



## INVITATION TO BID

# THE BIKE RACK PROJECT

## Submission Deadline:

**Tuesday, February 6, 2024 – 4:00 PM Alaska Time**

**Please Submit Questions and Bid to:**

Shelby Carlson  
City Clerk, City of Whittier AK  
***cityclerk@whittieralaska.gov***  
City of Whittier  
P.O. Box 608  
660 Whittier Street  
Whittier, Alaska 99693-0608



## PROJECT SUMMARY

The City of Whittier is seeking sealed bids for the purchase of outdoor bicycle racks to be located throughout the community of Whittier. The Parks and Recreation Committee has identified the purchase of bicycle racks as consistent with the goals of encouraging outdoor recreation and healthy lifestyle activities for families, enhancing options for residents and visitors to securely park bicycles without concern for theft, improving transportation safety, and offering a safe and environmentally friendly alternative transportation option.

The City of Whittier invites qualified contractors to submit bids for the procurement and delivery of outdoor bicycle racks to the Public Safety Building at 660 Whittier Street, Whittier, Alaska. The racks should adhere to the following specifications:

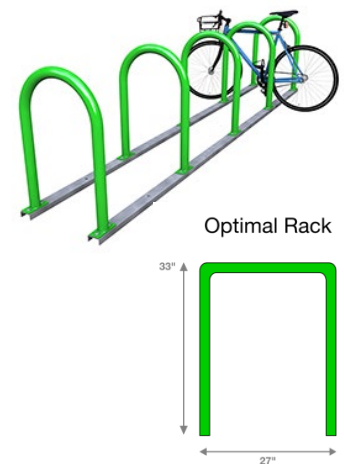
**Rack Type:** Freestanding staple-style rack with five (5) staples per rack

**Dimensions:** 30" long, 33" tall

**Material:** 1.5" gauge ASTM A53 Grade B Standard Weight Steel Pipe, preferably square stock, mounted on a heavy "C" channel rail

**Finish:** Powder coated, Hex #90caf8

Design considerations include being able to stand on its own without securing to the ground using its mass as a theft deterrent. End racks would have a bar welded across to mount a small road sign.



## ABOUT WHITTIER

*Gateway to Prince William Sound. Everything's Prettier in Whittier.*

Whittier's Vision: *"Our vision for Whittier includes preserving our unspoiled environment while improving amenities for all those who live and visit here."*

## SUBMISSION REQUIREMENTS

**Sealed bids must include ALL the following items. Incomplete bids will not be considered.**

1. Bid Price per Bicycle Rack, including any discount for multiple racks.
2. Specifications for the bicycle racks include, but are not limited to, materials, weight, dimensions. Please provide information regarding installation method, anchoring procedure, any equipment requirements, and any required maintenance.
3. Photos of the proposed bicycle racks.
4. Shipping costs on a per bicycle-rack basis for comparability of proposals.

**Applications must be received no later than Tuesday, February 6, 2024 at 4:00 pm Alaska Standard Time.**

Sealed bids may be sent via mail or in-person delivery. Late submissions will not be accepted.



### **Contractual Expectations:**

- Vendor will receive a 1099 for the tax year(s) paid.
- Bid will include delivery to the Public Safety Building, 660 Whittier Street, Whittier, Alaska.
- **DELIVERY TIME** The City requires delivery of all items as soon as possible. The required delivery date is no later than April 1, 2024. Any bids indicating a delivery date outside of the required delivery date may be considered non-responsive.

## **SUBMISSION INSTRUCTIONS**

**FOR MAIL SUBMISSION:** Hardcopy submissions must be on 8.5" x 11" paper and be received at the address:

ATTN: City Clerk  
Bike Rack Project  
P.O. Box 608  
Whittier, Alaska 99693-0608

Hardcopy submissions must be received by **February 6, 2024 at 4:00pm**. Whittier has an unreliable mail delivery service so very early mailing is recommended or in-person submission. No late proposals will be considered.

**FOR IN-PERSON SUBMISSION:** Office of the City Clerk, 2nd Floor, Public Safety Building, 660 E. Whittier Street, Whittier AK 99693.

Submitted applications will serve as an agreement to the conditions herein stated for The Bike Rack Project.

**ADDENDA:** The terms of an invitation for bids may be modified or interpreted by written addenda issued by the purchasing office. Addenda to bids shall be sent to each recipient of the original bid documents. **Only a bid acknowledging receipt of all addenda may be considered responsive**, unless the addendum, in the opinion of the purchasing officer, would have no material effect on the terms of the bid.

## **EVALUATION CRITERIA**

Each bid submitted will be evaluated for responsiveness on the following criteria:

1. Adherence to the specified rack type, dimensions, material, and finish.
2. Competitive pricing.
3. Any available discounts for bulk purchases.

## **CONTRACT AWARD**

The contract will be awarded to the supplier who meets the specified requirements and provides the best overall value. The City of Whittier reserves the right to reject any or all bids.

Bids shall be opened publicly in the presence of one or more witnesses at 4:00pm on February 6, 2024 at the City Council Chambers on the 3<sup>rd</sup> floor of the Public Safety Building. Any bidder may review bids immediately after opening and prior to tabulation or summary. The purchasing officer shall tabulate the amount of each bid and shall record such other information as may be necessary or desirable for evaluation together with the name



of each bidder. The tabulation shall be open to public inspection, and a copy of the tabulation shall be furnished to each bidder.

Award will be made to the lowest responsive and responsible bidder in accordance with Whittier Municipal Code, Chapter 3.32 with a preference of five percent of the lowest responsive and responsible bid, but not exceeding \$5,000.00, may be allowed to any bidder whose principal place of business is in the city, in accordance with WMC 3.32.170(a). Evaluation for determining the lowest bid will be made in the aggregate. All items must be new and come with manufacturer's warranty, if supplied by the manufacturer. The purchasing Director will have the sole discretion to determine whether the bid submitted meets specifications of the Invitation to Bid, whether a bidder is responsive, and whether a deviation is material.

### PROPOSED SCHEDULE

Date	Step
January 24, 2024	Release Invitation to Bid
February 8, 2024	Bids due to the Office of the City Clerk no later than 4:00 pm Bid opening at 4:00 pm
February 12 - 14, 2024	Bid review
February 20, 2024	City Council Meeting to approve contract
February 22, 2024	Successful bidder notified

### QUESTIONS AND CLARIFICATIONS

All questions and requests for clarifications regarding this bid should be directed to the Office of the City Clerk at [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov) no later than Thursday, February 1<sup>st</sup> at 5:00pm.

We look forward to receiving your bid and thank you for your interest in contributing to The Bike Rack Project.

Sincerely,

Shelby Carlson  
City Clerk  
City of Whittier, Alaska  
[cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov)  
907.472.2327 ext. 204