



COVER PAGE

Bid Proposal #2409

CHEMICAL ADDITIVES FOR WARTSILLA ENGINES AT D.G. HUNTER POWER PLANT

Sealed bids and electronic submitted bids for the above will be received until **10:00 AM CST, Tuesday, April 18, 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: 318-449-5047**

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.cityofalexandriala.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:	Joann Swain
Phone Number:	(318) 441-6182
Fax Number:	(318) 619-3412
E-Mail Address:	joann.swain@cityofalex.com



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 CST, Tuesday, April 18, 2023**, and publicly opened in the Council Chambers or Council Committee Room.

City of Alexandria Bid Proposal # **2409**
Page: 1 of 9
Date Specifications Prepared: **1/25/2023**

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

CHEMICAL ADDITIVES FOR WARTSILLA ENGINES
AT D.G. HUNTER POWER PLANT

It is the intent of the City of Alexandria to secure pricing on specific name brand petroleum products and chemical additives to be used at the D.G. Hunter Power Plant for the refilling and/or topping-off of the Wartsilla Brand Reciprocating Internal Combustion Engines (RICE).

Bid prices shall be for the name brand, specified products in this bid document only.

All orders shall be for individual product on an "as needed" basis only. **No quantities are given or guaranteed.**

Bid prices shall remain in effect for a period of twelve (12) months from bid award date. Contingent upon the availability of funds and the ability of the successful bidder to honor the bid prices, the City reserves the right to renew the existing contract for a period of up to twenty-four (24) months, in twelve (12) month increments.

All products shall be offloaded by the successful bidder, F.O.B., freight pre-paid, to the D.G. Hunter Power Plant located at 1011 N. Third Street, Alexandria, LA 71301, Attention: Clint Brister, Plant Supervisor, phone 318-473-1293 or 318-473-1294. All products shall be delivered within forty-eight (48) hours of receipt of a purchase order number.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or e-mailed to the attention of Joann Swain, City of Alexandria - Purchasing Department, P.O. Box 71, Alexandria, LA 71309-0071; Fax #318-619-3412; e-mail joann.swain@cityofalex.com ; and must be received by **4:00 PM CST, Thursday, March 30, 2023.**

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
CHEMICAL ADDITIVES FOR WARTSILLA ENGINES AT D.G. HUNTER POWER PLANT**

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 should 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, may 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 de-escalation 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.
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.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
CHEMICAL ADDITIVES FOR WARTSILLA ENGINES AT D.G. HUNTER POWER PLANT**

General Conditions for Bidders - Please Read Carefully (Continued)

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.

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).

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
CHEMICAL ADDITIVES FOR WARTSILLA ENGINES AT D.G. HUNTER POWER PLANT**

General Conditions for Bidders - Please Read Carefully (Continued)

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.

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.cityofalexandrialala.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.

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:
CHEMICAL ADDITIVES FOR WARTSILLA ENGINES AT D.G. HUNTER POWER PLANT**

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:
CHEMICAL ADDITIVES FOR WARTSILLA ENGINES AT D.G. HUNTER POWER PLANT**

BID SPECIFICATIONS

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.
- 1.2 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.
- 1.3 **All products shall be offloaded by the successful bidder, delivered F.O.B., freight pre-paid,** to the D.G. Hunter Generating Power Plant located at 1011 N., Third Street, Alexandria, LA 71301. Products being ordered shall be delivered within forty-eight (48) hours of receipt of a purchase order, to the D.G. Hunter Generating Power Plant. Failure to comply with the forty-eight (48) hour delivery specification shall be grounds for termination for default and award made to the second low bidder or a re-bid.
- 1.4 The D.G. Hunter Generating Power Plant has the following above ground storage tanks for each of the listed products:
- | | |
|-------------------|--------------------------------------|
| Aqueous Urea: | One 20,000 Gallon Storage Tank |
| Propylene Glycol: | Tote (provided by successful bidder) |
- 1.5 The successful bidder is responsible for have any and all necessary and appropriate connections, tools, equipment and personnel necessary for the delivery of all petroleum products and additives listed in this bid document. The successful bidder is also responsible for have any and all necessary and appropriate connections, tools, equipment and personnel necessary to move each product from its transport vehicle to the appropriate designated storage tank on site.
- 1.6 **INSURANCE:** Bidder should furnish, attached to the bid document, a current copy of his Certificate of Insurance indicating limits of General Liability, Automobile Liability and Worker's Compensation in force at the time of the bidding. Evidence of reliable insurance to fully indemnify against long-term liabilities shall be part of the evaluation criteria for award of this bid. Certificate of Insurance shall have a General Liability Aggregate of Four Million (\$4,000,000) Dollars and a per person/per occurrence of Two Million (\$2,000,000) Dollars. Automobile Liability will have a Combined Single Limit of Two Million (2,000,000). Also on the Certificate, the City shall be named as an "additional insured" and a waiver of subrogation in favor of the City of Alexandria. On the Certificate of Insurance under Worker's Compensation, it shall state that "This is a standard Worker's Compensation Policy", with statutory limits. Cancellation of any Certificate of Insurance should require sixty (60) day notice to the City of Alexandria, but under no circumstances less than thirty (30) day notice. Also, the following wording must be removed before acceptance of the Certificate: "Endeavor to" or "But failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives." Certificate holder shall be the City of Alexandria, P.O. Box 71, Alexandria, LA 71309-0071, Attention: Purchasing Manager.

