



Wilma Kelly
Purchasing Manager

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



Office: (318) 441-6180
Fax: (318) 619-3414

Requests for Proposals will be received until **2:00 PM, Thursday, December 10, 2020**, and opened at the City of Alexandria Purchasing Department.

City of Alexandria **RFP #1560P**
Page: 1 of 13
Date RFP Prepared: November 13, 2020

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 quotations with the following:
Christine Sims, Sr. Buyer

City of Alexandria - Purchasing
2021 Industrial Park Road
Building WH
Alexandria, LA 71303
Phone: 318-441-6183 Fax: 318-619-3414

INTRODUCTION

OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES

It is the intent of the City of Alexandria to secure pricing on **OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**, for use by the City of Alexandria Electric Distribution Department for the purpose of providing labor, tools, and equipment to support the safe and reliable operation of the City's 12.5kV and 2.4kV overhead electric distribution systems.

No such item of labor or equipment shall be removed or omitted for the reason that it was not specified in the bid documents. **Removing or omitting labor or equipment items from this quotation shall be grounds for immediate bid proposal rejection.**

Quotations shall be returned by US Mail, courier or hand delivered to City of Alexandria Purchasing Department, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71301; or e-mailed to christine.sims@cityofalex.com. Except for email submissions, all quotation packages shall be submitted in a sealed envelope clearly labeled on the outside. **All prospective vendors shall include their Louisiana Contractor's License Number on the outside of their submittal or in the message text if submitted by email. Failure to supply the required license number shall be grounds for immediate proposal rejection.**

Note: An electronic pre-bid conference shall be held on Monday, November 30, 2020, at 2:00 PM CST. Interested respondents may log in to the conference at <https://global.gotomeeting.com/join/771449053> or may dial in to the conference at (786) 535-3211, Access Code: 771-449-053. While participation is not mandatory, respondents are strongly encouraged to participate!

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

BID SPECIFICATIONS

GENERAL SPECIFICATIONS:

1. **GENERAL REQUIREMENTS**

The Contractor shall furnish all labor, tools, and equipment necessary to provide up to two (2) five (5) person overhead electric distribution construction crews. It is the City's expectation the crew(s) will be experienced, trained, and tenured employees capable of completing a wide variety of construction, maintenance, and troubleshooting tasks with minimal, if any, oversight by the City.

All electrical equipment shall be installed in accordance with the instructions of the manufacturers. The work shall be done in strict compliance with state and local ordinances governing this class of work. The Contractor shall visit the job site and install his work to meet existing conditions found at the site. The Contractor shall acquaint himself with all existing factors and conditions which affect his work. Failure to do so shall not relieve him of meeting the responsibility to install the work correctly.

The Contractor shall protect the entire electrical system from damage on the project until final acceptance.

2. **SCOPE OF WORK**

The work under this contract shall consist of furnishing labor, tools and equipment provided by the Contractor necessary for the following project:

OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES

3. **CONSTRUCTION FORCE**

The Contractor shall provide and maintain in full operation at all times during the performance of the contract a sufficient crew of helpers, linemen and a foreman to prosecute the work with dispatch. The Contractor shall provide a full time Working Foreman who shall be on the job during all working periods. The Contractor shall be responsible for maintenance and repair of all equipment installed by him which fails due to substandard workmanship.

The Contractor shall make available for the term of this contract up to two (2) crews; the City reserves the right to require a written work record for any individual employed by the Contractor, who performs work under this contract. The Contractor shall at all times maintain a Working Foreman on the job to supervise the other workers.

The Contractor shall maintain all equipment in good working order. City will only pay for equipment which is on the job site and in working condition. City will only pay for personnel employed by the Contractor that are actually performing electrical work on the job site.

Each crew(s) shall include the following personnel and equipment:

Working Foreman, minimum 8 years' experience
Journeyman Lineman, minimum 5 years' experience
Apprentice Lineman, minimum 2 years' experience

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

Equipment Operator, minimum 1 years' experience
Groundman, minimum 1 years' experience
55' Aerial Bucket Truck, with tools
55' Aerial Material Handling Bucket Truck, with tools
47' Digger Derrick, with 18" and 24" augers and hydraulic tamp
Pole & Equipment Trailer, capable of hauling 60' poles
Conductor Puller/Tensioner Stringing Equipment
Crew Cab Pickup Truck

All equipment must be available, but only necessary items will be used and paid for on a particular project.

