

ALEXANDRIA POLICE DEPARTMENT  
FIRING RANGE SAFETY BAFFLE MATERIALS  
**LAMINATED WOOD BEAMS**

CITY OF ALEXANDRIA  
BID PROPOSAL # 1983

CITY OF ALEXANDRIA, LOUISIANA

UTILITY DIVISION

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City of Alexandria  
Police Department  
P.O. Box 71, Alexandria, La 71309-0071  
Phone (318) 473-1301

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City of Alexandria, Louisiana  
Utility Division

ALEXANDRIA POLICE DEPARTMENT  
FIRING RANGE SAFETY BAFFLE MATERIALS  
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# ADVERTISEMENT TO BID

CITY OF ALEXANDRIA, LOUISIANA  
PURCHASING DEPARTMENT

**ALEXANDRIA POLICE DEPARTMENT  
FIRING RANGE SAFETY BAFFLE MATERIALS  
LAMINATED WOOD BEAMS (BID # 1983)  
TIMBER POLES (BID # 1984)  
MISCELLANEOUS LUMBER (BID # 1985)**

Separate sealed bids for, **Alexandria Police Department Firing Range Safety Baffle Materials, Laminated Wood Beams (Bid # 1983); Timber Poles (Bid # 1984); Miscellaneous Lumber (Bid # 1985)**, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until **TEN (10) O'CLOCK AM CST, TUESDAY, March 18, 2014**, and then at said office publicly opened and read aloud.

Vendors have the option to submit a bid on any or all of the material bid packets.

Complete bid packet / bid specifications may be obtained at the City of Alexandria's website, [www.cityofalexandrialala.com](http://www.cityofalexandrialala.com), under the heading "*Business*", and drop down to "*RFP/RFQ/Bids*". There is no charge to download bid document from the City's website.

Pursuant to LA R.S. 38:2212(A)(1)(f) and R.S. 38:2212.1(B)(4), vendors have the option to submit their bids electronically. To submit your bid electronically your company will need to be a BidSync subscriber. For information on BidSync, please go to [www.BidSync.com](http://www.BidSync.com) or call 1-800-990-9339 for more information.

**Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Sue Ducote, City of Alexandria – Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; Fax (318)-619-3412 email [sue.ducote@cityofalex.com](mailto:sue.ducote@cityofalex.com); and must be received by 5:00 PM, Friday, March 7, 2014.**

<u>Address for Postal Delivery:</u>	<u>Address for Courier or Overnight Delivery:</u>	<u>Address for Electronic Bid Submission:</u>
City of Alexandria Mrs. Nancy Thiels, City Clerk PO Box 71 Alexandria, LA 71309-0071	City of Alexandria Mrs. Nancy Thiels, City Clerk 915 Third Street - 1st Floor Alexandria, LA 71301 Phone: 318-449-5047	<a href="http://www.bidsync.com">www.bidsync.com</a>  Phone: 800-990-9339

PLEASE PUBLISH THREE (3) TIMES:

Friday, February 21, 2014  
Friday, February 28, 2014  
Friday, March 7, 2014

\_\_\_\_\_  
Name of Bidder

**BID PROPOSAL**

**TO:** City of Alexandria  
P.O. Box 71  
Alexandria, Louisiana 71309-0071

**BID FOR:** Alexandria Police Department  
Firing Range Safety Baffle Materials  
Laminated Wood Beams (Bid # 1983)

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**TITLE OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the follow ADENDA:  
(Enter the number the City has assigned to each of the addenda that the Bidder is acknowledging) \_\_\_\_\_

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>
3-1/2" x 5' x 34' Exterior Grade Glued Laminated Wood Beam	34	Each		

**TOTAL BID:** For all work required by the Bidding Documents the sum of:  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**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. Each bidder should submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. **The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in.** Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
4. Literature, brochures, and other related paperwork attached to the bid shall be identified with the name of the bidder and bid item number.
5. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
6. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications.
7. 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.
8. 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.
9. 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.
10. Bids shall be opened publicly in the City Council Chambers.
11. Cash discounts may be accepted, but SHALL NOT be considered in making award.
12. 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.
13. 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.

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

14. 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.

15. 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.

16. 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.

17. 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.

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

(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.

18. In-State preferences shall not apply to procurements involving federal funds.

19. Pursuant to LA R.S. 38:2212 C.(2)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than twenty-one (21) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website ([www.cityofalexandria.com](http://www.cityofalexandria.com)) and posted on BidSync ([www.BidSync.com](http://www.BidSync.com)) if applicable.

20. 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.

## ***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](http://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.

Sincerely,

City of Alexandria



**LAMINATED WOOD BEAMS SPECIFICATION**

**PART 1 - PRODUCT SPECIFICATIONS**

1.1 The City of Alexandria (COA) Purchasing Department will consider bids containing the following type of product:

<u>Description</u>
3-1/2" x 5' x 34' Exterior Grade Glued Laminated Wood Beam

1.2 The product to be bid shall be exterior grade glued laminate beams of dimensions 3 1/2" Width x 5' Depth x 34' Span. The width shall be at least 3 1/2" and no more than 6". The depth shall be equal to 5' and may be made up of multiple integrated beams with varying depths; however the beam's total depth shall not be made up of more than three (3) integrated beams. The beam shall have a continuous span length of 34'.

1.3 The beams shall be designed and treated for exterior above ground use. The beams shall be treated with fungicide and insecticide preservatives. Beams shall be stainable and paintable. Beams shall not be treated with materials considered to be hazardous, cause swelling or shrinkage of the beam, or cause strength reduction.

**PART 2 - ACCEPTANCE OF QUOTATIONS**

2.1 All quotations or any parts thereof may be rejected or accepted COA Purchasing Department.

2.2 The COA Purchasing Department reserves the right to purchase any of the products quoted from the vendor of its choice based on the availability of the needed material and an estimate of lowest total costs to the City.

**PART 3 - DELIVERY**

3.1 The material is to be delivered, upon order by the COA Purchasing Department, to the following location.

Delivery Location:  
2 Harold Miles Park Road  
Alexandria, Louisiana 71301

3.2 All bid prices shall include any and all freight charges. The vendor shall give the COA a two (2) week notice upon delivery of material in order for adequate offloading equipment to be supplied by the City.