

REQUISITION & PROPOSAL

ALABAMA STATE PORT AUTHORITY
MCDUFFIE COAL TERMINAL DEPARTMENT

DATE: 3/19/2021
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 for Electric Motor Service & Repair.

Direct all technical inquiries to Scott Wallace 251-441-7316.

REQUIREMENTS THAT SHALL APPLY TO ALL ELECTRIC MOTOR SERVICE AND REPAIR SHOPS

The purpose of this requisition is to request proposals from qualified electric motor service & repair shops. Only proposals from electric motor shops with current EASA (Electrical Apparatus Service Association) and Underwriter Laboratories will be accepted. This Service Contract will be for providing labor, material, tools, and equipment (all adequately insured) on an hourly basis as necessary to assist Alabama State Port Authority (ASPA) maintenance personnel with onsite service & testing of electrical motors in addition to repair of AC & DC Electric Motors when authorized and at the discretion of the Authority's management. This service & repair contract shall be effective for one year with an option for possible yearly renewal, but not-to-exceed four (4) renewals, contingent upon no escalation of the current rates. All renewals must have written approval of both the state and contractor.

Only proposals from qualified electric motor service & repair shops with top quality, skilled workmen, a wide variety of dependable equipment in good working order, and a prior acceptable work experience at the Alabama State Port Authority (ASPA) Bulk Division and the General Cargo & Intermodal Division will be accepted and reviewed. However, the Authority reserves the right to waive this various plant work experience requirement if, in the opinion of the Management of the Bulk Handling Division, the bidding contractor can provide proof of similar acceptable experience of equal quality, workmanship, equipment and personnel availability at a comparable work site on a demand basis. Requirements for qualification include, but are not limited to the ability recondition and rewind electrical motors up to 700 HP, to perform material identification, capability to perform onsite electrical motor testing to include megohm, polarization index, phase balance, induction, capacitance, surge, hi-pot, vibration and thermography. The motor shop is to be able to provide adequate dedicated manpower for major on site and machine shop repair work during major operational outages in order to minimize equipment downtime.

All bidders must provide a minimum of 3 references documenting satisfactory work.

All working personnel are required to have received a safety orientation course and submit proof to ASPA. In addition, the successful Contractor will be required to meet with the Port's Safety Director to familiarize itself with and conform to all Port safety requirements and procedures. The motor service & repair shop must provide information on the company's safety program including safety procedures and safety records as requested by ASPA.

Bid Opening is 3/19/2021 at 10am in the McDuffie Conference Room

Bids must be labeled: Electric Motor Service & Repair - 3/19/2021

Company Name: _____

Authorized Signature: _____ Print Name: _____

Electric Motor Service & Repair

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The Contractor must obtain ASPA credentials for all workers needed to perform the required work along with the personnel needed for short notice callouts. See the ASPA Port Access Policy for further details.

The Alabama State Port Authority is a full time operating facility requiring coverage twenty-four hours a day, three hundred sixty-five days a year, including nights, weekends and holidays.

The Contractor will be responsible for providing competent, skilled craftsmen, supervision and all necessary equipment required to periodically assist/supplement ASPA plant maintenance crews with major or specialized maintenance and repair work tasks requiring a larger work force. Work outlined in this "Request for Proposal" is periodic in nature and will fluctuate based on demand. Craftsman classifications required include: Shop Labor, Field/Millwright Labor, Field Supervisor, MCE Tech, Vibration Tech, and Thermography Tech.

Electrical (AC & DC):

