PRINT NAME AND TITLE

AUTHORIZED SIGNATURE

DATE _____

REFERENCES

Provide a list (which includes contacts and phone numbers) of three local firms for which you provide similar type of services described herein.

1. Name: _____ Phone Number: _____

2. Name: _____ Phone Number: _____

3. Name: _____ Phone Number: _____

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This page describes the Product Specification required by the Request for Proposals (RFP). This Product Specification should be used as a basis for preparing your estimated costs if your firm chooses to provide a proposal. It is the intent of the Town (at the time this RFP is issued) to award a single contract to supply the services referenced within this RFP.

The following service specifications will be met by the Contractor:

1.0 General Scope of Work

Contractor shall provide all materials and labor necessary to remove existing asphalt and prepare the project site for new asphalt. Contractor shall provide all materials and labor necessary to provide, place, and compact the new asphalt repairs.

2.0 Specifications

2.1 The Town of Palisade utilizes the specifications described in: SECTION 401 – HOT MIX ASPHALT PAVEMENTS - GENERAL of the City of Grand Junction Standard Contract Documents for Capital Improvements Construction unless otherwise noted.

2.2 All Hot Bitoumous Asphalt shall be same thickness as current asphalt mat. No patch shall be less than two inches in thickness.

3.0 Special instructions

3.1 Contractor shall remove and dispose of all debris and include those costs in the bid.

3.2 Contractor will field verify all quantities prior to bidding.

3.3 All public and private property, improvements, landscaping, and utilities, above or below ground, that are not part of the project scope of work, will be restored to equal or better condition than existed prior to start of construction. A meeting with the Town prior to the start of construction is mandatory. A photographic journal of conditions is highly recommended.

4.0 Required Submittals

4.1 Each Bid shall contain a completed and signed Bid Form. A Bid Form will not be considered complete unless all spaces for inserting either unit prices or total prices are filled in. Lump Sums and Unit Costs will be considered contractual obligations. Total BASE BID will be used for bid comparison purposes in determining the lowest responsive bidder. Any blank on the Bid Form, that is not filled in with a number, shall be assumed to be zero.

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- 4.2** The Bid Form shall be signed by a principal of the company having the authority to enter into contractual relationships on behalf of the company.
- 4.3** Each Bid shall include a copy of insurance certificates or other evidence of the following minimum insurance requirements:
- (1) Workers' Compensation insurance to cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employers' Liability insurance with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - each employee.
 - (2) Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interests provision.
 - (3) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision.
- 4.4** Bid Bond will be required for this project. Contractor shall provide a \$5,000.00 Performance Bond to the Town of Palisade. All insurance certificates shall have the Town of Palisade listed as certificate holder.
- 4.5** Each Bid shall be submitted, in duplicate; placed in a sealed envelope; and clearly marked on the outside "**Palisade Asphalt Repair Projects June 2021**".
- 4.6** Altering and Withdrawing Biddings. Any handwritten alteration to a bid must be initialed by the signer of the bid, guaranteeing authenticity. Bids cannot be altered or amended after the submission deadline, but may be withdrawn entirely at any time prior to the execution of the final Contract.

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- 4.7** Information detailing the qualifications of the firm or team are not required, but may be requested after the bid opening.
- 4.8 Bid Deadline.** All Bids must be received in the Town of Palisade Town Hall no later than **2:00 PM, June 30, 2021**. Late or unsigned bids will not be accepted or considered.
- 4.9 Responsiveness.** At the Bid Opening, each bid will be evaluated for responsiveness according to the checklist below. The Town reserves the right to waive minor discrepancies in form or content of the bids, but the minimum requirements for responsiveness must be met. Any missing item from the checklist below is cause for rejection of the entire bid.
- Signed Bid Form
 - Acknowledgement of any and all Addendum issued
 - Total BASE BID amount
 - Insurance Certificates – Workman’s Comp, Liability
 - Job schedule with start and finish dates

5.0 Conflict of Interest

No Town public official and/or Town employee shall have a direct financial interest in any firm submitting a Bid under this Request. Any indirect interest in an Offeror firm by a Town public official and/or Town employee by virtue of blood or marriage shall be disclosed within the Bid.

6.0 Only One Bid Accepted

More than one Bid from an individual, firm, partnership, or corporation under the same or different names, will not be considered. Evidence that any primary Offeror has an interest in more than one Bid for the same work will be cause for rejection of all such bids. Evidence of collusion or other illegal activities between firms will be considered sufficient cause for the rejection of all Bids, so affected. A subcontracted person or entity (such as a Surveyor or Traffic Control Firm), which has quoted prices to one bidder is not disqualified from quoting prices to other bidders but may not submit a direct bid on its own behalf.

