

## Castle Rock Township is soliciting quotes for year round grading, plowing and maintenance of township roads.

The Board of Supervisors of Castle Rock Township is requesting quotes for grading township roads per MNDOT specifications, as well as snow plowing and other required maintenance.

The contract will commence July 1, 2019 and run through June 30, 2020. (The Township, at its option, may extend the contract through freeze-up 2020)

### Quote Submission Requirements

Contractors should submit to the Town their signed, WRITTEN, quote in response to this RFQ. Each quote should be prepared to a level of detail sufficient to allow the Town to determine whether the Contractor has a full understanding of and is responsive to the quote's goals and objectives. Each quote should identify the services which the Contractor would provide to meet the requirements of this RFQ and should contain all the following information, which the Town will hold in confidence. **Quotes, along with proof of insurances, must be submitted to the clerk no later than 12:00 pm on June 5, 2019 to be considered. Quotes can be hand delivered or mailed to Castle Rock Township, 2537 240<sup>th</sup> Street W, Farmington, MN, 55024. 651-460-2221.**

1. The Contractor's name, address, telephone numbers, e-mail address (if any) and Primary contact person.
2. The Contractor's qualifications, reputation and experience with similar contracts.
3. The Contractor's relationship and communication with the Town and its citizens during the performance of the services.
4. A list of the Contractor's other similar existing or prospective contracts, and a list of references.
5. A list of the equipment to be used performing the services. Minimum required equipment is a blade with 14' moldboard, 140 hp or Equivalent.
6. The Contractor's insurance coverage, including the type, amount of coverage, dates of the coverage, and insurance company. Proof of insurance must be submitted along with the quote and must, at a minimum, provide \$1,000,000 (million) per occurrence primary liability coverage, plus \$1,000,000 umbrella liability and Workmen's Compensation Insurance. The Contractor must also furnish the Town a completed Responsible Contractor Statement as required by MN Statute 16C.285 sub. 3 (1)-(6). Upon award of contract, a completed Responsible Contractor Supplemental Statement must be furnished to the Town.
7. A signed acknowledgement of terms and conditions contained in the Grading Services Contract. Please submit quote priced PER HOUR.
8. Any other relevant information demonstrating the Contractor's ability to perform the services.
9. Contractor is required to complete a Road Voucher form to receive payment for claimed duties.

The Town reserves the right to amend, modify, or waive any of this quote's provisions and to request additional information or references to evaluate any or all submitted quotes. Contractors must submit all quotes according to these RFQ instructions.

The Town reserves the right to reject all submitted quotes if the Board determines that no Contractor adequately responds to the Town's needs or the RFQ. The Town also reserves the right to require or allow a Contractor to alter its quote to meet the needs or desires of the Town in performance of its Services.

**CASTLE ROCK TOWNSHIP**

**DAKOTA COUNTY, MINNESOTA**

**RESPONSIBLE CONTRACTOR STATEMENT**

Contractor: \_\_\_\_\_

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

Project: \_\_\_\_\_

The Contractor hereby agrees, states, verifies, and represents to Castle Rock Township (“Town”) as follows:

1. The Contractor proposes to serve as the “prime contractor”, as that term is defined in Minn. Stat. § 16C.285, subd. 1, on a construction contract for the above identified project (“Project”).
2. The Contractor conforms with and satisfies all of the minimum requirements of a responsible contractor set out in Minn. Stat. § 16C.285, subd. 3 (1)-(6) (“Minimum Requirements”).
3. If the Contractor does not meet any of the Minimum Requirements, or fails to verify compliance with the Minimum Requirements, the Contractor is not a responsible contractor, is not eligible to be awarded a construction contract for, or to perform any work on, the Project. If a false statement regarding the verification of compliance with the Minimum Requirements is discovered after the award, the construction contract may be terminated.
4. Attached is a list of all first-tier subcontractors the Contractor intends to retain for work on the Project. The Contractor understands that if it is awarded the contract for the Project it is responsible for collecting statements from each subcontractor and motor carrier providing any work for the Contractor.
5. If Contractor is the successful bidder for the Project, prior to entering into a construction contract, and as a condition precedent to the execution of such construction contract, the Contractor shall, with 14 days of notification as the successful bidder, submit to the Town a supplemental verification under oath confirming that all subcontractors conforms with and satisfies all of the minimum requirements of a responsible contractor set out in Minn. Stat. § 16C.285, subd. 3 (1)-(6). No subcontractor that fails to meet the Minimum Requirements, fails to verify compliance with the Minimum Requirements, or makes a false statement regarding meeting the Minimum Requirements, may perform any work on the Project. Failure to provide supplemental verification within the required time period shall be deemed as the Contractor’s failure to comply with the Minimum Requirements and Contractor will be ineligible to contract for the Project.
6. The Contractor is responsible for obtaining a statement from each subcontractor verifying the subcontractor’s compliance with the Minimum Requirements and such statement shall include a list of the subcontractor’s first-tier subcontractors before entering into a Contract with the Town. The Contractor is required to provide copies of all such statements to the Town upon request. If the Contractor or any subcontractors retain additional subcontractors after the submission of their verification statements, the Contractor or subcontractor shall obtain statements verifying compliance with the Minimum Requirements from each additional subcontractor with which the Contractor or subcontractor has a direct contractual relationship. The subcontractor shall be responsible for providing the additional statements to the Contractor and the Contractor shall, within 14 days of when the additional subcontractors were retained, submit a supplemental statement to the Town confirming the additional subcontractors comply with the Minimum Requirements.

By signing this statement, I hereby certify that I am an owner or officer of the Contractor and verify under oath that the above identified Contractor is in compliance with each of the Minimum Requirements:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CASTLE ROCK TOWNSHIP**

**DAKOTA COUNTY, MINNESOTA**

**RESPONSIBLE CONTRACTOR SUPPLEMENTAL STATEMENT**

Contractor: \_\_\_\_\_

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

Project: \_\_\_\_\_

The Contractor hereby agrees, states, verifies, and represents to Castle Rock Township (“Town”) as follows:

1. The Contractor proposes to serve as the “prime contractor”, as that term is defined in Minn. Stat. § 16C.285, subd. 1, on a construction contract for the above identified Project (“Project”).
2. The Contractor was notified it is the successful bidder for the Project.
3. No subcontractor or motor carriers that fail to meet the Minimum Requirements, fails to verify compliance with the Minimum Requirements, or makes a false statement regarding meeting the Minimum Requirements may perform any work on the Project. Attached is a list of all first-tier subcontractors the Contractor intends to retain for work on the Project
4. If the Contractor or any subcontractor does not meet any of the Minimum Requirements, or fails to verify compliance with the Minimum Requirements, the Contractor or subcontractor is not a responsible contractor, is not eligible to be awarded a construction contract for, or to perform any work on, the Project. If a false statement regarding the verification of compliance with the Minimum Requirements is discovered after the award, the construction contract may be terminated.
5. All subcontractors and motor carriers that the Contractor intends to use have verified to the Contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in Minn. Stat. § 16C.285, subd.3 (1) to (6).
6. The Contractor is responsible for obtaining a statement from each subcontractor verifying the subcontractor’s compliance with the Minimum Requirements and such statement shall include a list of the subcontractor’s first-tier subcontractors before entering into a Contract with the Town. The Contractor is required to provide copies of all such statements to the Town upon request. If the Contractor or any subcontractors retain additional subcontractors after the submission of their verification statements, the Contractor or subcontractor shall obtain statements verifying compliance with the Minimum Requirements from each additional subcontractor with which the Contractor or subcontractor has a direct contractual relationship. The subcontractor shall be responsible for providing the additional statements to the Contractor and the Contractor shall, within 14 days of when the additional subcontractors were retained, submit a supplemental statement to the Town confirming the additional subcontractors comply with the Minimum Requirements.

By signing this statement, I hereby certify that I am an owner or officer of the Contractor and verify under oath that the above identified Contractor is in compliance with each of the Minimum Requirements:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date