



COVER PAGE

Bid Proposal # 2439 ADOPTION/RESCUE TRAILER

Sealed bids and electronic submitted bids for the above will be received until **10:00 AM CST, Tuesday, October 17, 2023** 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: 318-449-5090**

Mailed via USPS:

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

Electronic Bid Submission: Central Bidding

Pursuant to Louisiana R.S. 38:2212 B.(6)(a) through E. (1-7) and R.S. 38:2212.1 B.(4)(a), vendors/contractors have the option to submit their bids and bid bonds electronically. Bids and bonds to be filed electronically shall be posted with **Central Bidding** at www.centrauctionhouse.com (phone 1-225-810-4814). Registration will need to be completed prior to posting of bid.

Complete bid specifications are available for viewing and downloading at the City of Alexandria's website www.cityofalexandrialala.com ; on the left hand side of the opening page, go to the heading "*Business*" then drop down to "*RFP/RFQ/Bids*"; the current bids will be listed for your convenience.

City of Alexandria Buyer Name:	<u>Casey Barnes, Senior Buyer</u>
Phone Number:	<u>(318) 441-6162</u>
Fax Number:	<u>(318) 619-3415</u>
E-Mail Address:	<u>casey.barnes@cityofalex.com</u>



Wilma Kelly
Purchasing Manager

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, October 17, 2023**, and publicly opened in the Council Chambers or Council Committee Room.

City of Alexandria Bid Proposal #2439
Page: 1 of 12
Date Specifications Prepared: May 25, 2023

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

Performance Bond Requirements: 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 - City Hall
915 Third Street
P.O. Box 71
Alexandria, LA 71309-0071
Phone: 318-449-5090

INTRODUCTION

ADOPTION/RESCUE TRAILER

It is the intent of the City of Alexandria to secure pricing on an **Adoption/Rescue Trailer**, for use by the City of Alexandria Animal Shelter Department.

Award of contract shall be made to the most qualified bidder determined by the City of Alexandria to have the best bid based not solely upon price, but a combination of price, delivery, experience, service and other considerations pertinent to the acceptability of the contract.

All products shall be new and un-used; and shall be equipped with the manufacturer's equipment and accessories which are included as "standard" in the advertised and published literature for the unit. No such item of equipment shall be removed or omitted for the reason that it was not specified in the bid documents.

All bid prices shall include any and all freight charges. Unit is to be shipped F.O.B., freight pre-paid, to the City of Alexandria Motor Pool, to the attention of Joey Powell, Motor Pool Superintendent, 2021 Industrial Park Road, Building V, Alexandria, LA 71301, phone 318-441-6157 or 318-441-6075.

Completed bid packet 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 entire bid being rejected.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or e-mailed to the attention of Casey Barnes, City of Alexandria - Purchasing Department, P.O. Box 71, Alexandria, LA 71309-0071; Fax #318-619-3415; e-mail casey.barnes@cityofalex.com; and must be received by close of business on **Thursday, September 28, 2023.**

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY

1. Pursuant to LA R.S 38:2212.1. C.(1)(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 B.(1), 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 shall 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 should 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 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
8. Pursuant to LA R.S. 38:2212.1. F., 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, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.
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.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

General Conditions for Bidders - Please Read Carefully (Continued)

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.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but SHALL NOT 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 sales taxes. A sales 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.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

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 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), 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.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

General Conditions for Bidders - Please Read Carefully (Continued)

23. In-State preferences shall not apply to procurements involving federal funds.
24. Pursuant to LA R.S. 38:2212 O.(2)(a)(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 thirty (30) 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 (www.cityofalexandria.com) and posted on Central Bidding's website (www.centrauctionhouse.com) 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.
- a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at www.sam.gov/portal/sam, under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT* Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder **shall** submit documentation of its bona fide effort to secure subcontractors that meet the City's *AFEAT* goals. Each bidder **shall** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

Alexandria Fairness, Equality, Accessibility and Teamwork Program (AFEAT)

Dear Vendor:

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. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org . Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder **shall** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder **shall** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Sincerely,

City of Alexandria

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

BID SPECIFICATIONS

SCOPE: The following bid specifications are to be used as minimum and maximum standards for an **ADOPTION/RESCUE TRAILER**, for use by The City of Alexandria Animal Shelter Department. 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.

Prospective bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items as stated. Bidder should indicate in the space provided below, under "*Bidder's Response*:", the necessary information to indicate he/she is conforming with the bid specifications for each item as written. If Bidder is in complete compliance with each bid specification item as written, please write "Comply" in the space provided; if not, please indicate in this space, the necessary information on the product you are proposing. Each specification response is necessary to ensure the proper evaluation and tabulation of this bid. If each "*Bidder's Response*" section is not filled in or completed, your bid may be rejected.

Bidder's Response:

1.0 General:

1.1 No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for the receipt of bids. Quoted prices shall remain firm until product(s) have been accepted by the City of Alexandria as delivered.

1.2 Products shall be new, un-used, and of current manufacture. Products shall be equipped with the manufacturer's equipment and accessories which are included as "standard" in the advertised and published literature for the product. No such item of equipment shall be removed or omitted for the reason that it was not specified in the bid document.

