



# Northwest Arctic Borough

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## SERVING THE COMMUNITIES OF:

Ambler Buckland Candle Deering Kivalina Kiana  
Kobuk Kotzebue Noatak Noorvik Selawik Shungnak

## INVITATION TO BID

### ITB NO. FY23-01

**PROJECT: Kivalina Road Grading and Maintenance Services**

## SECTION I – ANNOUNCEMENT

The Northwest Arctic Borough (“NAB”) is soliciting sealed bids for the provision of annual road maintenance and grading services for the Kivalina School Road. The anticipated contract term will run with the NAB fiscal year, running from the start date through June 30, 2023. This Invitation to Bid (ITB) details the overall project and detailed specifications. Responses to this ITB will be used to select and negotiate with a qualified contractor for the services described in this ITB. The Borough Assembly will approve the award of this contract based on the evaluation criteria identified in Section III of this ITB.

This ITB does not commit the Borough to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of responses to this ITB. The Borough reserves the right in its sole discretion: to make selections, to reject any or all submissions, to issue subsequent ITBs, to remedy technical errors in the ITB process, and to enter into a contract for all or some of the services described in this ITB.

Bids must be received by the Northwest Arctic Borough Clerk, P.O. Box 1110, Kotzebue, Alaska 99752 or at the Borough office located at 163 Lagoon Street, Kotzebue, Alaska 99752, by 9:00 a.m., local time on November 29, 2022. Bids may also be emailed to [SSchaeffer@nwabor.org](mailto:SSchaeffer@nwabor.org). Bids will be opened publicly at 10:00 a.m. on Wednesday, November 30, 2022, or as soon thereafter as practicable. **Bids received after the deadline will not be considered. FACSIMILE BIDS WILL NOT BE ACCEPTED.**

ITB documents may be obtained from the office of the Northwest Arctic Borough by mail, email, at [www.nwabor.org](http://www.nwabor.org), in person at the Borough offices in Kotzebue, Alaska, or by calling (907) 442-2500, ext. 104. Questions about this ITB may be directed to Carl Weisner, Director of Public Services, at [cweisner@nwabor.org](mailto:cweisner@nwabor.org) or (907) 442-8224.

**NORTHWEST ARCTIC BOROUGH**

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Dickie Moto, Sr., Mayor

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Date

## SECTION II - INSTRUCTIONS TO BIDDERS

### PROPOSAL PREPARATION

Proposal Format: Proposals must be typewritten or prepared in ink and must be attached to the form provided in Section IV of the ITB. Proposals must also include a completed “Local Bidder Certificate” found in Section V of the ITB. No oral, telephone, or facsimile proposals will be accepted. See Proposal Submission below.

Conformance to Proposal Requirements: Proposals must conform to the requirements of the ITB. All necessary attachments (residency statement, references, descriptive material, etc.) must be submitted with the proposal. Failure to comply with all requirements of the ITB may result in proposal rejection.

Signature on Proposal: An authorized representative of the proposer must sign proposals in ink. Signature on a proposal certifies that the proposal is made without collusion with any person, firm, or corporation making a proposal for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a proposal also certifies that the proposer has read and fully understands all proposal specifications, terms, and conditions.

Proposal Modification: Modifications or deletions made before submitting a proposal must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modifications shall be prepared on the proposer’s letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modifications must be submitted in a sealed envelope clearly marked “Proposal Modification,” and identify the proposal number and closing date.

Proposal Withdrawals: Proposals may be withdrawn in writing on proposer’s letterhead signed by an authorized representative and received by the Borough Clerk prior to proposal closing time. Proposals may also be withdrawn in person before proposal closing time upon presentation of appropriate identification.

Protest of Proposal Specifications: A proposer who believes proposal specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Northwest Arctic Borough Clerk. To be considered, protests must be received at least five (5) days before the proposal closing date. Envelopes containing protests should be marked as follows:

“Protest Proposal ITB FY22-01, Closing Date: 11/29/2022.”

