

INSTRUCTION TO BIDDERS

TOWN OF JOHNSTON PURCHASING DEPARTMENT



REQUEST FOR PROPOSALS

TOWN OF JOHNSTON

The Town of Johnston is seeking proposals for a **Miscellaneous Highway Materials** for the Highway Department.

Any questions may be directed via email to Vincent Baccari, Town Clerk, at vbaccari@johnston-ri.us.

Bid Due Date & Opening:	Friday, October 11th, 2019
Time:	10:00 am
Place of Delivery:	Town Clerk Johnston Town Hall 1385 Hartford Avenue Johnston, RI 02919

Bids must be received prior to the due date and time. Bids received after that time shall be returned unopened. Package must be sealed and clearly marked: “ **RFP: Miscellaneous Highway Materials**”

The Town is not responsible for accepting any submissions delivered to other town buildings. Bids received prior to the time of opening will be securely kept, unopened until the opening time. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.

RECEIPT AND OPENING OF BIDS

Sealed bids will be accepted at the office of the **Town Clerk, Johnston Town Hall, Johnston, RI 02919**, until the time indicated on the advertisement for bids and will then be opened and read in at the Conference Room at the Town Hall.

FORM OF BID

Bids must contain the name and proper address of the bidding firm and must be signed by a responsible member of the firm with their signature and official title. Any exceptions to these specifications must be listed on a separate sheet.

SUBMISSION OF BIDS

- I. Envelopes containing bids must be sealed and addressed to:

Town Clerk
Johnston Town Hall
1385 Hartford Avenue
Johnston, RI 02919

The bids must be marked with the name and address of the bidder, date and time of bid opening, and name of item in bid call.

- II. Any bidder may withdraw the firm's bid by written request at any time prior to the advertised time for opening. Telephonic, email or facsimile transmitted bids, amendments, or withdrawals will not be accepted.
- III. Unless otherwise specified, no bid may be withdrawn after the date and time of the bid opening. Time is of the essence in this bid and failure to deliver within the time period shall be considered default.
- IV. If any proprietary, trade, brand or manufacturer's name or part number is used herein in describing the required equipment, it shall be understood to indicate the minimum standard of composition and quality desired, and shall not be construed to exclude equipment that equals or exceeds the functional capability and quality of the named equipment. If bids are based on such equivalent equipment, indicate the manufacturer's name, model and number for the equipment and include any literature or other explanation of the equipment's quality or performance.
- V. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after said bid has been opened.
- VI. Descriptive materials such as plans, drawings, photographs, written descriptions, and particularly manufacturer's literature that will enable the Town to determine the exact quality, design and appearance of the equipment proposed, shall accompany the bid. All equipment listed, or shown, in the manufacturer's literature, drawings or photographs, and approved by the Town, shall be furnished.
- VII. All prices bid must be on the basis of F.O.B. Delivery Point, Town of Johnston. Therefore, shipping costs are to be included within the process quoted. Deliveries must consist only of new merchandise or equipment and shall be made between 7:30am and 3:00pm, or as may be arranged during emergencies.

- VIII. Bids received prior to the time of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.
- IX. The Finance Director or his designee may waive any or all bids for cause, failure to meet specifications or any reason deemed appropriate.
- X. An award will be given in writing to the bidder whose offer provides the greatest value to the Town, from the standpoint of meeting specifications and requirements of bidding documents, suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the Town to be in its own best interest. Any final analysis or weighted point score does not imply that one bidder is superior to another, but simply, in the Town's judgment the bidder selected appears to offer the best overall solution for our current and anticipated needs. Thus, the result will not be determined by price alone.

Award will be based on, but not limited necessarily to the following (where applicable):

- 1. Adherence to all conditions and requirements of the bid specifications;
 - 2. Total bid price; (including any discounts), unit bid price, or extended price;
 - 3. General reputation and experience of bidders;
 - 4. Evaluation of the bidder's ability to service the Town;
 - 5. Financial responsibility of the bidder;
 - 6. Prior knowledge of and experience with the bidder in terms of past performance;
 - 7. Needs and requirements of the Town;
 - 8. Experience with the products involved;
 - 9. Bidder's ability to meet delivery and stocking requirements;
 - 10. Delivery date or service date; and
 - 11. Ordering method.
- XI. After the bid is awarded, all documents pertaining to the successful bid will be available for public inspection in the Town purchasing office.
- XII. If all Bids exceed the available funds, the Finance Director may re-solicit new Bids or enter into competitive negotiations with two or more of the lowest bidders meeting all requirements as outlined.
- XIII. A reasonable inquiry to determine the responsibility of the bidder or offer may be conducted. Failure to promptly supply information related to such an inquiry may be grounds for disqualification of a bidder. All information supplied is confidential.
- XIV. The Town may make such investigations as it deems necessary to determine the ability of the bidder to provide the materials or services, and the bidder shall furnish to the Town all such information and data for this purpose as the Town

may request. The Town reserves the right to reject any bid of the evidence submitted by, or investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

- XV. Bid price shall be firm; unit price shall include any and all trade discounts. Price shall be inclusive of any freight, handling, delivery surcharges or any other incidental charges. Your bid shall be exclusive of any Federal or State taxes, as the Town of Johnston is exempt from payment of such taxes. A certificate of exemption shall be forwarded to the elected vendor upon request.
- XVI. Delivery shall be made to the Town of Johnston on the “ship to” address of the Purchase Order. Delivery is required within the time stated herein from the date of the issuance of the purchase order, unless otherwise noted. Delivery shall include assembly, servicing and placement of equipment in operable status unless specified otherwise. No deliveries shall become due or acceptable without a written Purchase Order issued by the Town of Johnston.
- XVII. The Department Director, or his designee, shall accomplish inspection and acceptance of materials/equipment purchased for the department.
- XVIII. In case of default, the Town may procure the materials from other sources and hold the bidder responsible for any excess costs occasioned thereby and may immediately cancel the Purchase Order.
- XIX. Bidders are advised that this section of the specifications will be evaluated before the technical specifications. Bids that do not comply with our General Conditions, Bonding, Insurance, Delivery, Bidder Qualifications, Service and Warranty requirements will be immediately deemed non-responsive and shall be immediately rejected without further review of the technical specification.
- XX. Bids not received by the Bid Submittal Deadline are late. Late Bids will be returned to Bidders unopened.
- XXI. No employee, officer or agent of the Town of Johnston shall participate in the selection, the award or administration, of the contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when one of the following has a financial or other interest in any firm proposing on or selected for the award:
 - (a.) The employee or an officer or agent of the employee;
 - (b.) Any member of the employee's immediate family;
 - (c.) The employee's business partner; or
 - (d.) An organization that employs, or is about to employ, any of the above.

Documents Required for Submission with Sealed Bid

1. **Bid Bond or Certified Bank Check:** Must be for 10% of the price of the Bid.

Documents Required if Selected as Winning Bidder

2. **Performance Bond or Certified Bank Check:** Must be for 100% of completed cost of project/service.
3. **Insurance Binder:** A certificate of insurance indicating liability and workers' compensation coverage must be provided.

See attached Specifications:

TOWN OF JOHNSTON DEPARTMENT OF PUBLIC WORKS

SPECIFICATIONS AND PROVISIONS FOR MISCELLANEOUS HIGHWAY MATERIALS

- # 1 BANK RUN GRAVEL
- #2 WASHED SAND
- #3 PROCESSED GRAVEL
- #4 CRUSHED STONE OR CRUSHED GRAVEL SPECIFICATIONS
- #5 PEA STONE
- #b HOT MIX ASPHALT
- #7 HIGHPERFORMANCE COLD PATCH-BITUMINOUS MATERIAL
- #8 MODIFIED BINDER
- #9 COLD PATCHING MATERIALS
- #10 SCREENED LOAM
- #11 LOAM
- #12 INFIELD MIX (REC DEPT)
- #13 SCREEND LOAM (REC DEPT)
- #14 RIP-RAP
- #15 WINTER SAND

Specifications are available in the Office of the Town Clerk located in the Johnston Town Hall, 1385 Hartford Avenue, Johnston, RI 02919.

The bids will be awarded based on the lowest qualified bid price or the lowest evaluated bid price.

The right to reject any or all bids or parts hereof is hereby reserved. Proposals must be submitted in sealed envelopes with the above noted proper title endorsed thereon and delivered to the Purchasing Department in the Town Hall. All bids must be received 15 minutes prior to the time of bid opening.

