

# **COVER PAGE**

# **Bid Proposal # 2021**

### OPERATING SUPPLIES - WASTEWATER – TWELVE MONTH PERIOD

Sealed bids and electronic submitted bids for the above will be received until 10:00 AM, Tuesday, March 10, 2015 and publicly opened in the City of Alexandria Council Chambers or Council Committee Room.

Please file bid by one of the following means:

### **Hand-Delivered or Express Delivery:**

Attention: Donna Jones, City Clerk City of Alexandria - City Hall 915 Third Street, First Floor Alexandria, LA 71301

Phone: 318-449-5047

### **Mailed via USPS:**

Attention: Donna Jones, City Clerk City of Alexandria - City Hall PO Box 71 Alexandria, LA 71309-0071

#### **Electronic Bid Submission:**

### www.bidsync.com

Pursuant to Louisiana R.S. 38-2212(A)(1)(F) and R.S. 38-2212.1(B)(4), vendors/contractors now have the option to submit their bids and bid bonds, electronically. To view bids, download, and receive bid notices by email, your company/agency will need to register with **BidSync at BidSync.com**. Please click the link below to register your company: <a href="http://www.bidsync.com/DPX?ac=subscribe&regonly=1&">http://www.bidsync.com/DPX?ac=subscribe&regonly=1&</a>

If you need help registering or with completing an e-bid, please call 800-990-9339 (M-F) 8 AM to 7PM (CST).

City of Alexandria Buyer Name: Wilma Kelly

Phone Number: 318-441-6162 Fax Number: 318-619-3415

E-Mail Address: wilma.kelly@cityofalex.com



# City of Alexandria

Purchasing Department P.O. Box 71 Alexandria, Louisiana 71309-0071



Office: (318) 441-6180 Fax: (318) 441-6185

Sealed bids will be received until 10:00 AM, Tuesday, March 10, 2015, and publicly opened in the Council Chambers or Council Committee Room.

City of Alexandria Bid Proposal # 2021

Page: 1 of 14

Date Specifications Prepared: November 12, 2014

<u>Bid Bond Requirements:</u> A bid bond or check for N/A% of the total amount of bid.

<u>Performance Bond Requirements:</u> In the event bid is accepted, a performance bond shall be required in the amount of N/A%.

Please file bid with the following:

Donna Jones, City Clerk
City of Alexandria
915 Third Street
P.O. Box 71
Alexandria, LA 71309-0071

Phone: 318-449-5047

#### INTRODUCTION

### OPERATING SUPPLIES - WASTEWATER - TWELVE (12) MONTH PERIOD

It is the intent of the City of Alexandria to secure pricing on Operating Supplies, for use by the City of Alexandria Wastewater Department. Said material to be inventoried by the Central Warehouse Department and issued to the using department on an "as needed" basis.

All products shall be new and of current manufacture.

Pursuant to R.S. 39:1701-1709, any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire additional quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid.

All bid prices shall <u>include any and all freight charges</u>. All products are to be shipped F.O.B., freight prepaid, the City of Alexandria Central Warehouse, located at 2021 Industrial Park Road, Building WH Alexandria, La. 71301.

No bid may be withdrawn for at least thirty (30) days after the schedule closing time for the receipt of bids.

Completed bid should be returned as issued by the City of Alexandria with ALL PAGES intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, may result in the bidder's (or proposer's) entire bid being rejected

Questions and/or clarifications of bid specifications are to be in written form, either mailed, faxed, or emailed to the attention of Wilma Kelly, City of Alexandria - Purchasing Department, P.O. Box 71, Alexandria, LA 71309-0071; Fax #318-619-3415; e-mail <a href="wilma.kelly@cityofalex.com">wilma.kelly@cityofalex.com</a>; and must be received by close of business on Thursday, February 26, 2015.

### **GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY**

- 1. Pursuant to LA R.S 38:2212.1C(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
- 2. Pursuant to LA R.S. 38:2212 A.(1)(b), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
- 3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
- 4. Each bidder should submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
- 5. Literature, brochures, and other related paperwork attached to the bid shall be identified with the name of the bidder and bid item number.
- 6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
- 7. Pursuant to LA R.S. 38:2212 A.(2), the bid specifications may contemplate a fixed escalation or deescalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index and/or Wholesale Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid.
- 8. Pursuant to LA R.S. 39:1701-1709, any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid.
- 9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
- 10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
- 11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.
- 12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.

### **General Conditions for Bidders - Please Read Carefully (Continued)**

- 13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
- 14. Cash discounts may be accepted, but <u>SHALL NOT</u> be considered in making award.
- 15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
- 16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
- 17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
- 18. The City of Alexandria is exempt from all taxes. A tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.
- 19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
- 20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
  - (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
  - (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
  - (c) By satisfactory completion of all services and obligations described in the contract.

