



**CITY OF FAIRBANKS**

**INVITATION TO BID**

**CITY OF FAIRBANKS  
DEPARTMENT OF PUBLIC WORKS**

**BID NUMBER: ITB-18-09**

**FENCE INSTALLATION AT BENTLEY SNOW STORAGE SITE**

**PURCHASING AGENT  
CHRISTINA ROWLETT**

**PHONE: 907-459-6779**

**FAX: 907-459-6731**

**Preferred Method of Communication**

**EMAIL: [purchasing@fairbanks.us](mailto:purchasing@fairbanks.us)**

**BID OPENING – DATE/TIME: JULY 31, 2018, 2:00 PM**

## **INVITATION TO BID**

### **CITY OF FAIRBANKS FENCE INSTALLATION AT BENTLEY SNOW STORAGE SITE ITB-18-09**

Sealed bids for furnishing a new unused FENCE INSTALLATION AT BENTLEY SNOW STORAGE SITE to the City of Fairbanks Public Works Department will be received by the City Clerks, City Hall, 800 Cushman Street, Fairbanks, Alaska 99701 until and including 2:00 P.M. July 31, 2018 and will then be publicly opened and read aloud in the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska.

**THIS BID MUST BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE PLAINLY MARKED WITH THE BID OPENING DATE AND TIME AND MARKED WITH THE FORMAL BID NUMBER: ITB-18-09 FORMAL BIDS MUST BE ADDRESSED TO THE CITY CLERK.**

Specifications and related bid documents may be obtained online at [www.fairbanksalaska.us](http://www.fairbanksalaska.us) click on Invitations to Bid.

The City reserves the right to waive informalities not inconsistent with law and to reject any or all bids.

Purchasing Manager  
City of Fairbanks

PUBLISH: FAIRBANKS DAILY NEWS MINER, July 11, 15, 2018

## INFORMATION FOR BIDDERS

### CITY OF FAIRBANKS FENCE INSTALLATION AT BENTLEY SNOW STORAGE SITE ITB 18-09

1. **CONTRACT DOCUMENTS:** The "Invitation To Bid", the "Information for Bidders", "Specifications", and the "Proposal Form" shall form the contract. Vendors must examine each of the contract documents, inform themselves of the conditions and make their own estimate of any or all difficulties attendant upon furnishing the equipment as desired.
2. **DATE AND PLACE OF OPENING:** Pursuant to the "Invitation", sealed proposals will be received by the City Clerk, City Hall, 800 Cushman Street, Fairbanks, Alaska. The Proposals will then be opened and publicly read in the City Council Chambers.
3. **PRINTED FORM FOR PROPOSALS:** All proposals shall be made upon the blank "Proposal Form" attached hereto, and must clearly indicate the unit price in both figures and words. The words shall prevail. The proposal must be signed by an authorized agent of the bidder. Proposals submitted on forms other than those provided may be rejected.

In order to insure consideration and responsiveness of your proposal to bid specifications, where Bid Bond, Performance Bond and Bid Deposits are requested, your proposal shall be placed in a separated envelope from these requested documents. Bid Bonds, Performance Bond, Bid Deposits and Addendum Acknowledgements shall be placed in a separate envelope from the proposal form and shall be likewise sealed. The proposal, in a separate envelope, shall be **PLAINLY** marked with the name of the bid and the date of opening, and addressed to the City Clerk, City Hall, 800 Cushman Street, Fairbanks, Alaska 99701; other requested documents shall be in an envelope **PLAINLY** marked with the name of the bid and date of opening and marked with "PERTINENT DOCUMENTS". Both of these envelopes shall be enclosed in one envelope for mailing purposes.

4. **DOCUMENT COMPLETION:** All entries and required signatures on Bid and Contract Documents must be completed either typewritten or in **BLACK INK**.
5. **OMISSIONS AND DISCREPANCIES:** Should a vendor find discrepancies in, or omissions from, the contract/proposal documents, or should be in doubt as to their meaning, the vendor should immediately notify the Purchasing Department, 800 Cushman Street, Fairbanks, Alaska 99701, in writing, no later than seven (7) days **before** the bid opening (faxed inquiries are encouraged to 907- 459-6731), who shall then send written corrections or explanations to all known holders of the proposal documents.
6. **ACCEPTANCE OF PROPOSALS:** As soon as practicable after opening of proposals valued over \$250,000.00, the City Council will act upon them. On any transaction in excess of \$500,000.00, the City Council is the approving body. The right and obligations of the contract shall become effective and binding upon the contracting parties only after formal execution of a purchase order signed by the Purchasing Department, or a contract form signed by the Contractor and City Mayor. No other act, oral, written or implied, shall constitute acceptance of a proposal.

Awards may be made by line item when in the best interest of the City.