Payments to the contractor shall be made based on the actual quantities delivered and accepted. Quantities specified in this Invitation for Bid are estimated only, and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity, which will be ordered, such volume will depend upon requirements, which will develop during the contract period.

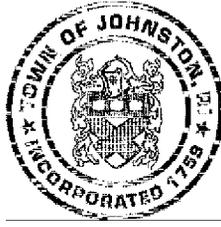
Late bids will be returned to the bidder unopened.

The Town is exempt from State Sales Tax and Federal Excise Tax. Tax exemption Certificate indicating the Town's tax exempt status will be furnished by the Town of Johnston upon request.

The contract shall cover the period from February, 2012 through April 30, 2015 (three year contract) or an equivalent period depending upon date of contract award.

The bid may be renewed by mutual agreement in writing by the contractor and the Town of Johnston. The renewal may be for a period equal to two (2) additional one-year periods.

No materials will be delivered by the vendor without previously receiving a blanket purchase order authorized by the Finance Director indicating availability of funds. To do so will greatly jeopardize payment of invoices.



TOWN OF JOHNSTON DEPARTMENT OF PUBLIC WORKS

SPECIFICATIONS FOR GRAVEL, SAND AND STONE

#1 BANK RUN GRAVEL

Bank run gravel shall consist of sound, tough, durable particles of crushed or uncrushed gravel, free of loam, clay, vegetable matter or other harmful substances and soft elongated pieces of rock or laminated pieces.

#2 WASHED SAND

Washed sand shall consist of sound, tough and durable particles containing not more than 3% silt or dust by actual dry weight.

#3 PROCESSED GRAVEL

Processed gravel shall consist of sound durable particles of crushed or uncrushed gravel, free of loam, clay, vegetable matter and soft elongated pieces of rock and shall be

#4 CRUSHED STONE OR CRUSHED GRAVEL SPECIFICATIONS

Crushed stone or crushed gravel shall consist of clean, sound tough, durable, rock free from loam, clay, vegetable matter, and shall not contain more than one percent (1%) crusher dust by weight.

#5 PEA STONE 1 1/2", 3/8", 3/4", 1 1/4"

6 HOT MIX ASPHALT-CLASS I 1 MIX

Classified as type I-1 and manufactured in accordance with requirements of the Department of Transportation, Division of Public Works, Standard Specifications for Road and Bridge Construction, State of Rhode Island, Revision 1971.

7 HIGH PERFORMANCE COLD PATCH- BITUMINOUS MATERIAL

The bituminous material shall be either Tuff Patch by Triram Corporation or an approved equal all prepared from a base asphalt stock of either AC-10 or AC-20. Cold Patching Material manufactured in accordance with requirements of the Department of Transportation, Division of Public Works, Standard Specifications for Road and Bridge Construction, State of Rhode Island, Revision 1971

8 MODIFIED BINDER

Modified Binder manufactured in accordance with requirements of the Department of Transportation, Division of Public Works, Standard Specifications for Road and Bridge Construction, State of Rhode Island, Revision 1971.

9 COLD PATCHING MATERIAL

Cold Patching Material manufactured in accordance with requirements of the Department of Transportation, Division of Public Works, Standard Specifications for Road and Bridge Construction, State of Rhode Island., Revision 1971.

10 SCREENED LOAM

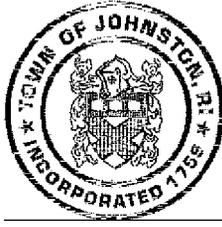
The material to be furnished shall consist of loose, friable, sandy, screened loam or screened loam topsoil free of a mixture of subsoil, refuse, stumps, roots, rocks, brush, weeds, stones 1" in diameter or larger, and other material which will prevent the formation of a suitable seed bed. Organic matter shall constitute neither less than five percent (5%) nor more than twenty percent (20%) of the loam. The loam shall have an acidity range of approximately 5.5 ph to 7.6 ph.

#11 LOAM

The material to be furnished shall consist of loose, friable, sandy, loam or loam topsoil, free of a mixture of subsoil, refuse, stumps, roots, rocks, brush, weeds, and other material which will prevent the formation of a suitable seed bed. Organic matter shall constitute not less than five percent (5%) nor more than twenty percent (20%) of the loam.

The loam shall have an acidity range of approximately 5.5% to 7.6%.

