

CITY OF GALENA

GRAVEL MATERIALS SUPPLY PROJECT

I. INVITATION FOR BIDS

The City of Galena will receive sealed proposals and lump sum bids for **City of Galena Gravel Materials Supply Project**. Bids shall be submitted to the City Offices address or email address listed below.

Bids will be received until 4:00 pm local time, **June 27, 2025** and opened immediately thereafter. A notice of intent to award shall be issued by **July 1, 2025**.

PURPOSE

The City of Galena is seeking bids from qualified contractors for the production, transport, placement and compaction of gravel materials to support future tank foundations for two (2) 50,000 gallon above ground storage tanks.

BACKGROUND INFORMATION

The City of Galena has purchased two (2) new 50,000 gallon above ground storage tanks and requires production, transport, placement and compaction of 300 cubic yards of classified material to support the future concrete foundation (by others) for installation of the two (2) new above ground storage tanks. The gravel volume will be measured based on the in-place compacted volume after placement at the foundation site.

THE WORK

The principal elements of work will include providing labor, equipment and materials appropriate to produce, transport, place and compact 300 cubic yards classified fill material at the tank project foundation location (see attached figures). The City of Galena will provide access to the site and will prepare the excavation in advance for receipt of the contractor-supplied classified fill in accordance with the attached the attached Site Plan (Figure 3) and the Tank Foundation Plans (Sheet S1). The fill is required to meet the material specifications provided in the attached S1 - Tank Foundation Plans and compacted in accordance with the plan notes. Additional drawings are provided for general informational purposes.

Any explanation desired by bidders must be requested in writing or by email to the Owner no later than 5:00 P.M., **June 24, 2025**. Oral explanations or instructions given before the award of the Contract will not be binding. Any interpretation made will be in the form of an Addendum to the ITB and will be furnished to all bidders, and its receipt by the bidder shall be acknowledged. Questions should be addressed to the Owner representative, Shanda Huntington, City of Galena, P.O. Box 149 Galena, AK 99741 or by email to shuntington@ci.galena.ak.us. The contact number is (907) 656-1301.

BIDDER'S QUALIFICATIONS

A qualified bidder must:

- Be licensed contractors with the State of Alaska.
- Demonstrate current capacity to perform as proposed (personnel and physical resources, licenses and certificates); and
- Demonstrate previous experience providing similar services.

EVALUATION CRITERIA

This ITB is issued pursuant to Galena Municipal Code Chapter 3.12 and is subject to the provisions thereof.

Bids shall be evaluated in order to determine the lowest responsive bid from a qualified bidder. The City of Galena reserves the right to reject any and all bids, to waive informalities, and to reject non-conforming, non-responsive, or conditional bids.

II. INSTRUCTIONS TO BIDDERS

1. GENERAL

Bidders are requested to study and follow these instructions as to method and form for submitting bids so there will be no reason to reject a bid.

Bidders will find all required forms and documents contained within this ITB. Please take notice under Section 5, Required Documents for Bid, as to which forms and documents are required for your bid to be considered.

2. CONDITIONS AT SITE OF WORK

Bidders are recommended to have visited the site to ascertain pertinent local conditions readily determined by inspection and inquiry, such as the location, accessibility and character of the site, labor conditions, the character and extent of existing work within or adjacent thereto, and any work performed thereon.

3. ADDENDA REQUIREMENTS

The Bid Form provides for acknowledgment individually of all addenda. All addenda shall be acknowledged on the Bid Form prior to reading or acceptance of bid. If no addenda are received by the bidder, the word "None" shall be shown as specified. The last date for issuing addenda will be close of business **June 25, 2025**.

4. SUBMISSION OF BIDS

Bids may be submitted by hand delivery, mail, or email as set forth below. Under each method of submittal, bids must be received by the City no later than 4:00 pm, **June 27**,

2025. All bids, including any amendment or withdrawal, must be received at the address or email shown in the Invitation for Bids no later than the time of receipt of bids, or by the person opening bids prior to the scheduled time of receipt of bids. Any bid, amendment, or withdrawal which has not been actually received by the person opening bids prior to the time of the scheduled time for receipt of bids will not be considered. Bidders assume the risk of any delays in delivery of mail. Faxed submissions are not allowed.

