

# **COVER PAGE**

# **Bid Proposal # 2249**

## Spun Pre-Stressed Wood Pole Equivalent Concrete Poles – Twelve (12) Month Period

Sealed bids and electronic submitted bids for the above will be received until <u>10:00 AM CST or CDT</u>, <u>Tuesday</u>, July 9, 2019 and <u>publicly opened</u> 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 <u>www.centralauctionhouse.com</u> (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 <u>www.cityofalexandriala.com</u>; 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:	Kylie Ingram
Phone Number:	<u>(318) 441-6182</u>
Fax Number:	<u>(318) 619-3412</u>
E-Mail Address:	Kylie.Ingram@cityofalex.com

Jodi McKee Purchasing Manager	<b>City of Alexandria</b> Purchasing Department P.O. Box 71 Alexandria, Louisiana 71309-0071		Alexandria Jouisiana Office: (318) 441-6180 Fax: (318) 441-6185	
Sealed bids will be received until <b>10:00 AM</b> , <b>Tuesday, July 9, 2019</b> and <u>publicly opened</u> in the Council Chambers or Council Committee Room.		City of Alexandria Bid Proposal <b># 2249</b> Page: 1 of 29 Date Specifications Prepared: May 23, 2019		
Bid Bond Requirements:A bid bond or checkfor N/A%of the total amount of bid.Performance Bond Requirements:In the event bidis accepted, a performance bond shall be requiredin the amount of N/A%.		Donna Jo City o 915 P. Alexandr	<u>d with the following:</u> ones, City Clerk of Alexandria Third Street O. Box 71 ia, LA 71309-0071 e: 318-449-5047	

**INTRODUCTION** 

## SPUN PRE-STRESSED WOOD POLE EQUIVALENT CONCRETE POLES

It is the intent of the City of Alexandria to secure pricing on **Spun Pre-Stressed Wood Pole Equivalent Concrete Poles,** in various lengths, for use by the City of Alexandria Electric Distribution Department. Said material to be inventoried and used on an "as needed" basis. Bids shall remain in effect for a period of twelve (12) months from the bid award date.

All bid prices shall <u>include any and all freight charges</u>. All products are to be shipped F.O.B., freight pre-paid, the City of Alexandria Electric Distribution, located at 1015 N Third Street, Alexandria, LA 71301.

The City of Alexandria reserves the right to award by individual item or by total low bid, whichever is in the best interest of the City of Alexandria. Award shall be based on price and reasonable delivery. The City of Alexandria considers reasonable delivery as ten (10) weeks or less.

Questions and/or requests for clarification of specifications are to be in written form, either mailed, faxed or emailed to the attention of Kylie Ingram, City of Alexandria Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; Fax # to 318-619-3412; email Kylie.Ingram@cityofalex.com; and must be received by closing prior to close of business day, Thursday, June 27, 2019.

### **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 deescalation 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 Statures 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.

## **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 <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 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.

#### **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. <u>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).</u>

22. <u>All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be</u> 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.

### **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.cityofalexandriala.com) and posted on Central Bidding's website (www.centralauctionhouse.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 <u>www.sam.gov/portal/sam</u>, 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 <u>shall</u> submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder <u>shall</u> 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.

## 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.

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.

Sincerely,

City of Alexandria

## **BID SPECIFICATIONS**

**<u>SCOPE</u>**: The following bid specifications are to be used as minimum and maximum standards for Spun Pre-Stressed Wood Pole Equivalent Concrete Poles for use by The City of Alexandria Electric Distribution 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 <u>only</u>, 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.

## **DETAILED SPECIFICATIONS AND REQUIREMENTS:**

- 1. Except as may be amended by this section, poles delivered under this contract shall generally comply with RUS Bulletin 1724E-206, *Guide Specification for Spun, Prestressed Concrete Poles and Concrete Pole Structures.*
- 2. All poles shall be designed by the ultimate strength method. Poles shall be spun pre-stressed concrete. The final shape of the pole shall be round; multi-faceted designs are not acceptable.
- 3. All poles shall be capable of withstanding the loading conditions as required per the Purchaser's loading tree or equivalency standard, with allowances for deflection, handling, transportation and erection.
- All poles shall be designed to have a three-fourth (¾) inch minimum concrete covering over the longitudinal reinforcing steel and a five-eight (5/8) inch minimum covering over the spiral reinforcing steel.\
- 5. The following design calculations and data shall be submitted with this bid for each pole type (i.e. height, and class, etc.) and shall include the following information:
  - a. The controlling loads and loading case.
  - b. General dimensions of the pole.
  - c. Number, size, grade strength and location of all pre-stressing strands.
  - d. Size, grade, strength and location of all spiral reinforcing strands.
  - e. Twenty-eight (28) day compressive strength of concrete used.
  - f. Ultimate moment, cracking moment, maximum stress of all reinforcing bars and pre-tressing strands, and the neutral axis in each ten (10) foot section of the pole at the attached points and at the ground line.
  - g. Maximum and normal deflection for the controlling and each load case.
  - h. Guy tensions with overload factors.
  - i. Maximum stresses of all bracing and crossarms.
- 6. Once a Purchase Order has been issued, the successful bidder must supply, for approval, detailed fabrication drawings, as well as, all pertinent information included in this section of this specification, to the City of Alexandria Electric Distribution Department for approval.
- 7. Fabrication of poles shall **not** begin until the successful bidder has been notified that the City of Alexandria Electric Distribution Department has approved all materials.

