

**Eureka Township  
Dakota County, Minnesota**

**SPECIFICATIONS/BIDDING INSTRUCTIONS  
2025-2028 ROAD MAINTENANCE SERVICES**

The following apply to those interested in submitted bids to Eureka Township (“Town”) for the 2025-2028 all-season road maintenance contract. The period of the contract is from the start of the summer season to the end of the 2027-2028 winter season.

**Specifications**

The bidder must meet the following requirements:

1. The bidder will be required to own or have immediate access to the following equipment:
  - a. Motor grader with wing attachment for snow plowing;
  - b. Bobcat;
  - c. Snow plowing equipment that is capable of plowing approx. 34 miles of gravel and 5 miles of asphalt Town roads. A “V” attachment is highly desired;
  - d. Front end loader; and
  - e. Dump truck capable of sanding and salting Town roads as well as conducting miscellaneous hauling.

All equipment shall be stored by the Contractor at a location sufficiently close to the Town as needed to ensure prompt response times.

2. The bidder must have a minimum of three years’ experience in providing municipal road maintenance services.
3. The bidder will be required to maintain the following insurance throughout the term of the contract: automobile liability, workers’ compensation and commercial general liability insurance.
4. The bidder will be responsible for maintaining a 4% crown, where applicable. Spring inspections will be conducted with the Road Supervisor annually to document road conditions.
5. The bidder will be required to sign the Town’s Road Maintenance Agreement.

**Bidding Instructions**

1. **Bid Form**. The Town’s bid form must be completed by the bidder. The bidder shall enter the bid amounts using numbers and provide the other information required on the form. The bidder shall not change any of the wording of the bid form. A bid containing an alteration or erasure of any amount will be rejected unless the alteration or erasure is crossed out and the correction is printed or typed in ink and initialed by the person(s) signing the bid form.

The bidder shall fill out and sign the bid form in ink. Bid forms filled out in pencil will be rejected. If the bidder is a partnership, the bid form shall be signed by one or more of the partners (as required by the partnership agreement), and the names and addresses of all partners shall be entered upon or attached to the bid form. If the bidder is a corporation or limited liability company, an authorized officer must sign the bid form and the corporate seal (if any) must be affixed to the bid form. Performance and payment bonds are not required for this contract under Minnesota Statutes, section 574.26, subdivision 1a(c).

2. **Bid Security.** A bid security in the form of a bid bond issued by a surety company authorized to do business in the State of Minnesota and acceptable to the Town, or a cashier's check or certified check from a federally insured bank made payable to "Eureka Township" in the amount of \$2,500.00 shall be required and shall be submitted with the bid.

The bid security shall serve as a guarantee, which may be forfeited and retained by the Town in lieu of its other legal remedies if the successful bidder's proposal is accepted by the Town and the bidder fails to submit the required proof of insurance.

Bid securities of unsuccessful bidders will be returned by the Town within seven business days after award of the contract or rejection of all bids. The bid security of the successful bidder will be retained by the Town until a contract satisfactory to the Town has been executed and evidence of the required insurance has been provided. If a successful bidder fails or refuses to either enter into the attached Road Maintenance Agreement or to provide the required insurance that bidder's bid security shall be forfeited to the Town as liquidated damages.

3. **Bid Form Submittal.** The bid form, together with bid security and any additional information, must be submitted in a sealed envelope with the name of the bidder and the nature of the bid clearly indicated. All bids must be mailed or personally delivered to the Town Hall located at: 25043 Cedar Avenue, Farmington, MN 55024. Telephone, oral, email, or facsimile bids will not be accepted. The bid must be received no later than 1:00 p.m. on June 3, 2025. Late bids will not be accepted. It shall be the responsibility of the bidder to ensure that his or her bid arrives on time. The Town shall have no responsibility or liability to any bidder whose bid is not received by the deadline, regardless of whether a delay is caused by a third party, the United States Postal Service, or failure or unavailability of any transmitting device or service.
4. **Questions.** Questions by the bidder concerning the services to be provided shall be submitted to: Mark Ceminsky, Road Supervisor, phone 952-469-3736. General road information may also be obtained from the Road Supervisor.
5. **Bid Modifications or Withdrawal.** Modifications of a bid must be submitted to the Town in writing by an authorized partner or officer (as the case may be) of the bidder on the bidder's letterhead and must specify which components of the bid are being modified. Modifications must be received by the Town by mail or personal delivery and marked to the attention of the Town Clerk, prior to the time scheduled for the opening of bids. Telephone or oral modifications will not be accepted.

Bids may be withdrawn in writing by an authorized partner or officer (as the case may be) of the bidder on the bidder's letterhead received by the Town by mail or personal delivery, and marked to the attention of the Town Clerk, prior to the time scheduled for opening of bids.

Bids may not be modified or withdrawn after the bid opening.

6. **Bid Opening.** Bids will be opened and read aloud at the June 10, 2025 Town Board meeting which will begin at 7:00 p.m. at the Eureka Town Hall, 25043 Cedar Avenue, Farmington, MN 55024. The Town Board will consider awarding the contract at the same meeting, but may delay awarding the contract until a later meeting if needed. A bid shall be valid for a period of 60 days from the date of the bid opening.
7. **Evaluation of Bids.** In evaluating the bids, the Town will consider the qualifications of the bidders and whether their bids comply with the prescribed requirements. The Town may conduct such investigations as deemed necessary to establish the responsibility, qualifications, and financial ability of the bidders, and other persons and organizations to do the work in accordance with the contract requirements to the Town's satisfaction.

It is the intent of the Town to accept the bid of, and award a contract to, the responsive, responsible bidder submitting the lowest bid, provided that the bidder's bid has been submitted substantially in accordance with the Specifications/Bidding Instructions, is judged to be responsible in the sole discretion of the Town Board, does not exceed the funds available for the services, and the bidder is capable of undertaking the work in an acceptable manner in the sole discretion of the Town Board.

The Town Board reserves the right, in its sole discretion, to reject any and all bids, accept any bid, waive informalities in the bids submitted, and waive minor discrepancies between a bid and these Specifications/Bidding Instructions, as it deems to be in its best interests. The Town reserves the right to hold the bids for 60 days. Any waiver by the Town with respect to the requirements of these Bidding Instructions shall apply only to the particular instance for which it was made or given, and no such waiver shall constitute permanent or future waiver of such requirements.

8. **Award of Contract.** After the Town Board has considered the bids and made the award, the bidder to whom the award is made will receive the following from the Town:

Notice of Award  
Road Maintenance Agreement

The Town may deliver the documents to the successful bidder electronically. The successful bidder, upon notification by the Town of its intent to award a contract, shall deliver evidence of all required insurance within 10 days.

The Town will sign the returned Road Maintenance Agreement and return a fully executed copy of the Agreement to the successful bidder. The Town will issue to the successful bidder a Notice to Proceed which will allow it to begin providing the services.