1.3 Where applicable, quotes for "optional" equipment shall be listed in the appropriate spaces provided on the bid specifications "Price Page". Option quotes shall not be a basis for bid award and shall not be included in the total bid price.

1.4 **All bid prices shall include any and all freight charges. All products shall be delivered F.O.B., freight pre-paid,** City of Alexandria Animal Shelter, 200 Animal Shelter Road, Alexandria, LA 71303.to the attention of Mr. Henry Wimbley.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

Bid Specifications (Continued)

Bidder's Response:

1.0 General: (Continued)

1.5 Successful bidder shall notify the City of Alexandria Animal Shelter, phone number 318-473-1229, within a minimum of twenty-four (24) hours prior to delivery of material.

1.6 Each bidder is requested to furnish, attached to the bid, complete descriptive literature on product being quoted. Any item(s) appearing in the manufacturer's regularly published specifications as "standard" equipment are assumed to be included in the bidder's proposal.

1.7 Each respective bidder shall be responsible for insuring that his/her product meets or exceeds specifications as described herein.

2.0 Product Warranty:

2.1 Warranty shall be for a period of one (1) year, minimum.

2.2 Successful bidder should furnish complete warranty information for product(s) being quoted, to include all sub-contracted components installed by vendor as well as vendor warranted components.

2.3 The cost of transportation to and from the manufacturer for warranty items shall be the responsibility of the successful bidder with NO cost incurred by the City of Alexandria.

3.0 Miscellaneous:

3.1 Successful bidder shall provide technical assistance, at no additional charge, after delivery for questions/clarifications during the installation process.

4.0 Construction:

4.1 Trailer should be 8' x 25'.

4.2 Framework shall be all steel with white aluminum exterior skin.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

Bid Specifications (Continued)

Bidder's Response:

4.0 Construction: (Continued)

4.3 Axle should be tandem with electric brakes and steel belt radial tires

4.3.1. Spare tire shall be included.

4.4 Coupler should be 2 5/16 cast iron.

4.5 Trailer should be equipped with a heavy duty rear ramp gate with spring assisted closing.

4.5.1. Tread plate surface should be non-slip aluminum.

4.6 Body should be fully insulated with a minimum 7' inside ceiling height.

4.6.1. Wall lining should be stainless steel.

4.6.2. Ceiling should be white aluminum.

4.7 Floor and ramp covering should be polished aluminum tread plate.

4.8 Side door with fold out step for additional access; or equal design.

4.9 Unit should be equipped with 120 volt LED interior lighting.

4.10 Built in 5500 watt Onan generator with an external 20 gallon fuel tank, remote starter and hour meter; or equal design.

4.11 Minimum, two (2) 13,500 BTU roof mount air conditioners with 5600 BTU heaters should be installed.

4.12 Sink and cabinet should be stainless steel.

4.12.1. 12 volt DC pressure pump should be installed.

4.12.2 Additional pressurized water outlet under cabinet for standard garden hose connection, hose and spray nozzle shall be included.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

Bid Specifications (Continued)

Bidder's Response:

4.0 Construction: (Continued)

4.13 Equipped with a minimum, 30 gallon fresh water holding tank.

4.13.1. Minimum, 35 gallon waste water holding tank with RV style dump valve, dump kit and hose; or equal.

4.14 Three (3) solid awnings should be attached on the curb side of trailer.

4.14.1. Two (2) solid awnings should be attached on the road side of the trailer.

4.14.2. Awning should raise and lock in position to allow easy viewing of pets through a clear lexan wall.

4.15 Tongue jack shall be electric.

4.16 Should be equipped with a roof mounted 920 cfm capacity 12 volt dc exhaust fan.

4.17 Exterior wall vents should allow for air circulation in mild weather.

4.18 Should be equipped with a 25' shoreline to allow electrical hookup to standard household 120 volt receptacle or 30 amp receptacle.

4.19 Trailer should contain 38 animal compartments with the ability to expand to 43 animal compartments with removal dividers.

4.19.1. All animal compartments shall have stainless steel floors, ceilings and permanent divider walls.

4.19.2. Wash out drains should be built into all animal compartments to allow for easy clean up.

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

Bid Specifications (Continued)

Bidder's Response:

4.0 Construction: (Continued)

4.20 Rear stabilizer jacks should be used to allow the trailer to
be leveled when parked; or equal.

4.21 Electrical system should include inside and outside
receptacles.

4.22 Trailer should be equipped with a built in 35 amp converter
and battery charger.

END OF SPECIFICATIONS

CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
Adoption/Rescue Trailer

PRICE PAGE

Bid price for **Adoption/Rescue Trailer** to consist of thirty (30) kennels, new and un-used, materials only (no installation or labor), delivered F.O.B., freight pre-paid, as per these bid specifications.

TOTAL BID PRICE: \$ _____

Manufacturer's Brand Name: _____

Estimated time for delivery after receipt of order: _____

=====

Bidder Information:

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone #: (_____) _____ Fax #: (_____) _____

Authorized Printed Name and Title: _____

Authorized Signature: _____

(Per LA R.S. 38:2212 B.(5)(a)(b)(c)- See General Conditions Item #22, Page 4 of these bid specifications.)