Proposal Submission: Hard copy sealed proposals must be received and time-stamped by the Borough Clerk prior to proposal closing time. No proposal received after proposal closing time will be considered. To ensure proper identification and handling, all proposals must be submitted in a sealed envelope, clearly labeled “ITB FY22-01 – Kivalina Road Grading and Maintenance Services.” The Borough Clerk will not be responsible for the proper identification and handling of any proposal not submitted in an envelope bearing the required proposal label.

**Mail to:  
Borough Clerk  
Northwest Arctic Borough  
P. O. Box 1110  
Kotzebue, AK 99752**

Bids may also be emailed to [SSchaeffer@nwabor.org](mailto:SSchaeffer@nwabor.org) by the deadline, noting that emails over 25MB will be rejected by the email server. The Borough is not responsible for delay or errors in email receipt.

Proposal Opening: Proposals will be opened at 10:00 a.m. on Wednesday, November 29, 2022, in the Northwest Arctic Borough Assembly Chambers (unless otherwise specified), 163 Lagoon Street, Kotzebue, Alaska 99752. Proposers may be present; however, award decisions will not be made at the opening, and any proprietary information may be withheld from public inspection.

Evaluation Criteria: Proposals will be evaluated based on the evaluation criteria set forth in Section III of this ITB and on the recommendations received from the Evaluation Committee.

Award: The contract will be awarded based on the evaluation criteria and to the proposer who, in the discretion of the Borough, is the lowest responsive and responsible bidder. At its discretion, the Borough may award contracts to more than one bidder. Upon successful completion of the contract, the Borough may consider awarding subsequent projects to the selected contractor(s).

Proposal Rejection: The Borough reserves the right to reject any or all proposals.

Local Bidder Preference: ““Local Bidders” are entitled to a 5% cost preference as described in the Northwest Arctic Borough Code (“NABC”) § 6.16.470, but a contract under this ITB will not be awarded on the basis of cost alone.

Payment: Monthly invoices shall be submitted along with activity. Proposals that require payment in less than 30 days after receipt of invoice or delivery of services, whichever is later, may be rejected.

Proposal Results: Only a bidder who receives an award will be notified of proposal results; unsuccessful proposers will not be notified. Proposal files are public records and available for review at the Borough Clerk’s office between 9:00 a.m. - 11:00 a.m. and 2:00 p.m. - 4:00 p.m. Monday through Friday.

Equal Opportunity: Proposals will receive fair and equitable consideration without regard to race, color, religion, sex, age, national origin, or handicap.

Contact: Direct questions regarding RFP requirements to: Carl Weisner, Director of Public Services, in person or by mail at the Borough offices or by phone at (907) 442-8224, or through email at [cweisner@nwabor.org](mailto:cweisner@nwabor.org).

## SECTION III – EVALUATION CRITERIA

The Borough’s Evaluation Committee will evaluate the proposals. The Committee will consider how well the proposal meets the Borough’s requirements as described in the ITB. It is important that the proposals be clear and complete to ensure that the Committee can adequately review the proposal.

### **Primary Evaluation Criteria**

1. Experience performing road maintenance services
2. Customer service and support (references, retention)
3. Adherence to ITB specifications
4. Cost proposal. Proposals must be in a format sufficient for the Evaluation Committee to determine whether proposed budget fairly and accurately corresponds to the proposed work to be performed for the project.

### **Minimum Criteria (no points)**

1. Current Alaska business license
2. At least 2 references from clients in Alaska
3. Liability Insurance (\$500,000), Commercial Auto Liability with NAB listed as additional insured, and Workers’ Compensation insurance as required by law.
4. Alaska Commercial Drivers License (CDL) is preferred.