**NO BIDS OR PROPOSALS SHALL BE ACCEPTED BY FAX.**

7. REJECTION OF BIDS: The City shall have the authority to reject parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby.
8. TIME FOR DELIVERY: Successful bidders may be required to produce reasonable evidence from their source of supply or manufacturer to justify the delivery dates furnished with their proposals. Any unreasonable deviation from the proposed delivery dates shall constitute a breach of contract and shall entitle the City to cancel all obligations to the Contractor.
9. DELIVERY POINT: Bidder's proposal shall include F.O.B. City of Fairbanks, Public Works Department yard located at 2121 Peger Road.
10. POSTPONEMENT: The City of Fairbanks reserves the right to postpone the date of the opening of proposals and will give written notice of any such postponement to all known holders of the contract documents.
11. LOCAL PREFERENCE: This project is funded with Federal dollars; local preference is not allowed and will not be a factor in awarding contract.
12. ADDITIONAL INFORMATION FOR BIDDERS:
  - A. Brand Name or Equal - In the case where a bid call does not request a specific brand or in the case where a vendor is bidding an alternate equal to a brand which is specified on a bid call (when an "or equal" is indicated as acceptable in the bid call), the bidders must submit with their proposals the latest printed specifications and advertising literature on the product they propose to furnish. The bidders shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of the contract documents. This sheet shall be labeled "Exceptions to Bid Conditions and Specifications" and shall be attached to the proposal.
  - B. Multiple, Alternate or Conditioned Offers - Unless specifically allowed, multiple, alternate, or bid conditioned upon receiving award of all or a portion of this and/or another contract shall be deemed non-responsive, and shall be rejected.
13. TAXES: The City of Fairbanks does not pay excise tax and will furnish the successful bidder with Exemption Certificates upon request.
14. PROMPT PAYMENT DISCOUNT: The City of Fairbanks will provide payment 30 days after satisfactory delivery, acceptance and receipt of invoice.
  - A. Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award and will be taken if payment is made within the discount period indicated in the bid by the offeror.
  - B. In conjunction with discount offered for prompt payment, time shall be computed from: (1) the date of completion of performance of the services or delivery of the supplies to the carrier if acceptance is at point of origin or date of delivery at destination or port of embarkation if delivery and acceptance are at either of these locations; or (2) the date a proper invoice is received by accounts payable if the invoice is later than date of performance and delivery. For the purpose of

computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the date a wire transfer is made.

15. **SET OFFS PRIOR TO DISBURSEMENT:** Disbursement of monies by City hereunder shall be subject to set-off pursuant to the provisions of section 2.611 of the Code of Ordinances.
16. **QUESTIONS, OBJECTIONS, OR COMMENTS:** Shall be in writing and received by the Purchasing Agent no later than (7) calendar days prior to proposal opening so that any necessary amendments or clarification can be published and distributed to all known bidders. Facsimile (FAX) use is encouraged to 907-459-6731 or email [purchasing@fairbanks.us](mailto:purchasing@fairbanks.us)
17. **MATERIAL SAFETY DATA SHEETS:** For all material supplied under this bid, the vendor/supplier shall provide to the delivery address the applicable Material Safety Data Sheet (MSDS). MSDS must be received prior to final payment.

**SPECIFICATIONS  
CITY OF FAIRBANKS**

The City of Fairbanks is soliciting bids from qualified fencing contractors to provide labor, equipment and material to install chain link fencing at the Bentley Snow Storage Site located at 168 Bentley Trust Road Lot 1.

**MANDATORY ON-SITE INSPECTION**

**Bidders are strongly advised to independently inspect the area and accurately verify field conditions.**  
The City will not be held responsible for incorrect measurements or assumptions.

**DATE: MONDAY, JULY 16, 2018**

**TIME: 9:00 AM**

**LOCATION: BENTLEY SNOW STORAGE SITE** located at 168 Bentley Trust Road Lot 1 (at the back of NC Caterpillar, turn at the car wash and proceed along roadway behind NC Caterpillar to the west fence line).

**CONTACT: ERIC GRANT, 590-3721 OR 459-6770**

**1. GENERAL INFORMATION**

**A. SCOPE OF WORK:**

Provide all labor, equipment and material to install chain link fence at the Bentley Snow Storage Site located at 168 Bentley Trust Road Lot 1.

1. Remove existing section of fencing and posts and reinstall (reuse existing fence) along with additional new fencing, approximately 400 square feet, with concrete posts per new boundaries.
2. Fencing to be 8', standard gauge, with privacy slates installed.
3. Privacy slates to be 93%
4. Privacy slate color: to match existing tan color, please bring samples
5. Gates: Minium requirement: install one (1) slider gate with 30' minium opening. Provide other gate options and maximum opening available.
6. Provide locking mechanism options for the gate and pull handle gate options.

**Work Schedule:** as agreed between the city and contractor.

**WORK COMPLETION:** Work requested to be completed by **October 31, 2018** or best completion date for the 2018/19 winter season.

**BID PROPOSAL FORM**

**CITY OF FAIRBANKS  
FENCE INSTALLATION AT BENTLEY SNOW STORAGE SITE  
ITB 18-09**

The undersigned bidder, having carefully examined the documents provided and referred to in the "Information to Bidders," proposes to install fencing at the Bentley Snow Storage Site per specifications:

TOTAL SUM IN FIGURES: \$ \_\_\_\_\_

TOTAL SUM IN WORDS: \_\_\_\_\_

PROPOSED START DATE ARO (After Receipt or Order): \_\_\_\_\_

PROPOSED COMPLETION DATE: \_\_\_\_\_

TERMS/PROMPT PAYMENT DISCOUNT (IF ANY): \_\_\_\_\_

EXCEPTIONS (IF ANY): \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

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

\_\_\_\_\_  
City of Fairbanks Business License Number

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

\_\_\_\_\_  
PRINTED Authorized Representative Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone & FAX number

\_\_\_\_\_  
Alaska Business License Number