



# **CITY OF FAIRBANKS**

## **INVITATION TO BID**

### **CITY OF FAIRBANKS DEPARTMENT OF PUBLIC WORKS**

**BID NUMBER: ITB-24-24**

## **TRACKLESS SIDEWALK MACHINE**

**PURCHASING AGENT  
CHRISTINA ROWLETT**

**PHONE: 907-459-6779**

**FAX: 907-459-6731**

**Preferred Method of Communication**

**EMAIL: [purchasing@fairbanks.us](mailto:purchasing@fairbanks.us)**

**BID OPENING – DATE/TIME: DECEMBER 18, 2024, 2:00 PM**

**INVITATION TO BID**  
**CITY OF FAIRBANKS**  
**TRACKLESS SIDEWALK MACHINE**  
**ITB-24-24**

Sealed bids for furnishing a new unused TRACKLESS SIDEWALK MACHINE 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. DECEMBER 18, 2024 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-24-24 FORMAL BIDS MUST BE ADDRESSED TO THE CITY CLERK.

Specifications and related bid documents may be obtained line at [www.fairbanksalaska.us](http://www.fairbanksalaska.us) click on Invitations to Bid.

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, November 30, 2024.

## INFORMATION FOR BIDDERS

### CITY OF FAIRBANKS TRACKLESS SIDEWALK MACHINE ITB-24-24

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](mailto: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**

**1. GENERAL**

- A. It is the intent of these specifications to describe the minimum requirements for a new, unused, TRACKLESS SIDEWALK MACHINE. The unit shall be of original factory manufacture and furnished fully assembled. All parts not specifically mentioned which are required for a complete unit shall conform in design, strength, quality of material and workmanship to the highest standards of engineering practice.
- B. Unit shall be delivered ready for immediate operation and meet all Federal, State and local safety requirements.
- C. The Unit shall be the manufacturer's standard and be equipped with the manufacturer's equipment and accessories which are included as standard in the published specification for the unit. Manufacturer's descriptive literature, with itemized listing of equipment furnished, shall be submitted with bid. Bidders shall provide itemized listing of any deviation from this specification. If not so specified, all items furnished must be provided in accordance to this specification. All deviations from the manufacturer's standard or modifications to the TRACKLESS SIDEWALK MACHINE shall accompany the bid, in writing, for consideration during the bid evaluation.
- D. Unit shall have full warranty coverage as specified in manufacturer's descriptive literature.
- E. Bidder shall guarantee in-state availability of warranty, maintenance and parts or furnish by air shipment at no additional charge to the City during warranty period. If an in-state warranty dealer is not available, then the City shall be authorized, in writing, by the manufacturer, to perform all warranty work. The dealer will reimburse the City for all labor and materials used during the warranty period at the established City labor rates and at delivered invoice prices.
- F. It is the intent that this unit will have an anticipated operating life of ten (10) years. Therefore, the following questions shall be answered by the manufacturer.
1. How long has the manufacturer been in the business of manufacturing this type of equipment? \_\_\_\_\_ years.
  2. Is the unit bid a current production model? \_\_\_\_ Yes \_\_\_\_ No
  3. Bidder has enclosed manufacturer's literature, specifications and all pertinent information concerning this bid? \_\_\_\_ Yes \_\_\_\_ No
  4. Bid proposal was filled out thoroughly and all pertinent information requested was provided and any deviations thoroughly explained? \_\_\_\_ Yes \_\_\_\_ No
- G. Bidder will specify date of delivery.
- H. Final payment will be made on approval and acceptance by the City of Fairbanks Public Works Department that unit meets specifications as set forth in these bid documents.
- I. Manufacturer's statement of origin and license plate registration slip shall accompany unit at time of delivery.

**CITY OF FAIRBANKS  
TRACKLESS SIDEWALK MACHINE  
BID SPECIFICATION**

**GENERAL SPECIFICATION**

**TRACKLESS SIDEWALK MACHINE.** It is the intent of these specifications to describe a new compact articulated 4x4 tractor that will meet the requirements of the City of Fairbanks Public Works Department. Production model is defined as a standard model with minimum of 10 sold and in service for 24 months or more. The unit bid shall be current year model, in new condition, not previously owned and meet or exceed the following minimum specifications.

<b>MINIMUM SPECIFICATION, TRACTOR CHASSIS</b>	<b>COMPLY (√)</b>	<b>DESCRIBE EXCEPTION(S)</b>
<b>GENERAL:</b>		
A. A new, articulating four-wheel drive tractor with four equally sized wheels, diesel-powered, multi-purpose.		
B. North American support and parts availability.		
<b>TIRES AND RIMS:</b>		
A. On-road tires		
<b>ELECTRICAL SYSTEM</b>		
A. Lighting: all lights to be LED; Tractor must have: <ul style="list-style-type: none"> <li>• strobe light package yellow/blue if available.</li> <li>• Heated mirrors if available</li> </ul>		
<b>DIMENSIONS AND CAPACITIES</b>		
A. Maximum overall height 89”.		
B. Track width for winter use to be no wider than 51”		
C. Min. Total weight – 6800 lbs		
D. Temperature range of use: -30°C to + 50°C		

**ATTACHMENTS;** Please use the list below or attach a list of attachments available with separate pricing from the Tractor Unit being bid

<b>ATTACHMENT TO INCLUDE:</b>	<b>\$ PRICE</b>	<b>NOTES</b>
A. Ribbon Type Snowblower – preferred to be compatible with our current attachment (trackless mount)  _____		
B. Powered V blade – preferred to be compatible with our current attachment (trackless mount)  _____		

## PROPOSAL

CITY OF FAIRBANKS  
**TRACKLESS SIDEWALK MACHINE**  
ITB-24-24

The undersigned bidder, having carefully examined the contract documents provided and referred to in the "INFORMATION TO BIDDERS" and "SPECIFICATIONS" propose to furnish the following:

One (1) each - new, unused **TRACKLESS SIDEWALK MACHINE** per specifications.

ALL INFORMATION AND DOCUMENTS REQUESTED ARE COMPLETED AND ATTACHED TO THIS PROPOSAL. Yes\_\_\_\_\_ No\_\_\_\_\_

MANUFACTURER:\_\_\_\_\_

MODEL:\_\_\_\_\_

UNIT PRICE F.O.B. CITY OF FAIRBANKS PUBLIC WORKS FACILITY IN FIGURES: \_\_\_\_\_

UNIT PRICE F.O.B. CITY OF FAIRBANKS PUBLIC WORKS FACILITY IN WORDS:\_\_\_\_\_

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TOTAL PRICE F.O.B. CITY OF FAIRBANKS PUBLIC WORKS FACILITY IN FIGURES: \_\_\_\_\_

TOTAL PRICE F.O.B. CITY OF FAIRBANKS PUBLIC WORKS FACILITY IN WORDS:\_\_\_\_\_

SHIP VIA:\_\_\_\_\_

TERMS AND/OR PROMPT PAYMENT DISCOUNT (IF ANY):\_\_\_\_\_

PROPOSED DELIVERY SCHEDULE:\_\_\_\_\_DAYS A.R.O.

FIRM NAME:\_\_\_\_\_ ADDRESS:\_\_\_\_\_

BY (Print Name) :\_\_\_\_\_

SIGNATURE:\_\_\_\_\_ TELEPHONE:\_\_\_\_\_

TITLE:\_\_\_\_\_ FAX:\_\_\_\_\_

EMAIL: \_\_\_\_\_