At the request of the Owner, the Contractor shall provide to the Owner a list of names and qualifications of all personnel to be used on the job. Any personnel who are not qualified to perform the work properly shall be replaced with qualified personnel. The respondent shall also furnish the name of the Working Foreman to supervise the work in the following blank:

PROPOSED WORKING FOREMAN'S NAME: _____

4. EXPERIENCE

The Contractor, or its holding company, shall have a minimum of eight (8) years' experience in the construction of overhead electric distribution and this experience shall also include working on energized overhead electric distribution lines of at least 12.5 kV. While it is not the intent of this RFP to secure the services of an Underground Distribution (UG) construction crew, the Contractor's assigned crew should be familiar with UG construction assemblies reasonably expected to be encountered during overhead maintenance activities. The assemblies include, but are not limited to, primary risers secondary service risers, outdoor high-voltage terminations, and pad-mounted transformer loadbreak elbows.

5. DRAWINGS FURNISHED BY THE OWNER

The project drawings are intended to describe and illustrate the desired layout of the project. The dimensions shall be modified only if a conflict in construction arises and the Owner agrees such modifications are necessary.

6. ARTICLE 6 - APPROVALS FOR CHANGE

At no time shall the Contractor deviate from the intent of the drawings or these specifications unless these deviations are approved in writing by the Owner.

7. CODES AND PERMITS

The work shall be performed in accordance with the National Electric Code, the National Electrical Safety Code, and the City's Overhead Distribution Construction Manual editions in effect at the time of construction. Said work shall also comply with all local codes and ordinances.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

8. WORKMANSHIP

The workmanship shall conform to the best accepted electrical construction practice. Should it become evident that during the course of construction that the electrical items indicated on the plans is for any reason undesirable, the Contractor shall immediately bring the situation to the attention of the Owner for a decision. The Contractor shall be responsible for installing the proper materials as described by the drawings and specifications.

9. GUARANTEE

The Contractor shall guarantee workmanship for one full year after formal acceptance of the project. The Contractor will repair all workmanship defects promptly, and absorb all costs.

10. COORDINATION OF WORK

The Contractor or his assigned representative shall inform the Owner each day of his work location before proceeding to work, and each time the Contractor moves into a different area. In the event that the Contractor causes a fault on the electrical system, the Contractor shall immediately notify the Electric Distribution SCADA operator via radio or phone (473-1348). The Contractor shall not intentionally disconnect electric service to any customer, nor shall he operate any devices owned by the Owner without prior notice to and approval from the Owner.

11. MAINTENANCE

The Contractor shall perform maintenance work which shall include straightening of poles, resetting anchors which do not hold properly, filling of settled trenches of excavations, and repairing the damage caused by such settlement, and other necessary repairs and maintenance. Written notice shall be given by the Owner when maintenance is deemed necessary. In the event that the repairs are not made within a reasonable time from the date of notice, the Owner may have the work performed by other parties. The cost arising from such repairs shall be paid by the Contractor.

12. PAYMENT

The Contractor may invoice the Owner for work performed on a bi-monthly basis. The work performed shall meet the approval of the Owner. The Owner shall process payment after verification of the invoice. The request for payment shall be made in ink or typed, on a per hour basis, and placed on a standard City payment form.

13. BIDS ON HOURLY BASIS

The respondent understands and agrees that the various hourly rates for personnel and equipment on which the bids are submitted are as defined in these specifications. The overtime hourly rate for personnel shall be 1.5 times the regular rate. Overtime multipliers in excess of 1.5 will not be considered by the Owner.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

14. EVALUATION OF BIDS

Responses shall be evaluated by multiplying the hourly unit prices quoted (at regular time, not overtime) times the quantity of hours for each respective unit shown on the Bid Form. The products for each will then be summed to obtain the "TOTAL OF BID PRICES". The qualified Contractor with the lowest "TOTAL OF BID PRICES" shall be recommended for the award of the Contract.

The quantities in the Bid Form are for bidding purposes only and are not to be interpreted as anticipated quantities to actually be utilized during any twelve month period of this Contract.

15. WORK SCHEDULE

The Contractor shall only work during regular working hours of City's Electric Distribution Department or as requested by the Electric General Supervisor and/or Director of Utilities.

16. MATERIALS FURNISHED BY OWNER

The Owner shall furnish all materials, unless otherwise noted.

All material furnished to the Contractor by the City are located at the Electric Distribution Warehouse (1015 N. Third St.) It shall be the responsibility of the Contractor to transport material from the Warehouse to the job site, as required, and return any excess materials upon completion of the work. The Contractor shall be liable for materials lost through theft or damage after these materials have been released by the City. All materials retired from job shall be returned to the Electric Distribution Warehouse. Contractor shall schedule the acquisition of materials with the Electric Distribution Warehouse to avoid interference with routine warehouse operations.

17. SIGNS AND BARRICADES

The Contractor shall abide by all rules and regulations set forth in the latest edition of the MUTCD as well as LA DOTD District 8.