- 8. The ground line shall be located at ten percent (10%) of the overall length plus two (2) feet from the butt of the pole.
- 9. Poles shall be designed for the following NESC design loads applied at two (2) feet from the top:

Pole Class	NESC Design Load (Lbs)
*H10	11,250
*H9	10,125
*H8	9,063
*H7	8,063
H6	7,125
H5	6,250
H4	5,438
H3	4,688
H2	4,000
H1	3,375
2	2,313
3	1,875
*Loading for	Classes H7 - H10 are extrapole

\*Loading for Classes H7 - H10 are extrapolated.

- 10. Poles seventy-five (75) feet and shorter will be framed according to Drawing DG-3 (attached); poles eighty (80) feet and taller will usually be framed for transmission work, Drawings TP-138HP or TP-138PP (attached).
- 11. Holes shall be provided as specified by the City of Alexandria Electric Distribution's loading and/or pole drilling drawing. All holes are through the pole and schedule 40 PVC may be used as inserts for all holes. All through holes must be clean and free of any foreign matter prior to shipment. Two (2) vent holes shall be installed in each pole (poles greater than or equal to sixty (60) feet only). One (1) vent hole shall be located five (5) to ten (10) feet below the tip, and the other hole shall be located approximately five (5) feet above the ground line. These holes shall be two (2) inch diameter with appropriately vented covers approved by the City of Alexandria Electric Distribution Department. Vent holes shall be used for venting only.
- 12. Inserts for climbing step bolts, pole ground wire, andworking steps shall be located as specified by the City of Alexandria Electric Distribution Department. The horizontal distance between step bolts shall be a maximum arc distance of twenty-four (24) inches or 90°, whichever is smaller.
- 13. All poles shall be clearly identified with an identification plate fabricated from a non-corrosive, nonstaining metal such as bronze, brass or aluminum. The plate shall be aligned horizontally and vertically and shall have suitable anchors welded to the back to permit permanent bond to the pole. The plate shall be attached to the face of the pole four feet six inches (4'-6") above the ground line on the base section and two (2) feet above the butt end of the top section if applicable.
- 14. The following information shall be stamped into the identification plate with letters not less than one-eighth (1/8) inch high: Name of manufacturer; AUS; Date of manufacture; Pole class and ground line moment; Length of pole; Pole weight; Fabrication number; Structure number (if applicable).

**DETERMINATION OF AWARD:** Award will be based on price and reasonable delivery. The City has defined reasonable delivery.

## **DEVIATIONS, CLARIFICATIONS, OR EXCEPTIONS:**

Except and unless specified below, the undersigned Bidder acknowledges the products proposed fully comply with the RUS Bulletin 1724E-206 and the Detailed Specifications and Requirements detailed above.

Bidders should list any deviations, clarifications, or exceptions in this space. If Bidder has no deviations, clarifications, or exceptions, Bidder should enter "None" below.









PRICE QUOTATION SHEET B – TWELVE (12) MONTH PERIOD – QUANTITIES AS NEEDED

Height (ft.)	Wood Pole Equiv. Class	Groundline Moment	Designed Load (2' From Top)	Weight (#'s)	Diameter Tip/Butt	Unit Price (Delivered)	Estimate Quantity	Delivery Lead Time (ARO)
30	5						5	
35	3						5	
40	3						5	
40	1						5	
45	3						3	
45	1						2	
50	2						5	
50	H9						2	
50	H10						2	
55	2						2	
55	H9						1	
55	H10						1	
60	2						1	
60	H9						1	
60	H10						1	
65	2						1	
65	H9						1	
65	H10						1	
70	2						1	
75	2						1	
80	1						1	
85	1						1	
90	1						1	
95	1						1	
100	1						1	
100	H4						1	

TOTAL –TWELVE 12 MONTH PERIOD - \$\_\_\_\_

**PRICE QUOTATION SHEET (Continued)** 

Full truck load weight: \_\_\_\_\_ lbs.

Additional charge, if any, for shipments less than a full load: \$\_\_\_\_\_

<b>Bidder Information:</b>				
Company Name:				
Address:				
City/State/Zip:				
Telephone #: ()	Fax #: ()			
Email				
Authorized Printed Name and Title:				
Authorized Signature:				