October 17, 2016

To: ACHD Commission
   Bruce Wong, Director

From: Tim Nicholson
      Maintenance Manager

Subject: 2017 MD-382 Hot Mix Asphalt Material Bid Award

Agenda Date: October 26, 2016

Facts and Findings:
The Maintenance Division purchases Hot Mix Asphalt Concrete (HMAC) for various paving activities throughout Ada County. ACHD purchases HMAC on a “as needed, when needed” basis. Due to the need to establish a lowest bid cost for procuring this material as outlined in the State Code, Maintenance staff developed a procedure to establish this lowest price requirement based on job and plant location.

The Contract Administrator advertised for bids on the legally approved forms on behalf of the Maintenance Division. On October 12, 2016, the bid opening was conducted for this procurement. We received four (4) bids. All four (4) bids received complied with the required bidding procedures.

The HMAC procurement requested “unit pricing” and therefore no apparent low bidder is named. The lowest unit price will be determined by the material unit price bid at the plant and the haul cost for ACHD to the job site. Staff has prepared a spreadsheet to calculate the lowest price supplier including haul cost for each job site for the Crew Chiefs’ use. The attached table shows the bid results by each respective bidder, plant location, and price per ton.

Fiscal Impacts:
None: Maintenance has budgeted sufficient funds in the FY2017 budget for this requirement. The budget accounts to be used are 503-4351 and 503-4352.

Staff Recommendation:
Staff recommends the ACHD Commission awards a material contract to each of the four (4) responsive bidders to supply HMAC through December 31, 2017. The four (4) contracts are not to exceed $270,000.00 collectively without proper approval based on signing authorities.

cc: Timothy R Morgan, Maintenance Deputy Director
INTER-OFFICE MEMO

To: Tim Nicholson, Maintenance Manager
From: Karl T. Augustine, Contract Administrator
Subject: Responsiveness Review – 2017 Hot Mix Asphalt Material Procurement

October 12, 2016

This memo is submitted to document the review action taken with respect to the 2017 Hot Mix Asphalt Material Procurement. The Invitation to Bid (ITB) was published in the Idaho Statesman on 09/26/16 and 10/03/16. Four (4) copies of the Contract Documents were obtained from ACHD. No inquiries or requests for clarification were received by the 10/05/16 deadline. As such, no Addenda were issued for this procurement. In accordance with the ITB, the Bid Opening was conducted at 2:00 p.m. on 10/12/16. At this date and time, the Contract Administration Office (CAO) received four (4) sealed bids that were read aloud. The attached table displays the Unit Pricing submitted on each Bid Schedule received.

In addition to cost, all Bids received by the Contract Administration Office (CAO) were subjected to the following responsiveness tests:

- The Proposals were required to include the Bidder contact and other information. All Bidders listed the information required.
- All Bid Proposals were to be signed by authorized representatives. All Bidders complied.
- No Bid Security was required rendering review of this criterion moot.
- All Addenda were required to be acknowledged on the Proposal Form. No Addenda were issued for this procurement rendering review of this criterion moot.
- The nature of this procurement did not require the listing of subcontractors rendering review of this criterion moot.
- The nature of this procurement did not require Bidders to have a current Public Works License rendering review of this criterion moot.
- Any corrections were required to be initialed. No corrections were made rendering review of this criterion moot.

In that the procurement obtained Unit Pricing, no apparent low cost bidder is named. Upon completion of the review, the CAO forwarded the procurement documentation to the Maintenance Division Manager for further review and multiple awards by the Commission.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNIT</th>
<th>ITEM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TON</td>
<td>ASPHALT CONCRETE, SP-3, (2/3-inch maximum aggregate size with PG 58-28 Asphalt)</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Plant Hot Mix is to be received from. List Plant Name, Location with Address:</td>
</tr>
<tr>
<td>2</td>
<td>TON</td>
<td>ASPHALT CONCRETE, SP-5, (3/4-inch maximum aggregate size with PG 64-28 Asphalt)</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Plant Hot Mix is to be received from. List Plant Name, Location with Address:</td>
</tr>
</tbody>
</table>