

REQUISITION & PROPOSAL

ALABAMA STATE PORT AUTHORITY
MCDUFFIE COAL TERMINAL DEPARTMENT

DATE: 5/24/18
 ORIGINATING DEPT NO.: 106

TO: Prospective Vendors

Please **procure** the following and **DELIVER TO:**

ALABAMA STATE PORT AUTHORITY
 MCDUFFIE COAL TERMINAL OFFICE
 1901 EZRA TRICE BLVD
 MOBILE, AL 36602

NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

The Alabama State Port Authority will be accepting BIDS on the following items.

ITEM	DESCRIPTION	PRICE PER FT.
1	48" WIDE, 3 PLY, 600 PYLON PLUS, 3/16" TOP X 3/32" COVERS, GUARDIAN RMA GRADE II (DOMESTIC BELT ONLY) Inventory# 102311 Delivery _____ Weeks Brand _____	\$ _____
2	60" WIDE, 3 PLY, 600 PYLON PLUS, 3/16" TOP X 3/32" COVERS (DOMESTIC BELT ONLY) Inventory# 105008 Delivery _____ Weeks Brand _____	\$ _____
3	72" WIDE, 4-PLY, 3/16" TOP PLY X 1/8" BOTTOM PLY POLYESTER/NYLON FABRIC CARCASSES, 800 PIW VULCANIZED/FASTENER RATING, MIN. IMPACT INDEX 3.2, MIN. CARCASS GAUGE .350", MIN. AVERAGE ELASTIC MODULUS 75,000 PIW (DOMESTIC BELT ONLY) Inventory# 102316 Delivery _____ Weeks Brand _____	\$ _____
4	84" WIDE, 4-PLY, 3/16" TOP PLY X 1/8" BOTTOM PLY POLYESTER/NYLON FABRIC CARCASSES, 800 PIW VULCANIZED/FASTENER RATING, MIN. IMPACT INDEX 3.2, MIN. CARCASS GAUGE .350", MIN. AVERAGE ELASTIC MODULUS 75,000 PIW (DOMESTIC BELT ONLY) Inventory# 105082 Delivery _____ Weeks Brand _____	\$ _____
5	96" WIDE, 5-PLY 1250, 3/16" TOP PLY X 1/8" BOTTOM PLY 1/8" POLYESTER / NYLON FABRIC CARCASSES, 1250 PIW VULCANIZED/FASTENER RATING, MIN. IMPACT INDEX 4.3, MIN. CARCASS GAUGE .470", MIN. AVERAGE ELASTIC MODULUS 92,000 PIW. (DOMESTIC BELT ONLY) Inventory# 105083 Delivery _____ Weeks Brand _____	\$ _____

Each roll MUST consist of (1,010 – 1,100 ft.) ASPA will not pay for anything over 1,100 ft.

Price shall include FREE Delivery.

Company Name: _____

Authorized Signature: _____ **Print Name:** _____

This is not an order; it is the basis for evaluation of pricing and award of bid. Award of this contract does not obligate the Alabama State Port Authority to purchase any minimum or maximum number of rolls.

Bid Opening is 5/24/18 at 10am. CT in the McDuffie Conference Room

BIDS NEED TO BE LABELED: CONVEYOR BELT 5/24/18

Conveyor Belt

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CONTRACT PERIOD: ESTABLISH A 12 MONTH AGREEMENT WITH AN OPTION TO ISSUE A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH AGREEMENT WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH AGREEMENT, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH AGREEMENT EXPIRES. ANY SUCCESSIVE AGREEMENT MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR.

ASPA reserves the right to cancel this contract at anytime.

Delivery time may be a factor in awarding contract.

1) BELT

The belt shall be shipped free of longitudinal and transverse buckling, wavy cords, or other unevenness which might cause a localized point of flexing when the belt is in service. The maximum width tolerance shall be + $\frac{3}{4}$ inch with not more than $\frac{3}{4}$ inch total width differential on any single roll of belt. Belt length for each roll must be between 1,010ft and 1,100ft. Belt shall have manufacturers' identifying mark and Alabama State Port Authority (ASPA) Inventory Number on 20' minimum intervals on top cover approximately 6 inches from edge.

2) SHIPMENT AND DELIVERY

Delivery at McDuffie Terminals must be complete no later than 150 calendar days from date of ASPA Purchase Order. The individual rolls of belting shall be shipped on durable reels and shall be protected and sealed to prevent damage during shipment and deterioration during field storage. Minimum hole diameter through the core shall be 6".

The ASPA shall assume the responsibility to unload the belting and store in a suitable location.

The supplier's representative, accompanied by the contractor and the owner's representative shall inspect the rolls at the time of delivery for any apparent damage or deficiency. Should damage have occurred during shipment or a deficiency exist, the supplier shall take immediate action to ship replacement belt or repair the damaged belt at the site, at the discretion of the owner.