1. For motors/equipment, obtain critical nameplate, if available information prior to disassembly.
2. For motors/equipment, take good pictures of all sides, leads, j-boxes or any accessories prior to disassembly.
3. When feasible, install j-boxes on all repaired motors that are returned to the plant. These j-boxes do not need to be in "new" condition, as they are for lead protection only. If not feasible, use the best practice for that motor to protect the leads from damage during shipment or storage.
4. Digital reports of all electrical testing must be kept and submitted upon request. Testing must include megohm readings at the required voltage, Polarization Index (P.I.), Phase Balance, Induction, capacitance, (preferred equipment: PdMA MCE Test for off-line testing and PdMA Emax Test for on-line testing.)
5. Never perform a pre-burn on windings prior to job approval.
6. Varnish treatment for new rewinds shall include one(1) Vacuum Pressure Impregnation (VPI) and one(1) overcoat (in VPI varnish) for random and form wound stators. Shop must have a minimum of an 8-foot VPI tank.
7. All leads must be a minimum of 10" in length. Do not use glass lead wire for any leads (including jumpers/leads for sync motors).
8. Do not extend leads that are shorter than 10" unless the stator is being rewound or unless the leads are damaged.
9. For rewinds, ensure that only three leads exit the motor frame if capable, except for multiple speed motors or motors with space restrictions.
10. If available, solid barrel lugs are required for all replacement lugs. Lug size #10 and up is to be crimped using an electric or pneumatic powered crimping tool set for the proper torque required for the lug size.
11. Follow Alabama State Port Authority specifications for laminated core testing. Maximum allowable coreloss is 4.0 watts/lb. Quote replacement core iron if this specification is not met. Do not roast & strip windings prior to job approval, even if the hot spots are in the slots.
12. Surge and hi-pot testing reconditioned motors is allowed at the proper test voltages.
13. OEM field coils that are over 10 years old shall be rewound regardless of condition.
14. DC and Synchronous motors: perform AC drop test on all DC field frame coils and record.
15. DC motors requiring a new commutator shall be replaced with a solid riser type commutator.
16. DC and Synchronous armatures/rotors must be submersed, soaked and cleaned in a tank using a desalination process with appropriate cleaning solvent safe for windings.
17. Coat all armature banding with Viton, regardless of if the banding was replaced or not.
18. DC and Synchronous motors: replace all carbon brushes in kind.
19. DC and Synchronous motors: clean, coat with clear insulator and reuse if brush boxes/holders are in acceptable condition. Only replace if they are in unacceptable condition.

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Mechanical:

1. For motors/equipment, obtain critical measurements prior to disassembly.
2. When feasible, all repaired motors need to be returned with Inpro/Seal installed in both the DE and ODE. Note, this does not apply to oil-lubricated bearing motors, or DC motors with ODE tachometer interference.
3. For AC motors running on drives, install an AES bearing isolator with internal Aegis grounding ring on the DE. If recommended, the option will be quoted as a separate line on the repair quote.
4. For DC motors, install an AES bearing isolator with internal Aegis grounding ring on the DE and/or install a ceramic coated bearing.
5. Foot flatness must be $\leq 0.0150"$.
6. Rolling element bearing journal surface finish tolerance: $\leq 32.0 \mu\text{in}$.
7. Sleeve bearing journal surface finish tolerance: $\leq 16.0 \mu\text{in}$.
8. Digital reports of all mechanical tolerances must be kept and submitted upon request.
9. The following bearing journal repairs are permitted for motors with rolling-element bearings:
 - a. NEMA frame: flame-spray metallizing or electro-plating.
 - b. Above NEMA frame: Options will be discussed at time of repair.
10. Replace all grease fittings with new fittings on all motors.

Final Shop Test:

1. Any coupling hubs provided must be installed prior to testing and balanced as necessary.
2. Perform a "no load" test on AC motors. Record and document bearing temperatures, amps and vibration.
3. Perform a "no load" test on reconditioned DC motors according to NEMA Std. MG1 (100% at base speed, one direction). Even if the motor has a direction arrow, no load test run in both directions at both base and max speeds. Load test can be performed if motor has known issue or upon customer request.

Transportation & Storage:

1. Prime and paint motor exterior using an environmentally safe and durable paint for use in an industrial and/or marine location.
2. All motor leads without j-boxes shall have their leads fully protected or put inside motor if applicable before wrapping.
3. All repaired motors need to be wrapped in plastic shrink-wrap for protection in storage.
4. All repaired motors that weigh 11,000 lbs. and less need to be placed on a 48" x 48" pallet and strapped down.
5. If the motor weighs more than 11,000 lbs. contact the plant before delivery to schedule a crane to unload the motor.
6. ASPA will furnish and operate all necessary heavy equipment, i.e. cranes, lift equipment and rigging necessary to load & unload motors at ASPA facilities.
7. Oil-lubricated bearings are to be returned to the mill with shaft blocked, oil drained, and "check oil before running" tags installed on both bearing fill ports, the leads, and all lifting eyes.

Onsite Service & Testing

1. Shop must have capability to provide onsite/online testing to include megohm readings at required voltage, Polarization Index (P.I.), Phase Balance, Induction, Capacitance, surge, and hi-pot testing. Preferred Equipment; PdMA MCE Test for off-line testing and PdMA Emax for online Testing.
2. Shop must have capability to perform vibration analysis onsite.

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Shop and Service Requirements:

1. Shop repair certifications must include: Electrical Apparatus Service Association (EASA) and Underwriter Laboratories (UL) for repairing all explosion type motors.
2. All electrical and mechanical testing equipment must be calibrated annually and identified on the equipment. If requested, an original proof of calibration document performed by the calibrating company shall be obtained.
3. Digital pictures must be captured upon receipt of motor, during the disassembly and inspection process, all anomalies and repairs performed, reassembly process of motor and final rebuild and available upon request.
4. Shop performing repairs must be located within 25 miles from ASPA facility for ease of visitation for inspections, meetings, service calls, etc.
5. Shop must offer pickup/delivery to ASPA facilities at no cost for all motors less than 35,000 lbs.
6. All repair quotes will include a Cause of Failure Analysis to best knowledge.
7. Recondition, Rewind and New estimating pricing shall be determined by using the Vaughen's Guide. (A national pricing guideline)
8. Install a metal tag with the following stamped information on all repaired motors returned.
 - a. Customer's WO#/PO# (PO# preferred)
 - b. Date of repair
 - c. Repair shop's job number
 - d. Weight (lb.)
 - e. Repair Type (Recondition or Rewind)

Materials:

1. All repair parts & components furnished must be new genuine OEM parts only

Invoicing:

For the purposes of establishing a Labor Rate the following will be applicable:

1. All scheduled repair and service work will be invoiced at Straight-Time Rate.
2. All work performed Monday through Friday 7am through 3pm will be invoiced at the Straight-Time Rate.
3. All work after 3pm Monday through Friday and on weekends will be invoiced at Overtime Rate.
4. All work on Holidays will be invoiced at Double-Time Rate
 - a. **Contractor to provide a list of official Holidays**
5. The proposed unit prices for all crafts shall include cost for insurance, office overhead, project management, incidentals, crew truck, fueling, maintenance costs, and incidentals which includes safety PPE, rags, hand cleaner, batteries, etc.

For the purposes of invoicing material used to repair, rebuild, or recommission electric motors Contractor will invoice on a cost plus basis. In addition, Contractor furnished material will be reimbursed based on actual quantities used. Backup documentation required with all invoicing.

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<p><u>Rates:</u></p> <p>Enter your rates in the table below. Calculate the extended price by multiplying the QTY by the straight time rates. The QTY listed is only for evaluating bids and does not guarantee any minimum or maximum number of hours.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 8%;">Item</th> <th style="width: 10%;">QTY</th> <th style="width: 20%;">Description</th> <th style="width: 10%;">Straight Time</th> <th style="width: 10%;">Overtime</th> <th style="width: 10%;">Double/Holiday Time</th> <th style="width: 12%;">Extended Price (QTY x ST Rate)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">200 Hours</td> <td>Shop Labor</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">50 Hours</td> <td>Field / Millwright Labor</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">50 Hours</td> <td>Field Supervisor / MCE or Emax Tech / Level II Vibration Tech / Level II Thermography Tech</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Percentage</td> <td>Discount on Parts _____ %</td> <td style="text-align: center;">%</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">Percentage</td> <td>Labor rates for all work requiring longshoremen will be increased by _____ %</td> <td style="text-align: center;">%</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td colspan="6" style="text-align: right; font-weight: bold;">GRAND TOTAL</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table>							Item	QTY	Description	Straight Time	Overtime	Double/Holiday Time	Extended Price (QTY x ST Rate)	1	200 Hours	Shop Labor	\$	\$	\$	\$	2	50 Hours	Field / Millwright Labor	\$	\$	\$	\$	3	50 Hours	Field Supervisor / MCE or Emax Tech / Level II Vibration Tech / Level II Thermography Tech	\$	\$	\$	\$	4	Percentage	Discount on Parts _____ %	%				5	Percentage	Labor rates for all work requiring longshoremen will be increased by _____ %	%				GRAND TOTAL						\$
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Bid opening will be March 19, 2021 @ 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 PORT AUTHORITY **INSURANCE REQUIREMENTS FOR CONTRACT WORK**

