



## CITY OF GRAND FORKS, NORTH DAKOTA REQUEST FOR SEALED BID FORM

Bid # 8993

Bid Closing Date and Time: 2:00 pm on Thursday, February 19, 2026

<p><b>Instructions for submitting sealed bid:</b></p> <ol style="list-style-type: none"> <li>1. All bids must be submitted sealed and properly labeled with the Bid Number <b>clearly marked on outside of bid package.</b></li> <li>2. If an addendum has been issued for this bid, an acknowledgement of the addendum must be <b>clearly marked on the outside of the bid package</b> next to the Bid Number.</li> <li>3. A copy of this form signed by an authorized representative of the Vendor and <b>must be included with bid submission.</b> Additional detailed pricing and specifications may also be provided as an attachment to this form.</li> <li>4. Bids received after the bid closing date and time, improperly labeled bids or those not containing a signed bid form will be rejected.</li> </ol>	<p><b>Addresses for submission of bids:</b></p> <p><b>If returning via USPS:</b>          Finance Department – City of Grand Forks          PO Box 5200          Grand Forks, ND 58206-5200</p> <p><b>If returning via courier delivery:</b>          Finance Department – City of Grand Forks          255 N 4th Street          Grand Forks, ND 58203</p>
<p><b>The City of Grand Forks reserved the right to accept or reject any or all bids or part thereof, to accept one or more items of a bid without obligation as to other items, and to waive any informalities or irregularities.</b></p>	

Quantity	Description	Unit Price	Total Price	Delivery Date
	Project #8993 – 2026 Filled Sandbags for Flood Preparation			
1 LS	Lot of 5,000 Filled Sandbags	\$ _____	\$ _____	
15 EA	Lot of 1,000 Filled Sandbags	\$ _____	\$ _____	
20 DAYS	Storage	\$ _____	\$ _____	
	<b>TOTAL BID</b>		\$ _____	
	SEE ATTACHED SPECIAL PROVISIONS			
<b>Prices are F.O.B. Grand Forks, ND</b>				

**Vendor Name and contact information:**

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

## **SPECIAL PROVISIONS - PROJECT 8993**

### **2026 FILLED SANDBAGS FOR FLOOD PREPARATION**

1. Unit price bids shall be provided for all bid items listed on the bid form. Bids submitted with incomplete unit prices for any bid items listed may be considered an incomplete bid and may not be considered.
2. All work shall be in conformance with City of Grand Forks Standard Construction Specifications with updates through February 1990, except as modified or supplemented by these Special Provisions. A copy of said Specifications may be purchased at the Grand Forks City Engineer's Office.
3. Bids shall remain subject to acceptance for 60 days after the bid opening.
4. Work of this project shall consist of providing filled sandbags for use by the City in the event that floodwaters have the potential of reaching heights that may threaten the City during the upcoming flood season. In the event that floodwaters are not anticipated to reach threatening levels, no work is anticipated to be performed during this project.
5. Regardless of whether work is to be conducted on this project or not, it is intended that the City Council will award this project within 60 days of receiving the bids. The award in itself does not authorize any work or any compensation by the City. If work is to be conducted during this project, specific work will be identified and authorized by Engineer as the need arises
6. Contractor shall provide insurance meeting the requirements of Section 13.08 of the Specifications except that coverage shall be increased to \$1,000,000 per incident for personal injury and property damage with additional \$2,000,000 umbrella coverage. In addition, any and all subcontractors shall be required to have the minimum insurance as required in these Specifications.
7. Bid quantities are estimated and are for the purpose of bidding only. If work is conducted during this project, final payment may increase or decrease and will be based on the actual quantities of work items completed.
8. This contract shall remain open until the likelihood of a threatening flood no longer exists. It is anticipated that the contract will be terminated no later than June 8, 2026.
9. When required by Engineer, Contractor shall begin production of sandbags within 48 hours of notification by Engineer and shall provide the first 5,000 filled sandbags within 72 hours of notification by Engineer.
10. If ordered by Engineer to produce sandbags, a minimum of 5,000 filled sandbags shall be provided. Thereafter, if additional sandbags are to be provided, they shall be provided in lots of 1,000 sandbags per lot.
11. "Lot of 5,000 Filled Sandbags" bid item shall be payment for the first 5,000 filled sandbags produced as ordered by Engineer and shall include all mobilization, setup, take-down, insurance, and other incidentals.
12. "Lot of 1,000 Filled Sandbags" bid item shall be payment for each additional lot of 1,000 filled sandbags produced as ordered by Engineer.
13. "Storage" bid item shall be payment for storing filled sandbags in a contractor provided heated building. Payment for this item will be measured in 24 hour days beginning once the Lot of 5,000 Filled Sandbags is completed and stored inside the building. Measurement of payment for this item will stop