3) GUARANTEE

The supplier shall furnish ASPA with the manufacturer's letter of warranty, covering a period of five (5) years from the date of receipt of entire order guaranteeing against any of the following occurrences:

- 1). Separation of the plies or covers.
- 2). Deterioration of the cover or plies so that the carrying capacity or integrity of the belt is reduced. (Does not include normal cover wear or damage to the belt due to abrading, foreign material, or maintenance neglect).
- 3). Uneven strength so that the belt cannot be trained.
- 4). Total permanent non-elastic belt stretch "set" exceeding 1% of installed length.

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<p>If the belt fails because of occurrences specified in items 1, 2, or 3 the ASPA will pay for the cost of the replacement belt on a proration of time remaining under warranty.</p> <p>If the belt stretch exceeds 1% but is less than 3%, the contractor shall remove a portion of belt and re-splice it at no cost to the ASPA. ASPA will perform this service and back-charge the supplier, if requested.</p> <p>If the belt stretch exceeds 3%, or if the belt fails because of cover wear, the ASPA will pay for the cost of the replacement belt on a proration of time remaining under warranty.</p> <p>For purposes of determining inelastic stretch, the initial installed belt length shall be measured after the belt has run a minimum of 8 hours under operating conditions.</p> <p>In event of a warranty claim, the manufacturer will have a representative on-site within 7 days of notice. Any replacement belt required in accordance with this warranty shall be delivered within 150 calendar days from notice.</p> <p>The cost of the replacement belt shall be the bid price of the original belt, F.O.B. McDuffie Island adjusted on the basis of the change in the "Wholesale Price Index – Special Industrial Machinery and Equipment" from the date of contract to the date of failure.</p> <p>The installation and splicing of replacement belt, except in the case of excess stretch, shall be the responsibility of the ASPA.</p> <p>4) LIQUIDATED DAMAGES Damages must be assessed by the ASPA at the rate of \$100 per day for each calendar day beyond the allowed 150 calendar days for manufacturing and shipping and receiving at McDuffie Terminals. This amount shall be deducted from the amount owed the supplier.</p> <p>5) PAYMENT Partial payment for partial shipments of one or two rolls is acceptable. Such payments will be subject to a 10% retainage. Final payment and retainage will be paid upon receipt of final shipment.</p>

4) LIQUIDATED DAMAGES

5) PAYMENT

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Bid opening will be May 24th, 2018 @ 10:00 a.m. in the McDuffie Terminal Conference Room. NO BIDS WILL BE ACCEPTED AFTER THIS TIME.

PLEASE SEE ATTACHED INDEMNIFICATION SHEET & DISCLOSURE STATEMENT

Company

Address

Representative

Phone Number

Email

ALL BIDS MUST BE NOTARIZED

STATE OF _____)

COUNTY OF _____)

On this ___ day of _____, 20___, before me appeared _____, to me personally known, who, being by me duly sworn, did say that such person executed the foregoing instrument as the free act and deed of such person, having been duly authorized to execute such instrument in such capacity.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public, State of _____

Print Name

My commission expires: _____

THIS PAGE MUST BE NOTARIZED

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Alabama State Docks/Port Authority

Bid Description: Purchase of Conveyor Belt

Bids to be Open: 5/24/18

The following paragraph shall be considered a part of the above referenced bid:

Indemnification Clause

The Contractor shall assume all liability for and shall indemnify and save harmless the **State of Alabama** and the **Alabama State Docks/Port Authority** and its officers and employees from all damages and liability for injury to any person or persons, and injury to or destruction of property, including the loss of use thereof, by reason of an accident or occurrence arising from operations under the contract, whether such operations are performed by himself or by any subcontractor or by anyone directly or indirectly employed by either of them occurring on or about the premises, or the ways and means adjacent during the term of the contract, or any extension thereof, and shall also assume the liability for injury and/or damages to adjacent or neighboring property by reason of work done under the contract.

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Please use this as a **guide only** for proper delivery.

Sender Name & Address

Alabama State Port Authority
McDuffie Coal Terminal
Postal Address for US Mail
Physical Address for Courier Service

Sealed Bid: (Description)

Bid Opening Date:

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Please return one copy of this bid, duly signed, by **10:00 a.m., May 24, 2018.**

When all bids are publicly opened, UNIT PRICES AND EXTENSIONS shall be entered opposite each item above on which you are prepared to bid for delivery **FREE OF CHARGE TO - McDuffie Coal Terminal (FOB) ALABAMA STATE DOCKS**

No consideration will be given bids unless on this form or a written attachment.

If not prepared to submit a bid, please state over the firm signature and return so that it may be known it was brought to your attention; otherwise your name may be dropped from the list of prospective vendors.

The right is reserved to reject any and all bids deemed for the interest of the Alabama State Port Authority, to strike out any item or items in the bids, and to waive any defect or irregularity not a violation of law or to make any modification in the several conditions herein stipulated that are deemed to be in the best interest of the Alabama State Port Authority, including the separation of items of a class in making awards. In general, awards will be made to the lowest satisfactory vendor.

No Allowance will be made for errors, either of omission or commission, on the part of the vendors. It must be assumed that vendors have fully informed themselves as to all conditions, requirements, and specifications before submitting bids and they can not expect to be excused or relieved from the responsibility assumed by their bids on the plea of error. In case of error in extension of prices the unit price will govern.