### **Criteria to be Scored and Weight**

1. Contractor’s experience performing similar work (25 points)
2. References (5 points)
3. Cost (70 points)

### **Award:**

Proposals must demonstrate ability to provide the material outlined in the “Detailed Project Specifications” and include all “Information Required” as described in Section VI of this ITB. If awarded, the contract will be awarded at the discretion of the Borough Assembly to the proposer who is judged to be the lowest responsive and responsible bidder. The Borough fully reserves the right to exercise subjective judgment in determining whether a respondent meets all specifications.

**SECTION IV - PROPOSAL SUBMISSION FORM**

I, the undersigned, submit the following proposal for provision of annual road maintenance and grading services for the Kivalina School Road as further described in this ITB.

Proposer's Signature: \_\_\_\_\_

Proposer's Printed Name/Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

Business License Number: \_\_\_\_\_

Federal Tax ID Number (EIN): \_\_\_\_\_

**SECTION V – LOCAL BIDDER CERTIFICATE**

**“Local Bidder” Certification:**

Yes, I certify that I am a “local bidder.” The Northwest Arctic Borough Code (“NABC”) § 6.16.470 describes the requirements to be considered a “local bidder.” Local bidders are eligible for a 5% preference in price consideration. Price consideration is not the sole criteria for awarding a contract under this ITB.

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No, I am not a “local bidder” as described in NABC § 6.16.470.

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## SECTION VI - DETAILED PROJECT SPECIFICATIONS

At this time, the scope of project includes the following minimum specifications. The project specifications will be finalized once the contractor(s) for the project is selected.

### 1.0 Scope of Project

The project is for the provision of annual road maintenance and grading services for the Kivalina School Road in Kivalina, Alaska. The selected contractor will be responsible for the services described below unless the NAB modifies the scope of work through a change order or a supplemental agreement.

1.1 Project Generally. Contractor agrees to provide road grading service for the Kivalina School Road to eliminate potholes, create crowning for water runoff, and conduct regular snow removal as needed to ensure safe travel for students, staff, and residents, Monday through Friday. Contractor also agrees to complete routine preventative maintenance on NAB owned equipment, including to inspect the NAB-owned grader and loader, including topping off all fluids and confirming the grader and loader's acceptable condition. Services provided by Contractor shall comply with all applicable laws and professional or industry standards.

1.2 Regular Inspections. The Contractor shall conduct and document regular inspections of the Kivalina School Road. The inspections shall note the general road conditions and any portions of the road that require significant repair and maintenance, noting any relevant extreme weather conditions. All deficiencies shall be repaired and/or removed as required. The inspections will be used for reference when the Contractor performs maintenance in accordance with the terms of this contract. It should also be used as a reference when the Contractor notifies the NAB Representative of problems or conditions beyond the Contractor's capability. The Contractor shall conduct the inspections according to the schedule finalized in the Contract, as amended in writing with the NAB Representative.

1.3 Seasonal Road Grading and Maintenance. The Contractor will perform different grading and maintenance functions depending on the seasonal weather and road conditions.

1.3.1 Winter Road Grading and Maintenance. Winter maintenance snow control efforts shall occur at a time no later than when four (4) inches of snow or slush has accumulated on the roadway. In all cases, the contractor shall begin snow removal efforts with sufficient time to allow for the student pick-up and drop-off traffic patterns.

Snow and ice will be removed to the greatest extent reasonably possible. Snowdrifts and berms will not be allowed to develop on the roadway unless the storm is so severe that reasonable efforts to remove snow are unsuccessful. In these conditions, the Contractor may cease snow removal operations until the storm subsides to the point where snow removal efforts are effective. If such a condition develops the contractor will coordinate with the NAB Representative.

Roadway shall be plowed free of loose snow full width and length. Snow shall be placed in areas so as not to create any hazardous conditions, future drifting and maintenance problems.

When present, slush shall be removed from the roadway unless the surface is soft enough for the equipment to cause rutting. During spring break up or periods of heavy rain; roadway, shoulders, and adjacent ditches will be cleared to assist drainage.