### **General Conditions for Bidders - Please Read Carefully (Continued)**

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

- 21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 (A)(1)(c)(i) (see Item #22 below).
- 22. All bids shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212(A)(1)(c)(i) which states:
  - (c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:
  - (aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.
  - (bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.
  - (cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.
- 23. In-State preferences shall not apply to procurements involving federal funds.

### **General Conditions for Bidders - Please Read Carefully (Continued)**

- 24. Pursuant to LA R.S. 38:2212 C.(2)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than twenty-one (21) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website (<a href="www.cityofalexandriala.com">www.cityofalexandriala.com</a>) and posted on BidSync (<a href="www.BidSync.com">www.BidSync.com</a>) if applicable.
- 25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the *Master Agreement*, to include all applicable federal clauses.
- 26. Under the City's *AFEAT* (*Alexandria Fairness, Equality, Accessibility, and Teamwork Program*), participation by minority and/or disadvantaged business enterprise firms is encouraged. The *AFEAT* Program should be inquired about through the Division of Finance.

**BRAND** 

# CITY OF ALEXANDRIA BID SPECIFICATIONS FOR: OPERATING SUPPLIES – WASTEWATER - TWELVE (12) MONTH PERIOD

#### **BID SPECIFICATIONS**

**SCOPE:** The following bid specifications are to be used as minimum and maximum standards for OPERATING SUPPLIES, for use by the City of Alexandria Wastewater Department for inventory stock. All quoted products shall either meet or exceed the following specifications.

Unless otherwise stated, the use of manufacturer's name and product numbers are for descriptive purposes and to establish general quality levels only, they are not intended to be restrictive.

Bidders should complete the "Unit Cost", "Brand", "Stock #" and "Carton Quantity" for each bid item listed on the "Price Page".

Each response is necessary to ensure the proper evaluation and tabulation of this bid. If the is information is not filled in or completed, your bid may be rejected.

The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. Prices should be itemized.

### THE CITY OF ALEXANDRIA WILL CONSIDER REQUEST FOR ESCALATION OR DE-ESCALATION UNIT PRICE CHANGE.

**CATEGORY** 

As part of the vendor's bid, the vendor shall be required to submit a letter in writing from the manufacturer stating the cost and or percentage of the escalation/de-escalation. This shall be the sole source for escalating or de-escalating the unit price at the time an order is shipped during the term of the contract.

#### ACCEPTABLE BRANDS/MANUFACTURERS OF WASTEWATER DEPT OPERATING ITEMS

1)	Plastic Sewer pipe and fittings SDR 35 ASTMD 3034	Domestic Mfg to
2)	Gaskets	Dallas Fort Worth Fittings
3)	Flexible Couplings	DFW Fittings Fernco Dallas Specialties Mission
4)	Cleanout Boxes & Covers	Bass & Hays
5)	Cast Iron Pipe & Fittings	Tyler Pipe Vulcan

		Estimated Usage		UNIT COST
001	6705801001	600 EA	GASKET, 4" SOIL/CAST IRON PIPE; JONES TITE SEAL OR MISSION OR SERCO - MULTI TITE 4"SV BRAND CASE QTY	\$/ea
002	6706301002	210 EA	CLEANOUT BOX & COVER 4" CAST IRON; BASS & HAYS #404 ONLY BRANDCASE QTY	\$/ea
004	6599401004	150 EA	WYE 4" X 4" COMBINATION, CAST IRON, SPIGOT X BELL X BELL; TYLER # 0806 OR EQUAL BRAND CASE QTY	\$/ea
008	8903001008	12 EA	MANHOLE COVER & RING CAST IRON V-1403 RING W/ V-1501 CITY OF ALEXANDRIA (LOGO) SEWER COVER. VULCAN ONLY BRAND	\$/ea
009	8903001009	4 EA	MANHOLE COVER (ONLY) CAST IRON W/CITY OF ALEXANDRIA (LOGO) SEWER COVER. VULCAN V-1501 ONLY BRAND	\$/ea
010	8903001010	4 EA	MANHOLE COVER (ONLY) CAST IRON VULCAN VM17 ONLY BRAND	\$/ea