By Mail & Hand Delivery

- A. Bid packages must be in a sealed envelope and marked as follows:

Gravel Materials Supply Project Bid Enclosed

City of Galena
City Manager: Shanda Huntington
P.O. Box 149
Galena, AK 99741

- B. Bids must be mailed to City of Galena P.O. Box 149 Galena, AK 99741 or hand delivered to City Clerk at City Hall at 149 Antoski Rd, Galena, AK 99741.

By Email

- A. Email bids in PDF format will be accepted.
- B. The email subject line must be: *City of Galena Gravel Materials Supply Project* with the PDF bid attached.
- C. Bids must be emailed to shuntington@ci.galena.ak.us

5. REQUIRED DOCUMENTS FOR BID

The following listed documents are to be completed and submitted at time of bidding. Deviation from these requirements will be grounds for rejection of the bid.

- a. Bid Form, with addenda acknowledged.
- b. Bid Schedule.
- c. Copy of current Alaska Contractor's License.

6. REQUIRED DOCUMENTS FOR AWARD OF CONTRACT

The following documents must be submitted prior to award of the Contract and the prosecution of the work. Contractors are urged to expedite the completion of these requirements so that award and Notice-to-Proceed with the work can be made in a timely manner. These documents must be submitted within ten days after receipt of intent to award.

- a. Executed Contract

- b. Certificate of Insurance
- c. Current Alaska Business License
- d. A copy of the Contractor's City of Galena Sales Tax License
- e. Work Plan and Schedule

7. WITHDRAWAL OF BIDS

Bids may be withdrawn by written request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid does not confer the right for the withdrawal of the bid after it has been opened.

8. OPENING OF BIDS AND BIDDERS PRESENT

Bids shall be opened immediately following the close of the submission deadline and shall be opened at City of Galena Offices.

9. REJECTION OF BIDS

The Owner reserves the right to reject any and all bids when such rejection is in the interest of Owner; to reject the bid of a bidder who has previously failed to perform properly, or complete on time, contracts of a similar nature; and to reject the bid of a bidder who is not, in the opinion of the Owner, in a position to perform the Contract.

10. BID PROTEST PROCEDURE

Any bidder who believes the bid has been improperly awarded may file a bid protest, no later than five calendar days from the date the Notice of Intent to award is issued. Any protest shall be in writing, shall be filed with the City Clerk, and shall specify the reasons the bidder feels the Notice of Intent to Award was improper. The protest shall be reviewed as provided in Galena Municipal Code Section 3.12.050.

11. BASIS OF CONTRACT AWARD

It is the Owner's intent to review bids and award a contract that does not exceed the funds available to do the work. The contract will be in the form of the Contract set forth in Part V of this ITB. By submitting a Bid, Bidders accept the form of the Contract. A contract, if any, will be awarded based on the following procedure:

If the Contract is awarded, it will be awarded to the lowest responsive, qualified Bidder as stated in the ITB, whose evaluation by the City indicates to the City that the award will be in the best interests of the Project. In determining the lowest responsive bid, the local bidder preference set forth in GMC 3.12.070 shall apply.

In the event of failure of the lowest responsive, responsible Bidder to sign the Contract and provide insurance certificate(s) as described in the Contract, the Owner may award the Contract to the next lowest responsive, qualified Bidder. Such award, if made, will be made within 15 days after the opening of Proposals.

Until the award of the contract the Owner reserves the right to reject any and all bids, or to advertise for new bids without liability to the City of Galena if the best interests of the

City will be promoted thereby.

12. MODIFICATION OR WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by written or email notice received at the City of Galena prior to the time and date set for bid opening.

Written or email modifications shall not reveal the bid price, but shall provide the addition, subtraction, or other modification so that the final prices or terms will not be known by the Owner until the sealed bid is opened.

13. TIME OF COMPLETION

The date of Substantial Completion shall be on, or before, **August 1, 2025**. Final Completion shall be achieved by August 14, **2025**.