



Request for Proposals

Asphalt Hot Mix Materials for Street Maintenance

City of Moorhead

Moorhead, MN

Due by April 16, 2025 at 2:00 PM Central Time

City of Moorhead, MN

ATTN: Asphalt Materials 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 hot mix materials for the 2026 road maintenance construction season. The vendor will provide asphalt hot mix materials to support the Public Works Street Department in asphalt paving operations.

2. SCOPE OF WORK

The City is issuing this Request for Proposals (“RFP”) to identify multiple companies for asphalt hot mix materials for the 2026 construction season. The purpose of this RFP is to establish a list of preferred vendors that best fit the projects. The asphalt materials shall be:

- ~ NDDOT FAA 43 58-28 or comparable
- ~ SPWEB340B or comparable
- ~ Available to be picked up Monday – Friday, 7:00am to 5:00pm
- ~ Available to be picked up with the City of Moorhead trucks.

The City of Moorhead Public Works department performs several paving projects within the city limits. Due to the variable project locations the travel distance for product will also vary. The department will select the most favorable vendor for each project location based on the availability of product, cost, and travel distance.

The timeline for this project is:

- **RFP Closes April 16, 2026**
- **City Council Approval April 27, 2026**

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



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.

4. 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)**

5. 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, 2026. 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.

6. CONFIDENTIALITY

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

7. 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.

8. 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.