		<u>Usage</u>		UNIT COST
011	6705901011	36 QT	TY-SEAL LUBRICANT PHOENIX 505 WATER DISPERSIBLE TYPE PIPE JOINT LUBRICANT ONLY BRAND CASE QTY **NO OTHER BRANDS ARE ACCEPTABLE**	\$/ea
012	6702101012	6 EA	OAKUM, BROWN, 5 LB BOX, JONES OR EQUAL BRAND COLOR CONTAINER SIZE	\$/ea
014	6585601014	150 JT	PIPE 4" PLASTIC SEWER, SOLVENT WELD, 10 FT JOINT, SDR 35, ASTMD 3034 BRAND	\$/jt
015	6585601015	90 JT	PIPE 6" PLASTIC SEWER, GASKET JOINT, 14 FT JOINT, SDR 35, ASTMD 3034 BRAND	\$/jt
016	6585601016	6 JT	PIPE 8" PLASTIC SEWER, GASKET JOINT, 14 FT JOINT, SDR 35, ASTMD 3034 BRAND	\$/jt
017	6599401017	12 EA	WYE 8" X 4" REDUCING, PLASTIC, GXGXG, GASKET JOINT, SDR 35, ASTMD 3034  BRAND	\$/ea
018	6599401018	12 EA	WYE 8" X 6" REDUCING, PLASTIC, GXGXG, GASKET JOINT, SDR 35, ASTMD 3034  BRAND	\$/ea
019	6599401019	12 EA	WYE 6" X 6" PLASTIC, G X G X G, GASKET JOINT, SDR 35, ASTMD 3034 BRAND	\$/ea

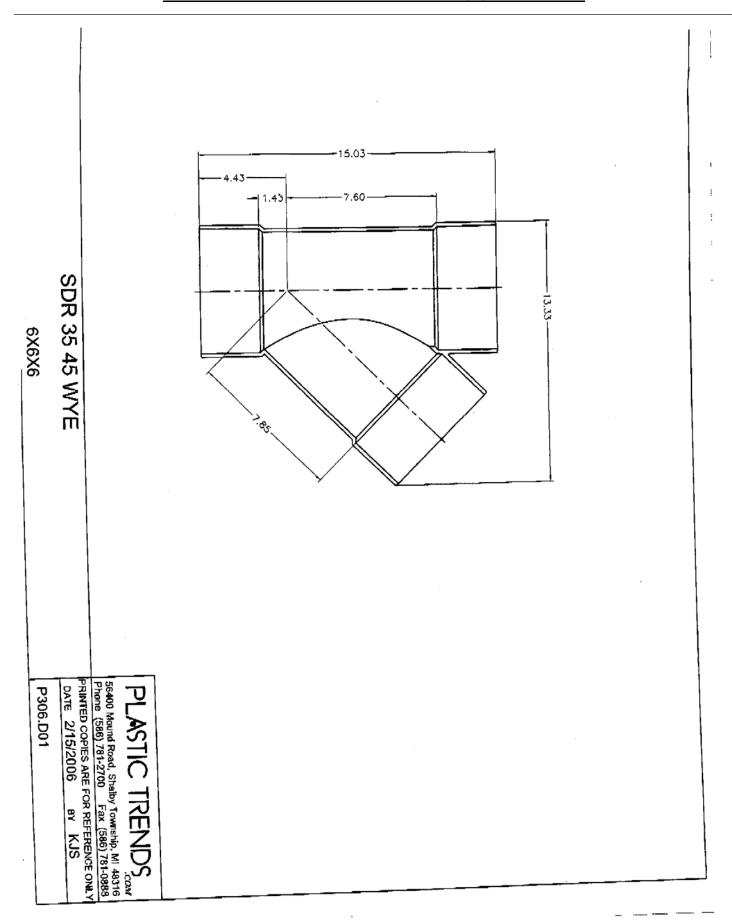
		Estimated Usage		<u>UNIT COST</u>
020	6599401020	18 EA	WYE 6" X 4" REDUCING, PLASTIC, GXGXG, GASKET JOINT, SDR35, ASTMD 3034 BRAND	\$/ea
691	6599402691	40 EA	WYE, 6" SANITARY WYE; SOLVENT WELD; SDR 35; SDR 35 ASTM 3034  BRAND CASE QTY (SEE PICTURE ON PAGE 13 OF 14)	\$/ea
025	6593301025	20 EA	COUPLING 4" PLASTIC, SOLVENT WELD, BXB, SDR 35, ASTMD 3034 BRANDCASE QTY	\$/ea
026	6591701026	100 EA	BEND 4" PLASTIC 1/8, B X S SOLVENT WELD, SDR 35, ASTMD 3034 BRAND CASE QTY	\$/ea
027	6591701027	100 EA	BEND 4" PLASTIC 1/8, B X B SOLVENT WELD, SDR 35, ASTMD 3034 MULTI FITTINGS 280842 OR EQUAL BRAND CASE QTY	\$/ea
028	6597301028	12 EA	SADDLE TEE, 4", SS BANDS, DFW ONLY BRAND CASE QTY	\$/ea
029	6595401029	30 EA	SPIGOT PLUG 6" PLASTIC SDR 35, ASTMD 3034 BRAND CASE QTY	\$/ea