when all filled sandbags produced are removed, or Engineer orders that all stored sandbags are to be delivered for use in the field, or Engineer orders that stored sandbags are no longer needed and are to be disposed of.

14. Building used for storage of filled sandbags may be the same building used for production of filled sandbags or may be a separate building. Whether separate buildings or a combined building, they shall be heated and maintained to at least 50 degrees F at all times while storing filled sandbags and located within 8 miles of the City of Grand Forks. Storage building shall have the capability of storing up to 20,000 filled sandbags on pallets. If using separate buildings for production and storage, building used for production shall have the capability of storing at least 5,000 filled sandbags on pallets awaiting loading.
15. Once production of filled sandbags begins, a minimum of 4,000 sandbags/day shall be produced. If needed, Engineer may increase production rate to as high as 10,000 sandbags per day. In 2020, City Flood Fight Contractor was able to produce approximately 500 bags per hour utilizing two 4 port sandbagging machines described below.
16. Each sandbag shall be filled with 30 to 40 pounds of sand and tied shut with wire or string. Filled sandbags shall be neatly stacked on pallets with the filled portion of the sandbag placed on top of the unfilled portion of the adjacent sandbag and upper layers overlapping the sandbags in the lower layer to help keep the sandbags from falling off the pallets. Each pallet shall contain a minimum of 50 sandbags but no more than 65 sandbags.
17. Pallets of filled sandbags shall either be stored in Contractor's heated building or loaded onto a hauling vehicle as ordered by Engineer. Hauling vehicle used to transport pallets of filled sandbags from Contractor's building shall be provided by City. Loading each pallet of filled sandbags onto a City provided hauling vehicle shall be provided by Contractor. Transporting filled sandbags to contractor's heated building shall be provided by Contractor.
18. Once filled sandbags have been produced, they shall be stored in Contractor's production building, stored in Contractor's storage building, or loaded onto City provided hauling vehicle as directed by Engineer. Sandbags stored in Contractor's production building awaiting loading shall not be considered for payment under the Storage bid item.
19. City shall provide the following for use during this project:
  - a. Empty sandbags
  - b. Two 4 port manually operated gravity feed sandbagging machines (may be viewed at Public Works)
  - c. Transporting pallets of filled sandbags from Contractor's building for use in the field or for disposal if no longer needed
  - d. Disposal of pallets and filled sandbags once no longer needed
20. Contractor shall provide the following for use during this project:
  - a. Sand for filling empty bags
  - b. Empty pallets
  - c. Equipment needed to provide filled sandbags
  - d. Labor needed to provide filled sandbags
  - e. Building needed to fill sandbags
  - f. Building needed to store filled sandbags
  - g. Transporting empty sandbags and sandbagging machines to Contractor's building and back to Public Works building
  - h. Transporting pallets of filled sandbags to Contractor's heated storage building
  - i. Loading pallets of filled sandbags onto City furnished hauling vehicles
  - j. Other miscellaneous materials needed to complete the work of this project