



Request for Proposals

Asphalt Emulsions for Street Maintenance

City of Moorhead

Moorhead, MN

Due by April 15, 2025 at 2:00 PM Central Time

City of Moorhead, MN

ATTN: Asphalt Emulsions for Street Maintenance

PO Box 779

Moorhead, MN 56561-0779

Drop Off Location:

City Clerk Office

403 Center Ave

Moorhead, MN 56560

Email: Randy.Affield@MoorheadMN.gov



1. SUMMARY INFORMATION

The City of Moorhead, Minnesota (the “City”) is requesting proposals from providers of asphalt emulsion oils for the 2025 road construction season. The vendor will provide emulsion oils to support the Public Works Street Department in chip sealing operations.

2. SCOPE OF WORK

The City is issuing this Request for Proposals (“RFP”) to identify a company for asphalt emulsion oils for the 2025 construction season. The purpose of this RFP is to select a preferred vendor that is the best fit for this project. The asphalt emulsion oils shall be:

- ~ CRS2-2P or comparable grade
- ~ Available within 10 days notice of project beginning, between May 1 and September 15.
- ~ Provided FOB within a 20 mile radius of Moorhead, MN.
- ~ Available to be picked up with the City of Moorhead distributor truck (2,000 + or - Gallons).
- ~ Available to be picked up Monday – Friday, 7:00am to 5:00pm

The City of Moorhead Public Works department estimates approximately 65,000 gallons of product will be used in the 2025 season. This is not a guaranteed minimum purchase.

The timeline for this project is:

- **RFP Closes April 15, 2025**
- **City Council Approval of Contract April 28, 2025**
- **Contract Beginning: May 1, 2025**
- **Contract Completion: September 15, 2025**

3. SUBMITTAL REQUIREMENTS

Submittals shall include the following:

- ✓ **Section 1: Company information**
 - Business name and address
 - Contact name, address, phone and email
 - A copy of the standard contract you utilize for services (*this standard contract is not included in the maximum page count*)
- ✓ **Section 2: Bid Sheet**
 - Please completed and attached Bid Sheet shown in Attachment #1



4. SELECTION PROCESS

Proposals will be reviewed by a Selection Committee. Upon review of the proposals, City staff may consult with an applicant regarding submissions received by the City. The City may request additional information or request that the applicant provide additional documentation. The City, at its sole discretion, may reject any or all submissions and change timelines.

5. EVALUATION CRITERIA

The City's selection is based on several criteria that will meet the needs of the project. Consideration will be included, but not be limited to, the following factors:

- a. Cost (50 Points)**
- b. Location (30 Points)**
- c. Schedule (20 Points)**

6. QUESTIONS

Questions regarding this RFP shall be submitted in writing, by email, to Randy.Affield@MoorheadMN.gov. Questions must not contain confidential or proprietary information. Questions may be submitted through April 15, 2025. Answers to questions received will be posted online as an addendum. The City does not guarantee that questions received after the deadline will be answered.

7. CONFIDENTIALITY

All information included in this RFP is subject to disclosure according to the Minnesota Government Data Practices Act.

8. INCURRED EXPENSES

There is no express or implied obligation for the City to reimburse applicants for any costs or expenses incurred in preparing proposals in response to this RFP. The City will not reimburse applicants for such costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or documentation requested by the City, or for the applicants' costs to develop or procure a contract for services. The City is not responsible for any cost(s) incurred by an applicant in preparing and/or submitting qualifications.

9. DISCLAIMERS

THIS IS A REQUEST FOR PROPOSALS ONLY. The information in this RFP is subject to change and is not binding on the City. The City has not made a commitment to procure any of the items discussed, and release of this RFP is not to be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the City's property and will not be returned. The City maintains the right to reject any and all submissions.



ATTACHMENT #1

BID SHEET

Product Description:

Price per Ton:

Dates Available:

Pick Up Location:

Other Information

Signature and Date:
