

RESOLUTION 1933

A RESOLUTION AUTHORIZING A REQUEST FOR PROPOSALS (RFP) AND ACCEPTING THE LOWEST RESPONSIBLE BID FOR THE SERVICES OF BRUSH GRINDING SERVICES.

WHEREAS, the City of West Branch, Iowa has suffered severe damage caused by severe weather occurring on and about the 10th day of August, 2020; and

WHEREAS, extensive damage was caused to public property, street City facilities, etc. and damage was also caused to private business, inventory, facilities, homes, land, agriculture, etc.; and

WHEREAS, the City of West Branch and the Iowa Civil Emergency Preparedness Act, declared the City of West Branch, Iowa to be a disaster area for the purpose of exercising necessary emergency powers and provides expenditure of available resources, and allows the City of West Branch to request aid, assistance, and participate in relief programs, and allow funds to be made available from and through the State of Iowa; and

WHEREAS, as a result certain procurement practices are strongly suggested and using the RFP method of soliciting services are one of these recommendations; and

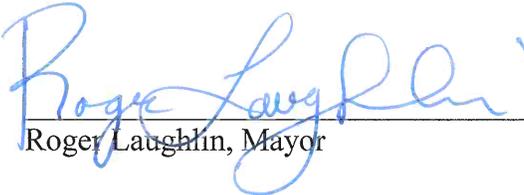
WHEREAS, requesting emergency reimbursement is a time sensitive endeavor; and

WHEREAS, the City Administrator is requesting from City Council the Authorization to conduct said RFP and to select the lowest and responsible bidder, and to apprise the City Council of the selection at the City Administrator's earliest convenience ; and

WHEREAS, now it is necessary to approve this resolution.

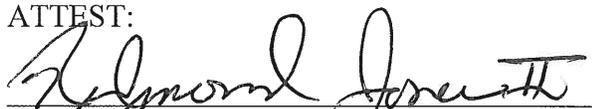
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned resolution is hereby approved. Further, the City Administrator or his designee is directed to execute a "request for proposals" (RFP) and accept the lowest responsible bid for the services of brush grinding services.

Passed and approved this 8th day of September, 2020.



Roger Laughlin, Mayor

ATTEST:



Redmond Jones II, City Administrator/Clerk

**Storm Damage Brush Grinding Services
City of West Branch**

I. NOTICE TO BIDDERS

Sealed bids will be received at City Offices, 110 N Poplar West Branch, IA until 2 pm Wednesday, September 16 , 2020 for providing Storm Damage Brush Grinding services at 1 location in the city, attention to Matt Goodale.

II. INVITATION TO BID

Bids, subject to the conditions as shown herein, are requested for brush grinding services at 1 location within the city. Bids must be submitted in a sealed envelope, plainly marked City of West Branch, Storm Damage Brush Grinding Services.

III. INSTRUCTIONS TO BIDDERS

1. Bids shall be typewritten in ink on the form prepared by the City. The person signing the proposal shall initial corrections or erasures.
2. Bidder shall not stipulate in their bid any conditions not contained in the specifications. Any bid which fails to comply with the literal letter of these instructions and the specifications may be rejected forthwith.
3. Requested descriptive material shall be filed with the bid.
4. In submitting the bid, the vendor agrees that acceptance of any or all bids by the City of West Branch within reasonable time or period constitutes a contract.
5. The City reserves the right to accept and reject any and all bids for due cause, to negotiate with any party, to waive informalities or defects in proposals, to require test proving of proposed equipment by our operators, or to accept such proposals as it shall deem in the best interests of the City.
6. The successful bidder shall indemnify and hold harmless the City of West Branch against all claims for royalties, for patents or suit for infringement thereon which may be involved in the manufacturer or use of the material to be furnished.
7. All goods shall remain the property of the seller until delivered to and accepted by the City.
8. Deviations from the attached specifications are permitted only as separate bids provided, they are submitted as alternates accompanying a conforming bid packet. Optional equipment/supplies by the dealer or manufacturer, which is not included in these specifications, is to be listed separately.

9. Questions relating to this purchase may be directed to Matt Goodale, Public Works Director at (319)-325-8213 or by email at mgoodale@westbranchiowa.org
10. Selection Criteria: This project will be awarded to the vendor whose bid represents the best value to the City of West Branch. Other selection criteria will include the cost of service, experience and schedule of service.
11. Bid prices shall remain in full force and affect a minimum of 60 days following opening thereof.

IV. PROJECT DESCRIPTION

The City of West Branch experienced a severe wind storm on August 10, 2020. The tree debris left by the storm has been collected throughout the City in 1 location. The debris includes trunks, branches, logs, twigs and some stumps (minimal). Additional debris is still being collected.

Locations: All storm debris to be ground is located at the City yard waste collection area at 175 Fawcett Drive, West Branch, Iowa

Debris is to be coarse ground and left onsite.

The City would like to have this project completed by the end of September 2020.

The City reserves the right to extend this project with the selected contractor for additional grinding services at 175 Fawcett Drive, West Branch, Iowa. The city has collected brush separate of the storm that it would like ground. An additive bid unit price shall be provided for these additional services.

Contractors are encouraged to schedule time to visit this location.

V. PROPOSED PRICE FOR SERVICES

BASE BID:

Model # of Grinder:	
Brand of Grinder:	
Horse Power of Grinder:	
Average expected Cubic yards ground in 8 hours:	
Chip Size when processed:	
Track Grinder?	
Hourly Rate:	
Equipment included in Hourly Rate:	
Mobilization Cost if any:	
Mobilization Cost between sites if any:	
Expected Start Date:	

ADDATIVE ALTERNATIVE BID (For additional grinding services):

Hourly Rate for Grinding Services:	
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We guarantee that delivery of this equipment shall be made in accordance with the specifications, being the basis of this proposal, and delivery will be made within ___30___ calendar days from issuing of an Accepted Bid. We will hold price above for a minimum of thirty days from the date of proposal.

We understand that the city reserves the right to accept or reject any or all bids, to waive any irregularity in any or all bids, and to make a vendor selection which is in the best interest of the City.

Company Name:	
Contact Name:	
Address:	
City:	
State:	
Zip:	
Phone Number:	
Email address:	
Date:	
Authorized Signature:	

Return to:

City of West Branch
Attn: Matt Goodale
110 North Poplar Street
West Branch, Iowa, 52358

Deadline for submission:

2:00 pm Wednesday; September 16, 2020

EXCEPTIONS TO REQUIRED SPECIFICATIONS:

If you have taken any exceptions to the required specifications, please attach exception sheet listing such exceptions.