The Port Authority reserves the right to refuse to issue a bid form or a contract to a prospective vendor for any of the following reasons:

- a) Failure to pay, or satisfactorily settle, all bills due for labor and materials on a former contract in force with the Port Authority.
- b) Contractor default under a previous Contract with the Port Authority.
- c) Bid withdrawal or Bid Bond forfeiture on a previous project with the Port Authority.
- d) Unsatisfactory work on a previous contract with the Port Authority.

Port Authority may make such investigations as deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all such information and data for this purpose as the Port Authority may request. The Port Authority reserves the right to reject any bid if the evidence submitted by, or investigation of, such vendor fails to satisfy the Port Authority that such vendor is properly qualified to carry out the obligations of the Contract.

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ALABAMA STATE PORT AUTHORITY ACCESS POLICY

IMPORTANT NOTICE TO VENDORS REGARDING ACCESS TO ASPA RESTRICTED FACILITIES:

Successful vendors requiring access to the Alabama State Port Authority's Restricted Facilities to fulfill any obligations set forth in this bid must comply fully with the Authority's Access Policy found in its entirety at http://www.asdd.com/portaccess_policy.html. The Port Authority's Access Policy requires all persons permanently employed at the port, including ASPA staff, tenants and their employees, surveyors, agents, stevedores, longshoremen, chaplains, contract labor and persons requesting temporary access to the port, including delivery persons, vendors, contractors, and temporary workers must obtain and display an ASPA issued photo ID badge or visitor badge at all times when accessing or working on port property. In order to obtain an ASPA credential, applicants must also obtain a Transportation Worker Identification Credential (TWIC) and undergo mandatory Security Awareness Training. Information on the TWIC can be found at http://www.asdd.com/portaccess_twicregs.html

Information on Security Awareness Training classes and scheduling can be found at http://www.asdd.com/portaccess_securitytraining.html

ALL PROSPECTIVE VENDORS ARE ENCOURAGED TO REVIEW THESE POLICIES AND CONSIDER THESE REQUIREMENTS IN PREPARING BID SUBMISSIONS.

INSTRUCTIONS FOR VENDORS

ALABAMA STATE PORT AUTHORITY

This instruction sheet is provided as a guide to facilitate the bid process and highlight important points for consideration by vendors. Each vendor is responsible for fully reading and complying with the instructions on the Alabama State Port Authority bid form. **This instruction sheet is to be used as a guide only.**

1. No consideration will be given to bids unless presented on the Alabama State Port Authority "Requisition & Proposal" Form with suitable attachments as deemed necessary by the vendor. Alternate bid proposals may be rendered, with proper support.
2. If your company is not prepared to submit a bid, so state and sign to avoid being deleted from the prospective vendor's list.
3. The Alabama State Port Authority reserves the right to reject any and all bids if deemed in the Alabama State Port Authorities' interest.
4. No allowance will be made for error, either omission or commission.
5. Unit price governs in errors relating to extension of prices.
6. **Bids will not be accepted via FAX.** All bids must be sealed and sent via mail or hand delivered to the McDuffie Coal Terminal Office before the specified date and time.
7. The Alabama State Port Authority accepts no responsibility for facilitating the receipt of bids.
8. All bids must be notarized.
9. Bids received after specified opening time will be returned to the vendor unopened. Vendors are requested to show a return address on the bid envelope.
10. Bids must be filled out completely, including the name, address, telephone number, fax number (if possible) and signature of responsible person.
11. **Questions may be directed to** the Alabama State Port Authority McDuffie Coal Terminal, Dillon Sims, **at (251) 441-7676.**
12. **All hand delivered bids** must be tendered to Alabama State Port Authority, McDuffie Coal Terminal Office 1901 Ezra Trice Blvd., Mobile AL 36603, at or before specified time.
13. **All regular U.S. Postal Mail** must be tendered to:
ASPA - McDuffie Coal Terminal
ATTN: Dillon Sims
P.O. Box 1588
Mobile, AL 36633-1588
NOTE: THIS METHOD MUST BE MAILED AT LEAST A WEEK BEFORE THE OPENING. PLEASE IDENTIFY YOUR BID PACKAGE!!
14. **All courier / overnight deliveries** (UPS, FEDEX, etc.) must be delivered to:
ASPA - McDuffie Coal Terminal
ATTN: Dillon Sims
1901 Ezra Trice Blvd.
Mobile, AL 36603
RECOMMENDED METHOD
PLEASE IDENTIFY YOUR BID PACKAGE!!
15. Note: all overnight bids must be **FIRST PRIORITY OVERNIGHT. (8:30 A.M. NEXT MORNING)**
16. Notarization not required on "SALE" bids.
17. Please specify the purchase order number (when available) on envelope.



State of Alabama Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

- Contract
 Proposal
 Request for Proposal
 Invitation to Bid
 Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature Date

Notary's Signature Date Date Notary Expires

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

THIS PAGE MUST BE NOTARIZED