The Town of Palisade reserves the right to reject any or all Bids, and to waive any informalities or irregularities, therein.

7.0 Description of Bid Items

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8.0 Measurement & Payment

The Bid Schedule is comprised of Lump Sum and Unit Price items of work that collectively covers all the work for this project. The Bid Schedule shows estimated quantities, based on the Towns Estimate. Actual quantities may be more or less than the Bid Schedule quantity. All quantities will be paid at the listed Unit Price. If there is a need to change the amount of work for a Unit Price Item, the schedule of Unit Prices will be the contractual basis for establishing the associated cost impact. Lump sum prices will only be changed via negotiated Change Order.

END OF BID INSTRUCTIONS

9.0 Bid Submittal

Bids must be delivered on the provided form to Palisade Town Hall, 175 E. 3rd Street on or before **2:00 PM, June 30, 2021**. The bid is to be submitted in a sealed envelope, and clearly marked on the outside “**Palisade Asphalt Repair Projects June 2021**”. Bid must include the estimated project schedule and materials specifications to be used. The submittal will be a lump sum bid.

If the Palisade Asphalt Repair Project June 2021 project exceeds the funded amount, the Town of Palisade reserves the right to reduce the project scope in order to stay within our budget.

It is the sole responsibility of the bidder to see that the proposal is received before the submission deadline. The bidder shall bear all risks associated with delays in the U. S. mail or delivery service. Late bids will not be considered.

Additional bid documents and/or additional information may be received at the following location:

Town of Palisade
175 E. 3rd Street
Palisade, CO 81526
(970) 464-5602
Attn: Matt Lemon

The successful bidder will be given NOTICE OF AWARD within 5 (five) working days of bid opening, and NOTICE TO PROCEED as soon as successful bidder provides the signed acknowledgement of Notice of Award, a signed Agreement, and Notice to Proceed.

The Town of Palisade is exempt from all local, state and federal taxes.

The successful bidder must have a current Town of Palisade Business License.

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BID SCHEDULE:

Palisade Asphalt Repair Projects June 2021
ESTIMATED PROJECT QUANTITIES

Palisade Asphalt Repair Project June 2021				
Location		Estimated Asphalt diminsion	Estimated Square feet	Estimated Cubic feet Assuming 3 inch Mat
Kluge Ave.	cross street			
	Alley 3.5	5X30	150	37.5
	Insection 5th South	10X10	100	25
	Intersection 5th East	8x24	192	48
	Alley 5.5	10X10	100	25
	Between 5 and 6	8X54	432	108
	Alley 6.5	2X40	80	20
Peach St.	Alley 7.5	8X36	288	72
	Alley 7.5	3X15	45	11.25
	Alley 6.5 East	22x4	88	22
	Alley 6.5 West	2x20	40	10
	Intersection 6th South	10X30	30	7.5
	Intersection 6 North	24X36	864	216
	Intersection 7th	8X8	64	16
	Intersection 7th	10X4	40	10
	Intersection 7th	8X4	32	8
	Alley 4.5 East	22x4	88	22
	Intersection 4th	12X10	120	30
	Intersection 4th	6x6	36	9
	Alley 3.5 East	4X30	120	30
	Alley 3.5 West	5X30	150	37.5
5th Street	Close to Elberta W. boun	90X18	1620	405
	In front pool	10x20	400	100
	Pump house (PB Park)	6x6	36	9
	Pump house (PB Park)	10X6	60	15
First St.	Crack repair 3 locations	62X3	186	46.5
	Patch repair 588	12x15	180	45
Riverbend Park	Path Repair	**	415	103.75
Estimated Totals			5956	1489

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PROPOSAL SHEET – PROPOSED PRICING

A. BIDDER INFORMATION:

Company Name:	
Mailing Address:	
City, State, Zip Code	
Phone Number:	

B. DESCRIPTION AND COST OF WORK:

<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL UNITS</u>	<u>TOTAL COST</u>
1.	Site preparation including demolition of existing asphalt and removal of existing subgrade if needed to meet City of Grand Junction design specifications.			
2.	Provide, place, and compact subgrade and base course.			
3.	Mobilization Total Cost			
4.	Traffic Control			
5.	Hot Bitoumous Asphalt			
6.				
7.				
	TOTAL			

C. INSURANCE CERTIFICATES:

YES

NO

D. SCHEDULE FOR COMPLETION OF WORK:

Start Date: _____ Completion Date: _____

E. INSURANCE REQUIREMENTS

Workers' Compensation insurance to cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employers' Liability insurance with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - policy limit, and FIVE HUNDREDTHOUSAND DOLLARS (\$500,000) disease - each employee.

