



CITY OF FAIRBANKS

INVITATION TO BID

**CITY OF FAIRBANKS
DEPARTMENT OF PUBLIC WORKS**

**BID NUMBER: ITB-18-04
PW ELEVATOR UPGRADE**

**PURCHASING AGENT
CHRISTINA ROWLETT**

PHONE: 907-459-6779

FAX: 907-459-6731

Preferred Method of Communication

EMAIL: purchasing@fairbanks.us

BID OPENING – DATE/TIME: OCTOBER 26, 2018, 2:00 PM

INVITATION TO BID

CITY OF FAIRBANKS PW ELEVATOR UPGRADE ITB-18-04

Sealed bids for furnishing a new unused PW ELEVATOR UPGRADE 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. October 26, 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-18-04 FORMAL BIDS MUST BE ADDRESSED TO THE CITY CLERK.

Specifications and related bid documents may be obtained line at www.fairbanksalaska.us click How Do I... and then Bids and RFP's.

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, October 7, 10, 2018

INFORMATION FOR BIDDERS

CITY OF FAIRBANKS
PW ELEVATOR UPGRADE
ITB 18-04

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
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 elevator contractors to provide construction services to assess and perform repairs and maintenance to modernize the elevator at the Public Works elevator located at 2121 Peger Road.

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: **THURSDAY, OCTOBER 18, 2018**
TIME: **10:00 AM**
LOCATION: **PUBLIC WORKS DEPARTMENT** located at 2121 Peger Road, Fairbanks, AK 99701

CONTACT: **JEFF JACOBSON, 460-7733 OR 459-6770**

1. GENERAL INFORMATION

A. SCOPE OF WORK:

The City of Fairbanks is seeking bids to provide construction services to assess and perform repairs and maintenance to modernize the elevator at the Public Works Department located at 2121 Peger Road, Fairbanks, Alaska 99701.

1. During Mandatory On-Site Inspection: Evaluate the existing condition of the elevator to determine scope of work in modernizing and upgrading elevator to be compliant with all regulations, codes, and ordinances of local, state and federal authorities.
2. All upgrades and modernization of elevator to be performed within the specifications of current building and fire codes.
3. Perform work in accordance with applicable rules, regulations, codes, and ordinances of local, state and federal authorities.
4. Obtain and apply for necessary permits, licenses and certificates and give notice as required during the performance of the work.
5. Coordinate work with Public Works Director to minimize discomfort and displacement of the performance of employee's work duties as the building will be occupied at all times during this contract.

Work Schedule: as agreed between the city and contractor.

WORK COMPLETION: Work requested to be completed by **December 31, 2018.**

BID PROPOSAL FORM
CITY OF FAIRBANKS
PW ELEVATOR UPGRADE
ITB 18-04

The undersigned bidder, having carefully examined the documents provided and referred to in the "Information to Bidders," proposes to upgrade and modernize the Public Works Elevator per specifications:

ATTACH ITEMIZED LIST OF ALL PROPOSED UPGRADE

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): _____

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