If the loam is found unsatisfactory for the intended use, the Town officials may require, as a requisite for acceptance, that the vendor, without additional compensation, add to the loam proposed by him for use such as lime, particular fertilizer, or particular humus as is necessary to render the loam suitable.



TOWN OF JOHNSTON

DEPARTMENT OF PARKS AND RECREATION FIELD MAINTENANCE MATERIALS SPECIFICATIONS

12 INFIELD MIX

Infield Mix shall consist of 50% clay, 30 % loam, 20% sand. 114" plus or minus. How sandy the clay is will determined the mix and vendor will adjust to suit specifications of the department.

#13 SCREENED LOAM

The material to be furnished shall consist of loose, friable, sandy, loam or loam topsoil, free of a mixture of subsoil, refuse, stumps, roots, rocks, brush, weeds and other material which will prevent the formation of a suitable seed bed. Organic matter shall constitute not less than five percent (5%) nor more than twenty percent (20%) of the loam. The loam must be screened to 114" + or -, or screened to 314" + or -.

If the loam is found unsatisfactory for the intended use, the Town officials may require, a requisite for acceptance, that the vendor, without additional compensation, add to the loam proposed by him for use, particular fertilizer, or particular humus as is necessary to render the loam suitable.

14 RIP-RAP

The material for Rip-Rap shall consist of broken stone produced from sound ledge or large boulders with at least three fractured faces on each particle and shall be free from overburden, spoil, shale or organic material. The stone shall have a minimum density of 160 pounds per cubic foot. It shall be angular in shape with its minimum dimension not less than one-third of the maximum dimension. Stone for placed Rip-Rap shall have one flat face and shall be roughly square or rectangular to facilitate laying.

Stone for Rip - Rap shall conform to *one* of the following classes as specified, and shall be well graded within the size specified:

Class Size	Gradation
A	1 lb. to 100 lbs.
B	5lbs. to 120lbs.
C	75 lbs. to 150

Fifty percent (50%) by weight of the particles in each of the designated class sizes shall be greater than the average of the weights specified.

Not more than five percent (5%) of the pieces will be allowed to exceed the maximum size. However, in no case shall the maximum sized particle be greater than fifty (50%) of the largest specified, except that large size stone may be allowed in Placed RIP Rap when approved. In addition, not more than five percent (5%) of particles specified shall consist of spalls smaller than half the smallest sized required.

#15 WINTER SAND

Sand shall consist of clean, hard, durable particles of crushed and/or uncrushed gravel and shall meet the gradation requirements of the Town of Johnston as follows:

Sieve size: %"

Gradation- % passing: 100

Sieve size: #20

Gradation - % passing: 30-60

Sieve Size: #50

Gradation- % passing 7-30

Sieve size: #100

Gradation -% passing: 3-8

Each bidder for this item must submit a sample of the material not less than 2 containers of c.f. with their bid.

*** Winter sand deliveries MUST be made within 24 hours of request.**

Vendor must designate a representative responsible for accepting and scheduling requests for routine and emergency after hour delivery reliably available 24 hours a day, 7 days a week.

CONTACT PERSON

PHONE # _____

CELL # _____

**Town of Johnston
Department of Public Works**

BID PROPOSAL

To: **Purchasing Agent
Johnston Town Hall
1385 Hartford Avenue
Johnston, RI 02919**

Bidder declares that no person or persons other than those named herein are interested in this Bid; that this Bid is made without collusion with any other person, firm, or corporation; and that no person or persons acting in any official capacity for the OWNER are directly or indirectly interested in this BID, or in any portion of the profit thereof

For furnishing all materials and incidentals required to complete the Work as assigned and as described within the Description of Bid Items, the following Prices:

Construction Materials Bid Worksheet

Item	Description	unit Price	Price (written in words)
1.	BANK RUN GRAVEL		
	Delivered	CY \$	_____
	Picked-Up	CY \$	_____
2.	WASHED SAND		
	Delivered	TON \$	_____
	Picked-Up	TON \$	_____
3.	PROCESSED GRAVEL		
	Delivered	TON \$	_____
	Picked-Up	TON \$	_____
4.	CRUSHED STONE - GRAVEL		
	Delivered	TON \$ _____	_____
	Picked-Up	TON \$	_____

