

SUN RANCH

Request for Bid: Road Maintenance Services

Bids Due: [insert date]

Sun Ranch Owners' Association (SROA) is soliciting bids for ongoing maintenance of its unpaved (native gravel) roads, including but not limited to grading, gravel resurfacing, and drainage maintenance. Please review this Request for Bid (RFB) carefully and submit your bid using the form on the last pages by the deadline above.

1. Site Conditions

All roads within the scope of this RFB are native surface, unpaved gravel roads. SROA is not requesting paving, chip seal, or other paved-surface work under this RFB. Bidders are strongly encouraged to walk or drive the roads before submitting a bid; contact the person listed in Section 7 to arrange a site visit.

2. Scope of Work — Roads Covered

This RFB covers the following common roads within the Sun Ranch Subdivision:

- Shower House access road
- Cape LaBelle
- Upper Lyman
- Lower Lyman
- [Add any additional named common roads and approximate mileage here]

Personal driveways are NOT included in the scope of this RFB. As with the Association's other contracted services, driveway maintenance is each owner's own responsibility.

3. Service Categories Requested

SROA is requesting bid pricing for the following service categories, which bidders should price individually using the table in the Bid Form (Section 5 of that form). Not every category needs to be used in a given year — SROA will call on services as needed against the awarded contract's unit pricing.

- Grading / Blading — reshaping the road crown and driving surface, removing washboarding, ruts, and potholes.
- Gravel Material — supply and spreading of crushed rock/gravel to restore worn or thin sections of road.
- Ditch & Drainage Maintenance — clearing and reshaping roadside ditches to maintain proper drainage and prevent washout.
- Culvert Cleaning / Clearing — keeping culverts free of debris and sediment so water can pass under the road as designed.
- Pothole / Washboard Spot Repair — smaller, as-needed repairs between full gradings.
- Dust Control (optional) — application of a dust suppressant (e.g., magnesium chloride or water), if the bidder offers this service.
- Emergency / Storm Damage Repair — response to washouts or other road damage following a significant storm event.

4. Recommended Maintenance Plan

Because SROA does not have an in-house road maintenance professional, bidders are asked to include, as part of their bid, a brief recommended maintenance plan based on their own inspection and experience with similar gravel roads — for example, how often grading is typically needed in this climate/traffic setting, whether an annual gravel resurfacing budget is advisable, and any drainage concerns the bidder notices. This recommendation is a factor in SROA's evaluation and is not a binding commitment by either party.

5. Contract Term & Bid Validity

The awarded contract will cover a one-year term: [insert start date] through [insert end date], with the option for SROA to renew for additional one-year terms by mutual written agreement. Bids submitted in response to this RFB must remain valid and open for acceptance for at least sixty (60) days from the submission deadline above.

6. Bid Requirements

Your bid submission must include:

- Completed bid form (attached), including per-unit pricing for each service category you are able to provide
- Proof of current general liability insurance (certificate of insurance) and bonding, if applicable
- A description of equipment available for this contract (grader, dump truck(s), roller, water truck, etc.)
- A brief description of your experience maintaining unpaved/gravel roads, including any comparable HOA, rural, or municipal road contracts
- At least two (2) references from comparable gravel road maintenance work
- Your recommended maintenance plan (see Section 4)

7. Selection Criteria

SROA will award this contract on a best-value basis, consistent with the Association's Bid Solicitation Policy and Procedure. The Board will weigh pricing together with equipment adequacy, gravel-road experience, insurance/bonding, references, and the quality and reasonableness of the bidder's recommended maintenance plan. The lowest bid is not automatically selected.

8. Submission Instructions

Submit your completed bid form and required attachments no later than [insert deadline], by one of the following methods:

- Email to: [insert Board/Secretary email]
- Mail to: Sun Ranch Owners' Association, [insert mailing address]

To arrange a site visit or ask questions about this RFB, contact [insert contact name/phone/email]. SROA anticipates notifying the awarded bidder by [insert target award date].