

KETCHIKAN GATEWAY BOROUGH
REQUEST FOR WRITTEN QUOTES
August 28, 2010
CLEARING OF DITCHES, WATERFALL
SUBDIVISION

The **Ketchikan Gateway Borough** is soliciting written quotes from qualified individuals or firms for provision of ditch clearing for the Waterfall Subdivision Service Area. To view the RFQ, go to <http://www.kgbak.us/RFP/RFP.htm> . You may call 228-6637 with questions or email below address.

Quotes must be received prior to 4:00 p.m. local time on Wednesday, September 8, 2010.

Ketchikan Gateway Borough
Manager's Office
Attention: Debby Otte
1900 First Avenue, Suite 210
Ketchikan, AK 99901
debbyo@kgbak.us

Publish 8/28, 9/1 & 9/4

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1. Submission of Quotes

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It is the policy of the KGB to accept questions and inquiries in writing from all respondents at the Email address or fax number shown above.

Late submissions will not be considered. All respondents mailing quotes should allow for the time required for the selected mail carrier to ensure timely receipt of quotes.

2. General Terms and Conditions

- a. The respondent is advised that any or all parts of this RFQ may be made a binding part of the subsequent contract by purchase order.
- b. The respondent is responsible for supplying complete, accurate, and current data in its quote.

3. Notification of Award

The respondent whose quote is accepted will be notified and once insurance documentation is provided, a purchase order number given. KGB reserves the right to reject any or all quotes or portions thereof.

4. Quote Preparation Costs

Any cost incurred in the preparation of the quote will be the responsibility of the respondent.

5. Insurance Requirements

The successful respondent must meet the following insurance requirements:

During the entire period of the project or work, the successful respondent shall provide the following types of insurance. All policies shall have a mandatory thirty (30) day cancellation clause.

- a. Workers' compensation as required by law and employer's liability

coverage at a minimum of \$500,000. The Workers' compensation policy shall include a Waiver of Subrogation in favor of the Ketchikan Gateway Borough.

The Borough shall be insured as additional insured on all insurance policies except professional liability policies.

- b. Commercial general liability insurance, not excluding explosion, contractual liability or product/completed operation liability insurance - \$500,000 per occurrence and \$1,000,000 aggregate.
- c. Comprehensive automobile liability, bodily injury and property damage, including all owned, hired and non-owned, automobile - \$1,000,000 per each accident.

6. General Terms and Conditions

- a. The respondent is advised that any or all parts of the quote or this RFQ may be made a binding part of the subsequent contract by purchase order.
- b. The respondent is responsible for supplying complete, accurate, and current data in its quote. KGB reserves the right to investigate and validate all information contained in the quote.
- c. The respondent is required to be licensed and qualified to do business with the State of Alaska and be registered with the Ketchikan Gateway Borough's revenue department for tax purposes.

7. Legal Requirements

The bidder will comply with all federal, state, and local laws.

8. Right of Rejection

KGB reserves the right to reject any and all quotes.

Work to be completed within **30 days** of Notice of Award/Purchase Order.

Scope of Work

The contractor shall cut and clear the ditch line from the edge of the asphalt road out 10 feet into the ditch area. Brush and small trees up to 3" in diameter shall be cut and cleared. Large brush shall be cut flat within 4" of the ground. Brush can be hauled off-site or chipped on-site at contractor's option. Cost of this service needs to be included in the quote.

Brush, limbs and other plant growth protruding into the 10' area shall be cut or trimmed up to 8' in height from road surface.

Quantities listed below are for ditch lengths per each side of the associated road:

Contract will be awarded per lineal foot of ditch to clear and brush up to total contract amount of no more than \$7,500. The Service Area Board wants Cascade Road as first priority and may decide to do only limited amounts of either or both North and South Waterfall Roads with monies that remain. The contractor is to include cost of brush and limb disposal as part of the lineal footage price for "Clearing and Brushing".

Quote Pricing Form

Item No.	Approximate Quantity	Name of Pay Item with Unit Bid Price Written in Words	Bid Price per Pay Unit	Total Bid Item	
				Dollars	Cents
A-1	All Required	Mobilization and Demobilization _____ _____ Lump Sum	Lump Sum		
A-2	2000 LF	Clearing and Brushing Cascade Road _____ _____ Per Lineal Foot	Per LF		
A-2	4000 LF	Clearing and Brushing North Waterfall Road _____ _____ Per Lineal Foot	Per LF		
A-2	2000 LF	Clearing and Brushing South Waterfall Road _____ _____ Per Lineal Foot	Per LF		

Total Schedule A \$ _____
 _____ Dollars and _____ Cents.

Basis of Award

	(In Written Words)	(In Numbers)
Total Quote Schedules A	_____ _____	\$ _____

RESPONDENT:

By: _____

Title: _____

Alaska Business License No. _____

Company/Firm Name _____

Telephone _____

Fax No. _____

Mobile No. _____

Business Address _____

Email _____

Date _____, 2010.

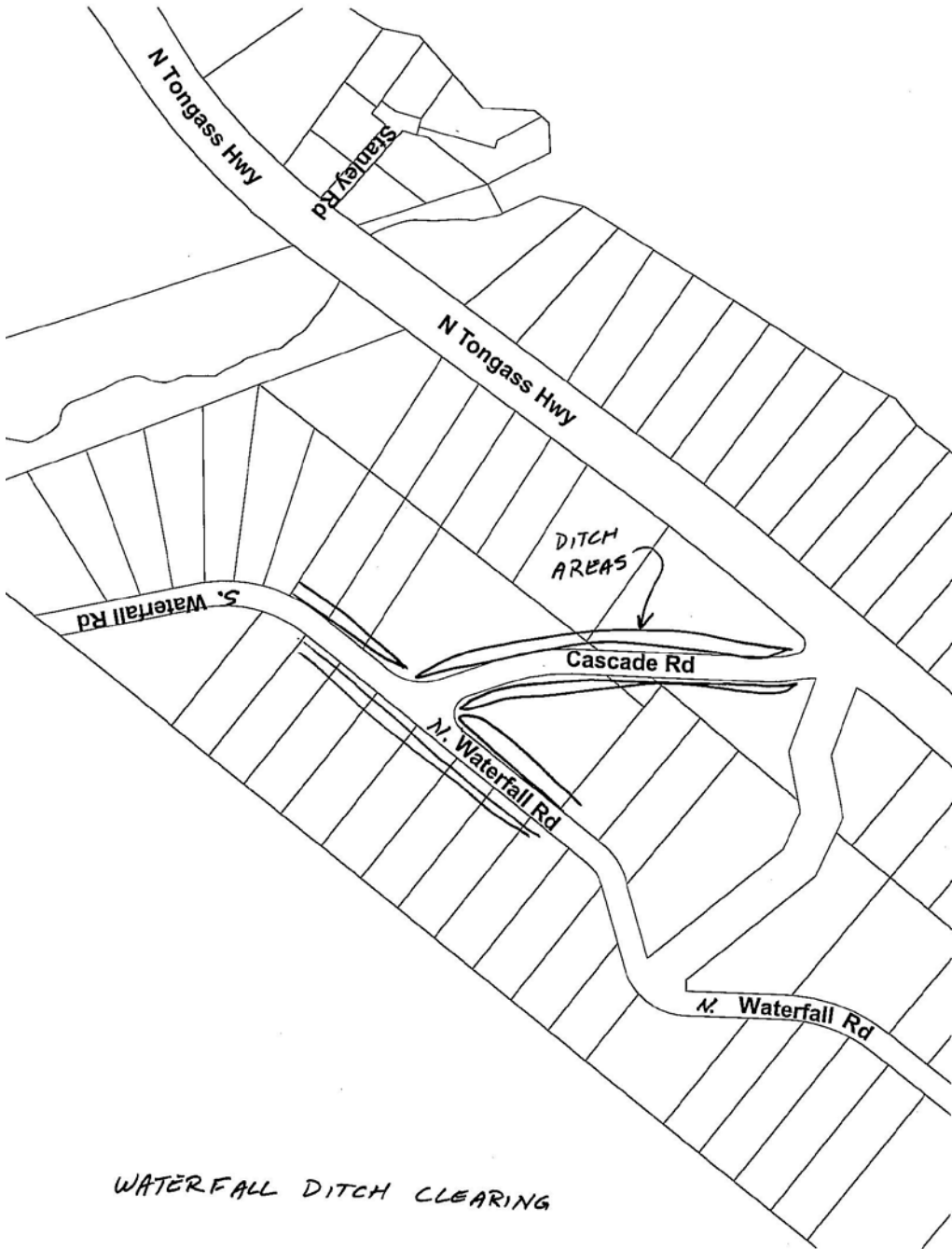
Pursuant to and in compliance with the Invitations for Bids, the undersigned respondent, being fully familiarized with all the terms of the specifications hereby proposes and agrees to deliver, within the time and in the manner stipulated in the proposal for the following:

CLEARING OF DITCHES, WATERFALL SUBDIVISION

Signature and Title

Printed Name

In submitting this Quote, submitter certifies being qualified to do business in the State of Alaska, where the Project is located, as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to contract award.



WATERFALL DITCH CLEARING