After snow and slush control efforts are completed, all equipment will be returned to the shop.

- 1.3.2 Summer Road Grading and Maintenance. Roadway will be maintained in a smooth graded state over the entire width of the existing road surface. Should potholes, ruts, etc. develop, they will be smoothed out as soon as possible. Roadways shall be crowned and sloped to allow proper drainage.

All drainage ditches and culverts will be cleared of any debris that might obstruct drainage. The Contractor will notify the NAB Representative if during routine inspection, a collapsed, blocked, or otherwise obstructed culvert is discovered which is beyond the Contractor's ability to repair.

After grading and maintenance efforts are completed, all equipment will be returned to the shop.

- 1.3.3 Preventative Equipment Maintenance. Contractor shall complete routine preventative maintenance on NAB owned equipment, including to inspect the NAB-owned grader and loader, including topping off all fluids and confirming the grader and loader's acceptable condition. NAB-Owned equipment shall not be used for any purpose outside the project scope as outlined in the contract.

## **2.0 Project Timeline Period**

Work will be performed pursuant to a standard form Borough contract (sample available from Borough Clerk) and will commence upon execution of the contract and submission of a notice to proceed. Contractor must complete the work according to an agreed upon regular schedule through June 30, 2023, unless terminated earlier pursuant to the contract's terms.

## **3.0 Payment**

Payment shall be made upon monthly invoices itemizing project progress. The Borough will pay invoices submitted by the selected contractor on a monthly basis as stipulated in the contract. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed-upon project specifications and performance. Upon acceptance of the billing by the Borough Finance Department, the payment will be processed and submitted to the contractor.



#### **4.0 Review and Selection Process**

- 4.1 The Northwest Arctic Borough Evaluation Committee consists of the Borough Mayor, Director of Public Services, and Finance Director. The Borough reserves the right to modify the membership of the Evaluation Committee.
- 4.2 The Evaluation Committee will rank the proposals against the criteria in Section III of this ITB and submit its recommendation to the Assembly for approval and execution of a contract. The Assembly will award the contract in its sole discretion and judgment.
- 4.3 The Northwest Arctic Borough may reject any proposal not in compliance with all prescribed public bidding procedures and requirements in this ITB, and may reject any proposals upon a finding that it is in the Borough's interest to do so. The Borough also reserves the right to waive any informality in any proposal and to delete matters from proposals if not prohibited by law.

#### **5.0 Information Required**

If submitting hard-copies, proposers must submit one (1) clearly marked "Original" and three (3) copies of their proposal. The Borough reserves the right to solicit additional information from applicants if the Borough deems such information is necessary during the evaluation process.

Responses to this ITB shall include the following components:

- 5.1 Name or business name, mailing address, telephone number, and email address.
- 5.2 Number of years in business.
- 5.3 List of proposed personnel to be involved with this project, their education and/or experience related to the project, and the name of the individual who would be the Borough's primary contact.
- 5.4 Staff availability, considering the current and planned workload in order to perform the required services.
- 5.5 Specialized experience performing similar work.
- 5.6 Past record of performance and delivery similar material.
- 5.7 Include a copy of Alaska business license.
- 5.8 Insurance information.
- 5.9 Cost proposal, including proposed work schedule and timeline.
- 5.10 A minimum of two references. List contact name, address, phone number, fax number, and email address for each reference. *The Borough reserves the right to investigate the references and past performance of any applicant with respect to*

*its successful performance of similar projects, compliance with specifications and contractual obligations, completion of prior projects on time, and other factors related to the work of this project. The Borough is not limited to the references provided by the proposer.*

## **6.0 Compliance**

In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and Borough regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and Borough taxes.

## **7.0 Firm Offer**

For the purpose of award, offers made in accordance with this ITB must be good and firm for a period of 90 days from the date of bid opening.