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
CHEMICAL ADDITIVES FOR WARTSILLA ENGINES AT D.G. HUNTER POWER PLANT**

BID SPECIFICATIONS

1.0 General: (Continued)

1.7 Bidders should furnish, attached to the bid, a current copy of the Material Safety Data Sheet (MSDS) for each product specified in this bid document.

1.8 Wartsilla Warranty Information: The Wartsilla Brand Reciprocating Internal Combustion Engines (RICE) warranty states that topping-off or otherwise using another product in these RICE engines after the initial fill is strictly prohibited. Doing so could cause serious damage and malfunctioning of these engines. Failure to deliver the name brand petroleum products and chemical additives described in this bid document will result in the successful bidder, at his sole expense and at NO cost to the City of Alexandria; draining, cleaning and refilling each Wartsilla RICE engine.

2.0 Marine Grade DEF - 40% Urea Solution (Bulk):

Product shall be **Marine Grade DEF – 40% Urea solution only**. NO agricultural (fertilizer) urea will be accepted under any circumstances.

Product parameters shall be as follows:

Urea Concentration	40.0 +- 1.0
Free Ammonia (alkalinity)	0.50, maximum
Biuret	0.80%, maximum
Aldehydes	100 ppm, maximum
Insoluble Matter (0.8 micron)	50 ppm, maximum
Phosphates	1 ppm, maximum
Calcium	1 ppm, maximum
Iron	1 ppm, maximum
Magnesium	1 ppm, maximum
Sodium	1 ppm, maximum
Potassium	1ppm, maximum

3.0 Propylene Glycol USP - Tote:

Shall meet the following standard:

<u>Test</u>	<u>Test ID</u>	<u>Requirements</u>
Water, wt. %	Water 2	<= .2 Maximum
Heavy Metals, ppm	Heavy Metal 1	<= 5 Maximum
Acidity, mL	Acidity USP	<= .2 Maximum
Specific Gravity @ 25° C	SpGrav 25C	1.035 =< Value =< 1.037
Chlorides, ppm	Chlorides 3	<= 1 Maximum
Assay, wt. %	Assay Wt.%	>= 99 Minimum
Residue on Ignition, ppm	Res IgnitUSP	<= 70 Maximum

**CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
CHEMICAL ADDITIVES FOR WARTSILLA ENGINES AT D.G. HUNTER POWER PLANT**

BID SPECIFICATIONS

3.0 Propylene Glycol USP - Tote: (CONTINUED)

Org. Volatile Impur (OVI)	OVI USP	Conforms
Sulfates, wt. %	Sulfates USP	<= .006 Maximum
Ident A (IR)	Ident A	PASS
Ident B (Limit of DEG & EG)	Ident B	PASS
Ident C (GC)	Ident C	PASS

PRICE PAGE

Bid prices are delivered F.O.B., freight pre-paid, as per these bid specifications:

Bid Item #1 - Marine Grade DEF – 40% Urea solution (Bulk)

Approximate Annual Usage – 115,000 Gallons

Bid Price \$ _____/per Gallon

Bid Item #2 - Propylene Glycol USP (Tote)

Approximate Annual Usage – 5,000 Gallons

Bid Price \$ _____/per Gallon

TOTAL of Bid Items #1 through #2: \$ _____

Copy of current Insurance Certificate attached: Yes _____ No _____
Copy of current MSDS for each product attached: Yes _____ No _____

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CITY OF ALEXANDRIA BID SPECIFICATIONS FOR:
CHEMICAL ADDITIVES FOR WARTSILLA ENGINES AT D.G. HUNTER POWER PLANT

Bidder Information:

Company Name: _____

Address: _____

City/State/Zip: _____

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

Email: _____

Authorized Printed Name and Title: _____

Authorized Signature: _____

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