

APPENDIX E

DSA Request for Quote Form / Quote Form

Note: the use of this RFQ is optional.

REQUEST FOR QUOTE (RFQ)

DELIVER, PLACE, AND COMPACT DRIVING SURFACE AGGREGATE (DSA)

(ROAD NAME(S) & ID #)

(NAME OF MUNICIPALITY & COUNTY)

1. SCOPE OF WORK:

_____ (hereinafter referred to as "Owner"), requires services to deliver, place and compact approximately _____ tons of DSA, to

(Project Location – describe exact location of placement)

2. CONTRACT TASKS:

A. Work shall include, but is not necessarily limited to, the furnishing of all labor, superintendence, materials, tools and equipment, miscellaneous items and performing all work necessary to complete all construction to the satisfaction of, and subject to the approval of, the Owner.

3. STATE CONVERSATION COMMISSION (SCC) DSA SPECIFICATIONS:

A. All components of the aggregate mix are to be derived by crushing parent rock material.

Contractors **must provide a properly executed SCC DSA Certification Form (attached)** at the time their bid is submitted committing that they can provide DSA material that meets the following criteria.

B. **Materials:** Material to be used on the project shall be tested **prior to delivery** by an independent lab that has no affiliation with the source quarry. Samples shall be obtained by Conservation District (CD) Staff, Center for Dirt and Gravel Road Studies (CDGRS) staff or otherwise approved by the SCC. Material must meet the following requirements:

C. **Gradation:** The required amounts and allowed ranges, determined by weight, for various size particles are:

<u>Passing Sieve</u>	<u>Lower %</u>	<u>High %</u>
1 1/2 inch	100%	---
3/4 inch	65%	97%
#4	30%	65%
#16	15%	30%
#200*	10%	15%

*If Plasticity Index for material is 2 or below, the #200 sieve is permitted to be 10-17% passing

D. **Abrasion Resistance:** The loss of mass (LA Abrasion) shall be less than 40%. Determine the resistance to abrasion using the Los Angeles Abrasion test, ASTM C131.

E. **pH:** Aggregate shall be in the range of pH 6 to pH 12.45 as measured by ASTM D4972.

- F. Moisture: Upon delivery to the site, material shall be well mixed and placed at optimum moisture content or up to 2% below that value as determined for that particular source. The optimum percentage moisture is to be determined using Proctor Test ASTM D698, Procedure C, Standard. Aggregate provider is encouraged to perform moisture testing prior to loading material for delivery.
- G. Plasticity: Material shall not exceed a Plasticity Index (PI) of 4. The laboratory test required for these results is ASTM D4318 – Standard Test Method for Liquid Limit, Plastic Limit, and Plasticity Index of Soils.
- H. Soundness: Determine the percentage of mass (weight) loss of each fraction of the coarse aggregate after five cycles of immersion and drying using a sodium sulfate solution according to PTM No. 510. The maximum weighted percent loss allowed is 20%.
- I. Aggregate: All DSA shall be derived from natural rock formations that meet program specification for abrasion resistance, pH and freedom from contaminants.
- J. Fines: If fines need to be added to the aggregate to meet DSA gradation requirements, the added material passing the #200 sieve must be derived from rock material that conforms to program specifications. No mineral clay or silt soil may be added. The amount of particles passing the #200 sieve shall be determined using the washing procedures specified in PTM No. 100.
- K. Mixing: DSA shall be properly mixed and at the proper moisture content before it is loaded onto the transport vehicles.

The Conservation District (CD), the Center for Dirt and Gravel Road Studies (CDGRS) or the State Conservation Commission's (SCC) designated representatives shall perform quality assurance / quality control visits to the quarry to inspect the DSA before the project. This will include sampling and testing of the DSA stockpile for that project to ensure that it meets specifications. The Contractor shall provide transportation or escort the staff to the DSA load site over the duration of the project.

The Contractor is hereby informed that any DSA material, utilized for the purposed of this contract that does not meet specifications as determined by the Owner shall be rejected. Contractor will not receive payment for rejected loads.

4. DELIVERY OF DSA:

- A. Preparation of subgrade: Unsatisfactory drainage and subgrade conditions shall be corrected prior to placement by scarifying, reshaping, and re-compacting, or by replacing or importing subgrade/sub-base. The subgrade/sub-base shall be crowned or side sloped to ½ to ¾ inch per foot (4%-6% slope).
- B. Transport: Tarps shall be used to cover 100% of the load's exposed surface from the time of loading until immediately before placement.
- C. Delivery shall be at a minimum average rate of _____ tons per day, plus or minus 10%.
- D. Delivery shall continue on an uninterrupted basis.
- E. **A properly executed SCC DSA Certification Form (attached)** is to be provided at the time of initial delivery and subsequent certification forms shall be provided if quarry conditions change. This Certification Form is to apply to the specific stockpile of DSA material being delivered from the source. The form certifies that the DSA material meets all of the specifications and requirements.
- F. The Contractor shall coordinate with the material supplier to ensure the project is completed in a timely fashion.
- G. The Owner is not responsible for delays or charges that are the responsibility of the Contractor or the material supplier. Delays incurred that are clearly the fault of the Owner must be documented and submitted to the Conservation District for approval for reimbursement.

5. PLACEMENT AND COMPACTION OF DSA:

- A. Placement Method: DSA is to be placed using _____, as follows:
(*motor-paver, tailgating, etc.*)
1. DSA placements shall be placed in a single pass.
 2. The crown or cross slope must range from ½ to ¾ inch per foot (4-6%).
 3. Material shall be placed in a single **6-8 inch** loose lift. This lift is to be compacted with a vibratory roller as specified in Section 5.F.
- B. The DSA placement is to average _____ feet in width and _____ inches in uncompacted depth.
- C. If freezing temperatures or precipitation are forecast that may cause the material to freeze, or prevent the material from drying out, placement may be postponed at the discretion of the road owner, Conservation District, or aggregate supplier. DSA shall not be placed before April 1st or after September 30th unless otherwise approved by the SCC.
- D. Beginning and ending of DSA placements shall include a paving notch across the width of the DSA placement. Notch shall be a minimum depth equal to that of the compacted DSA placement and of a sufficient length to ensure a smooth transition into the existing road surface (a minimum of 4' in length).
- E. After placement, the placement shall be compacted using a minimum ten-ton vibratory roller. DSA material shall be compacted to a minimum of 95% of the dry-mass (dry-weight) density, determined according to ASTM D698, procedure C, Standard. The road owner, or its designated representative, reserves the right to determine the in-place moisture and density according to AASHTO T310.
- F. Any area(s) which do not meet density, percent moisture or other requirements at time of placement shall be removed and replaced, or corrected in a manner acceptable to the Owner, at no expense to the Owner.

6. USE OF ROADS:

- A. The Owner does not guarantee the successful Contractor the use of roads maintained by the Pennsylvania Department of Transportation (PennDOT), townships, or other municipalities, agencies or owners. Contractor must contact the PennDOT posted highway coordinator and officials of other said roads for possible weight or other restrictions that would prevent or restrict us. Contractor will be responsible for obtaining all necessary Road Use Permits and/or any associated Bonds from PennDOT, townships, or other municipalities, agencies or owners.

7. CONTRACT TERM:

- A. The Contractor who receives the Notice of Award/Purchase Order through this RFQ process ("Selected Contractor") will make deliveries to meet the requirements of the Owner for the time period commencing on the Selected Contractor's receipt of a Notice of Award/Purchase Order, and expiring on _____. Selected Contractors prices shall remain firm through this period.
- B. Project shall begin on _____ and shall be completed by _____.
- C. Requests for time extensions shall be provided to the Owner in a written form. Owner may reject or approve requests at their discretion based upon supporting evidence provided by the Contractor.

8. ISSUING OFFICE:

- A. This RFQ is issued by the Owner. The Issuing Office is the sole point of contact for this RFQ. Please refer all inquiries to:

Name: _____

Address: _____

Telephone: _____

Email: _____

Contact: _____

9. DATE AND TIME FOR SUBMISSION OF QUOTES:

To be considered, a quote must be received by the Owner by _____
(Date & Time)

10. SUBMISSION OF QUOTE:

- A. Quotes are requested for the items described on the quote form, in accordance with the terms and conditions included in this RFQ. Contractors must complete the Quote Form including: name and address of contractor; contractor contact person; telephone and fax number; e-mail and web address; Source Quarry location; and Quote prices. The Quote Form must be signed by an authorized representative of the Contractor. Quotes can be mailed, faxed, or scanned and e-mailed to the information noted under Section 8.
- B. Submission of Quotes. It is the responsibility of each Contractor to ensure that the Owner receives the quote prior to the Date and Time for Submission of Quotes, noted under Section 9. No quote shall be considered if it was sent or received after the Date and Time for Submission of Quotes.
- C. Quotes must be firm. If a quote is submitted with conditions or exceptions or not in conformance with these terms and conditions, it shall be rejected. The quote shall also be rejected if the items offered by the contractor are not in conformance with the specifications as determined by the Owner.
- D. Contractors must provide a properly executed SCC DSA Certification Form (attached) at the time their bid is submitted committing that they can provide DSA material that meets the specification requirements
- E. For bids on projects with estimated costs in excess of \$25,000.00, prevailing wage rates must be used in preparing the quote.
- F. The Owner reserves the right to reject any and all quotes and to waive any technical defects, if it determines that it is in the best interest of the Owner.
- G. No responsibility will be attached to any employee of the Owner for the premature opening of or the failure to open, a bid not properly addressed and identified, or for any reason whatsoever.

11. BID AWARD:

- A. Bids will be awarded to the lowest responsible bidder, as determined by the Owner. The Owner reserves the right to reject any or all bids, and/or cancel the RFQ for any reason.
- B. Quantities are estimated and may be increased or decreased to meet the requirements of the Owner.
- C. Contractor shall be paid for actual quantities used, as determined by the price per ton provided on the Quote Form.

12. PAYMENT TERMS:

- A. Payment shall be made upon satisfactory completion of project for actual services performed, which includes meeting the DSA aggregate specification.

13. SERVICE SLIPS:

A. To insure prompt payment, the Contractor must provide the service slip(s) (including tonnage) to the Owner after the completion of the project.

14. INVOICES:

A. All invoices for this contract **MUST** be sent to the address noted under Section 8.

15. MINIMUM WAGE SPECIFICATION

A. Requirements - The Contractor shall comply with the provisions of the Act of August 15, 1961 (P.L. 9 87), as amended, known as the "Pennsylvania Prevailing Wage Act" and the Regulations issued pursuant thereto by the Department of Labor and Industry. The Contractor shall include these requirements in all subcontracts for the project.

Attachments:

Quote Form

SCC DSA Certification Form

QUOTE FORM

DELIVER, PLACE, AND COMPACT DRIVING SURFACE AGGREGATE (DSA)

(ROAD NAME(S) & ID #)

(NAME OF MUNICIPALITY & COUNTY)

PROJECT LOCATION:

(Project Location – describe exact location of placement)

SUBMISSION DEADLINE (RFQ SECTION 9): _____
(Date & Time)

By Contractor

Contractor:

Mailing Address:

Contractor Contact Person:

Telephone Number:

Fax Number:

E-Mail and Web Address:

Source Quarry Location:

PROJECT REQUIREMENTS:

Price to include delivery, placement and compaction.

<u>Material</u>	<u>Tonnage</u>	X	<u>Price per Ton</u>	=	<u>Total Price</u>
DSA	_____	X	\$_____	=	\$_____

Project shall begin by _____ and shall be completed by _____.

Signature of Contractor: _____

Contractor's Name & Title: _____

Company Name: _____