18. SAFETY

It shall be the responsibility of the Contractor to maintain qualified personnel to perform the work under this contract. The Owner reserves the right to reject any employee working under this contract that conducts himself in an unsafe manner or does not properly perform his work. All employees of the Contractor will be subject to drug testing at the Contractor's expense prior to beginning work for the Owner. No employee of the Contractor who fails the test will be allowed to work on the Owner's property.

The Contractor shall be responsible to ensure that all employees are trained in and be familiar with the safety related work practices, safety procedures, and other safety requirements as required by OSHA, NESC, NEC or other applicable codes for working on energized high voltage electrical lines. Upon request by the Owner, the Contractor will furnish a letter verifying which employees are qualified to work on energized electrical lines. Only qualified employees shall work on the Owner's electrical system. A qualified employee shall have training and be competent in the skills necessary to work on energized high voltage electrical lines. The qualifications shall be based upon the employee's years of experience, work safety record and knowledge of:

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

- a. The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment;
- b. The skills and techniques necessary to determine the nominal voltage of exposed live parts;
- c. The minimum approach distances specified in this section corresponding to the voltages to which the qualified employee will be exposed; and
- d. The proper use of the special pre-cautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools for working on or near exposed energized parts of electric equipment.

Contractors are required to investigate all incidents involving energized facilities, following the contractor's process for "near miss" incidents and to submit documentation to the Owner's designated representative. In addition and at any time, the Owner reserves the following rights:

- i. The requirement of the Contractor to provide documentation of proper recourse (safety & training conducted with at-fault personnel at the Contractor's expense, etc.) to designated company representative.
- ii. If at-fault personnel are repeat offenders, the Owner reserves the right to require the removal of the individual(s) from the Owner's property.
- iii. Remove workload from the Contractor.
- iv. Bar the Contractor from working on the electrical system.

19. SAFETY PROGRAM

Contractor will have a documented safety program for his personnel. Contractor will also provide the Owner its most up to date contractors OSHA Recordable Incident Rate. Rate will be compared to average as shown by The Bureau of Labor Statistic Table 1. Incident rates of nonfatal occupational injuries and illnesses by industry and case type (applicable year) Utilities NAICS code 2211.

20. TERM OF CONTRACT

The term of this contract shall be for no more than twelve (12) months, herein referred to as "Initial Term" commencing with the date of the contract agreement. All prices bid shall be firm for the entire term of the contract. At the discretion of City and with the consent of the Contractor, this contract may be extended for two (2) additional years, renewable each year, herein referred to as "Renewal Term". At the discretion of City and with the consent of the Contractor, this contract may be extended beyond the Renewal Term on a year by year basis, renewable each year. The Customer may request a price adjustments prior to the Renewal Term, with adjustments being made in accordance with the percentage increase or decrease in the U.S. Department of Labor – Bureau of Labor Statistics, Consumer Price Index – All Urban Consumers_ South Region All Items. Statistical information concerning this index is available from the following website: <http://data.bls.gov/cgi-bin/surveymost?cu>. The Contractor must utilize the CPI to compute the percentage of change as indicated by the following: <https://www.bls.gov/cpi/factsheets/escalation.htm>. An adjusted rate for any or all line items must not exceed the maximum percentage increase or decrease of the Consumer Price Index.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

This contract extension shall be authorized in writing by City at least two (2) months in advance of the initial contract expiration date. In the event City does not accept computed contract adjustment or the Contractor does not accept City's proposal for an additional term, the contract shall be re-bid.

The contract may be terminated at anytime during its term by City should the Contractor fail to perform work assigned to him in a professional and timely manner. The Contractor shall be given written notice of such termination.

INSURANCE:

Bidder shall 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) days notice to the City of Alexandria, but under no circumstances less than thirty (30) days 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 REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

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 respondents quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each respondent 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 respondent 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 REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

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 respondent 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 respondent. Should the respondent to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible respondent, 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 REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

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 REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

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.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 respondent 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 respondent ***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 REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

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

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 respondent ***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 REQUEST FOR PROPOSAL FOR:
OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES**

PRICING PAGE

Bid price for OVERHEAD ELECTRIC DISTRIBUTION MAINTENANCE SERVICES. Transfer the total extended price for Option A and Option B from the attached Schedule A - Rate Evaluation Worksheet. Please submit an Excel copy of your Rate Evaluation Worksheet as well.

Option A – Total Bid Price \$ _____

Option B – Total Bid Price \$ _____

The City reserves the right to award either Option A or Option B, whichever is in the best interest of the City.

=====

Respondent 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.)