	PRICE PAGE				
		Estimated Usage		<u>UNIT COST</u>	
030	6594701030	50 EA	INCREASER 4" X 6" PLASTIC G X S GASKET JOINT, SDR 35, ASTMD 3034 BRAND CASE QTY	\$/ea	
031	6595401031	48 EA	SPIGOT PLUG 4" PLASTIC SDR 35, ASTMD 3034 BRAND CASE QTY	\$/ea	
033	6700501033	72 EA	CEMENT, PVC, HEAVY DUTY, CLEAR 16 OUNCE CAN. OATEY # 30893 OR EQUAL. BRAND CASE QTY	\$/ea	
036	6591701036	75 EA	BEND 4" PLASTIC 1/16, B X B SOLVENT WELD, SDR 35, ASTMD 3034 BRAND CASE QTY	\$/ea	
037	6591701037	75 EA	BEND 4" PLASTIC 1/16, B X S SOLVENT WELD, SDR 35, ASTMD 3034 BRAND CASE QTY	\$/ea	
039	6705201039	100 EA	COUPLING 4" FLEXIBLE PIPE, CONCENTRIC, SS BANDS, CLAY TO PVC, 02-44 BRAND STOCK CASE QTY	\$/ea	
040	6593301040	24 EA	COUPLING 6" FLEXIBLE PIPE, CONCENTRIC, SS BANDS, CLAY TO PVC, 02-66 DFW02-C66 BRAND STOCK CASE QTY	\$/ea	

		Estimated Usage		UNIT COST
041	6593301041	30 EA	COUPLING 8" FLEXIBLE PIPE, CONCENTRIC, SS BANDS, CLAY TO PVC, 02-88 BRAND STOCK CASE QTY	\$/ea
043	6705801043	100 EA	GASKET 4" ADAPTER, CLAY TO CI (DONUT) (408-401 OR EQUAL) BRAND STOCK CASE QTY	\$/ea
044	6705801044	50 EA	GASKET 6" ADAPTER, CLAY TO CI (DONUT) (698-601 OR EQUAL) BRAND STOCK CASE QTY	\$/ea
048	6705901048	1 EA	SEALER, MANHOLE (FOR METAL) (PLASTIC SEWER JOINT COMPOUND) 5 GALLON PAIL TALCOTE BRAND #6254 OR EQUAL BRAND	\$/ea
682	6587402682	36 EA	WYE 6" X 6" PLASTIC SDR – 35 SOLVENT WELD B X B X B ASTMD 3034 BRAND	\$/ea
049	6593301049	36 EA	COUPLING 4" FLEXIBLE PIPE, SS BANDS, PVC TO CI, 56-44 BRAND STOCK CASE QTY	\$/ea

		Estimated Usage		UNIT COST
052	6593301052	2 EA	COUPLING 10" FLEXIBLE PIPE SS BANDS, CLAY TO PVC, 02-1010 BRAND STOCK CASE QTY	\$/ea
053	6593301053	2 EA	COUPLING 12" FLEXIBLE PIPE SS BANDS, CLAY TO PVC, 02-1212 BRAND STOCK CASE QTY	\$/ea
054	6593301054	2 EA	COUPLING 15" FLEXIBLE PIPE SS BANDS, CLAY TO PVC, 02-1515 BRAND STOCK CASE QTY	\$/ea
055	6585601055	2 EA	PIPE 10" PLASTIC SEWER, GASKET JOINT, 14 FT. JOINT, SDR 35, ASTMD3034 BRAND	\$/jt
056	6585601056	2 JT	PIPE 12" PLASTIC SEWER, GASKET JOINT, 14 FT. JOINT, SDR 35, ASTMD 3034 BRAND	\$/jt
057	6585601057	2 JT	PIPE 15" PLASTIC SEWER, GASKET JOINT, 14 FT. JOINT SDR 35, ASTMD 3034 BRAND	\$/jt

		Estimated Usage		<u>UNIT COST</u>
059	6590601059	160 EA	ADAPTER, HUB TYPE 4" PVC PSM TO SOIL PIPE B X B SDR 35 ASTMD 3034 MULTI FIT 282244 OR EQUAL BRAND STOCK CASE QTY	\$/ea
060	6593301060	14 EA	COUPLING, 6" FLEXIBLE PIPE SS BANDS, PVC TO CI, PVC TO PVC 56-66 OR EQUAL BRAND STOCK CASE QTY	\$/ea
061	6593301061	12 EA	COUPLING, 8" FLEXIBLE PIPE SS BANDS, PVC TO CI, PVC TO PVC 56-88 OR EQUAL BRAND STOCK CASE QTY	\$/ea



<b>Bidder Information:</b>				
Company Name:				
Address:				
City/State/Zip:				
Telephone #: ()				
Authorized Printed Name and Title:				
Authorized Signature:				
(Per I A R S 38·2212(A)(c)(i) - See General Condition	ns Item #22 Page 4 of these hi	d specifications	)	