

REQUEST FOR QUOTATION

PURCHASING DIVISION
MATANUSKA-SUSITNA BOROUGH
 350 EAST DAHLIA AVENUE
 PALMER, ALASKA 99645
 TELEPHONE: 907-861-8601
 FACSIMILE: 907-861-8617
 EMAIL: purchasing@matsugov.us

VENDOR NOTICE (This is NOT an Order)

This is an informal quotation that will not be read at public opening. The information may be publicly reviewed after award. The terms and conditions should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. **Return the quotation by the above time and date to the above address. Late quotes will not be accepted.** Please reference the Buyer's name and the RFQ number on the outside of the return envelope. **Faxed and emailed quotes are acceptable.**

PLEASE QUOTE ON THE FOLLOWING ITEMS. WE WILL **NOT** CONSIDER SUBSTITUTE OFFERS.

REQUEST FOR QUOTATION

RFQ NUMBER: 19-058Q
 BUYER: Gary Koskela

 FINANCIAL CODING:

DELIVERY LOCATION OF GOODS/SERVICES

Houston High School 12501 W Hawk Rd, Big Lake, AK 99652

DATE ISSUED

January 10,
2019

QUOTE DUE

January 14, 2019
@ 2:00 PM

ITEM #	DESCRIPTION	QUANTITY	PRICE EACH	QUOTE PRICE
1.	Supply and Install Metal Roof Snow Guard Rails on 12 metal roof portable classrooms. Per attached Scope of Work <u>PLEASE NOTE: OUR FACSIMILE MACHINE IS NOT WORKING; PLEASE EMAIL ALL QUOTES TO:</u> purchasing@matsugov.us Contractor must be properly insured to work on Borough projects. Requirements attached.	12	\$ _____	\$ _____

THIS SECTION TO BE COMPLETED BY VENDOR

DELIVERY SHALL BE MADE TO: 12501 West Hawk Road, Big Lake, Alaska

PAYMENT TERMS: Net 30

COMPANY NAME	ADDRESS	CITY	STATE	ZIP CODE
TYPED OR PRINTED NAME AND TITLE	SIGNATURE	DATE		
PHONE NUMBER _____	FAX NUMBER _____	EMAIL _____		

Quote #19-058Q

Supply and Install Metal Roof Snow Guard Rails

- Provide and install 2 rows of Metal Roof Snow Guard Rails, on each side, on the metal roofs for 12 portable classrooms located at Houston High School. Approximate dimensions of the Portable Classrooms is 24' x 40'.
- Snow guards will be installed over the total length of the roof. Roof guard will match existing roof color for each portable.
- Rails shall be installed 16" – 24" apart.
- Work shall be done on the weekends.
- Work shall be completed within 30 days of receipt of Purchase Order
- All excess materials to be hauled away by awarded contractor.

Site visit scheduled for 01/11/2019 at 10:00 am. Contractors may visit the site when school is not in session on 1/12 and 1/13.

It is highly recommended that the Contractor confer with their respective insurance companies or brokers to determine if their insurance program complies with the Borough's Insurance requirements.

The Contractor shall procure and maintain the following insurances:

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services office form number CG 0001 (Edition 10/01) covering Commercial General Liability.
2. Insurance Services office form number CA 0001 (Edition 10/99) covering Automobile Liability, symbol 1 "any auto".
3. Worker's Compensation insurance as required by the State of Alaska and Employers Liability Insurance.

B. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability:

\$500,000 combined single limit per occurrence for bodily injury, property damage, personal injury and advertising injury. The general aggregate limit shall be \$500,000.

If the general liability insurance is written on a claims made form, the Contractor shall provide insurance for a period of two years after final payment of this agreement. The policy(s) shall evidence a retroactive date, no later than the beginning of this Agreement.

2. Auto Liability:

\$1,000,000 combined single limit per accident for bodily injury and property damage.

3. Worker's Compensation and Employers Liability:

Worker's Compensation shall be statutory as required by the State of Alaska. Employers liability shall be endorsed to the following minimum limits:

Bodily injury by Accident - \$100,000 each accident
Bodily injury by Disease - \$100,000 each employee
Bodily injury by Disease - \$500,000 policy limit

4. Excess Liability:

In order to meet the required minimum limits of insurance it is permissible for the Contractor to combine an excess liability or umbrella policy with the general liability, auto liability or employers liability. In the instance where the Contractor purchases an excess liability or umbrella policy the

occurrence limit and the aggregate limit may be of the same amount.

C. Deductibles and Self-Insured Retention

Prior to work commencing any deductible or self-insured retention must be declared and approved by the Borough. The Contractor may be requested to demonstrate how the deductible or self-insured retention will be funded in the event of a claim. At the option of the Borough, the Contractor shall reduce or eliminate such deductibles or self-insured retention as respects the Borough, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability, Automobile Liability

- a. **The Borough, its Administrator, officers, officials, employees and volunteers are to be covered as additional insureds as respects:** liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor premises owned, occupied or used by the Contractor or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the Borough, its Administrator, officers, officials, employees and volunteers.
- b. The Contractor's insurance coverage shall be primary insurance as respects the Borough, its Administrator, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Borough, its Administrator, officers, officials, employees and volunteers shall be excess of the Contractor insurance and shall not contribute to it.
- c. The Contractor insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employer's Liability

The insurer shall agree to waive all rights of subrogation against the Borough, its Administrator, officers, officials, employees and volunteers for losses arising from work performed by the Contractor or any subcontractor for the Borough.

3. All Insurance

Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after 30 days prior written notice for nonpayment of premium or fraud on the part of the Contractor or 60 days prior written notice for any other reason by certified mail, return receipt

requested, has been given to the Borough. Such notice shall be mailed by the Contractor to the attention of the Borough's Purchasing Officer.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A-: VII.

F. Verification of Coverage

Contractor shall furnish the Borough with certificates of insurance and with certified copies of all endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms acceptable to the Borough. All certificates are to be received and approved by the Borough before work commences. The Borough reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. Subcontractors

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all requirements stated herein.

H. Lapse in Coverage

A lapse in insurance coverage is a material breach of this agreement which shall result in immediate termination of the agreement, pursuant to the appropriate Section within the contract.