INDEMNIFICATION

The Contractor shall assume all liability for and shall indemnify and save harmless the State of Alabama and the Alabama State Port Authority, doing business as Alabama State Docks (ASD), 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.

INSURANCE REQUIREMENTS

The Contractor shall not commence work under the contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by ASD, nor shall the Contractor allow any subcontractor to commence work until all similar applicable insurance has been obtained by the subcontractor or the Contractor has provided coverage for the subcontractor. The Contractor shall provide, at his expense, insurance in accordance with the following:

General Requirements (applicable to all policies) (Required for this project)

All policies of insurance must be written with companies acceptable to ASD. The Contractor shall furnish to ASD certificates of insurance, signed by the licensed agent evidencing required coverages. ASD reserves the right to require certified copies of any and all policies. Each policy of insurance shall provide, either in body of the policy or by endorsement, that such policy cannot be substantially altered or cancelled without thirty (30) days' written notice to ASD and to the insured. *Except for Workers Compensation, said policies will identify Alabama State Port Authority, its officers, officials, agents, servants and employees as Primary and Non-contributory Additional Insureds in connection with work performed for, on behalf of, or on the property of ASD, including a waiver of all rights of subrogation.*

General Liability (Required for this project)

The Contractor shall take out and maintain during the life of the contract Commercial General Liability insurance, including Blanket Contractual and Completed Operations coverages, in an amount not less than \$2,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

Automobile Liability (Required for this project)

The Contractor shall take out and maintain during the life of the contract Business Automobile Liability insurance covering any auto in an amount not less than \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

Workers Compensation (Alabama workers compensation and USL&H Required for project)

The Contractor shall take out and maintain during the life of the contract Workers Compensation and Employers Liability insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than that required by Alabama law.

Where applicable, Contractor shall take out and maintain during the life of the contract insurance providing coverage as required by Federal statute, including but not limited to U.S. Longshoremen and Harborworkers' Compensation Act (USL&H), Jones Act, and Railroad Federal Employers Liability Act (FELA).

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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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<p>Please return one copy of this bid, duly signed, by 10:00 a.m., March 19, 2021.</p> <p>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 <u>FREE OF CHARGE TO - McDuffie Coal Terminal (FOB) ALABAMA STATE DOCKS</u></p> <p>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 cannot 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.</p> <p>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:</p> <ul style="list-style-type: none">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. <p>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.</p>

FORM FOR SECTIONS 9(a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b)

AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER/CONTRACTOR

(To be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, and political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees)

State of _____

County of _____

Before me, a notary public, personally appeared _____ (print name) who, being duly sworn, says as follows:

As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as _____ (state position) for _____ (state business entity/employer/contractor name) That said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program.
(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM)

_____ Signature of Affiant

Sworn to and subscribed before me this _____ day of _____, 2_____.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

_____ Signature and Seal of Notary Public

Author: Jean Brown

Statutory Authority: Code of Alabama, sections 31-13-9 (a) and (b); Section 31-13-9 (h).

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<p align="center">ALABAMA STATE PORT AUTHORITY ACCESS POLICY</p>

<p align="center">IMPORTANT NOTICE TO VENDORS REGARDING ACCESS TO ASPA RESTRICTED FACILITIES:</p>
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<p>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</p>
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<p>Information on Security Awareness Training classes and scheduling can be found at http://www.asdd.com/portaccess_securitytraining.html</p>
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<p>ALL PROSPECTIVE VENDORS ARE ENCOURAGED TO REVIEW THESE POLICIES AND CONSIDER THESE REQUIREMENTS IN PREPARING BID SUBMISSIONS.</p>

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 or EMAIL.** 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 36602, 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 36602
**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
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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
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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
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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
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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
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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
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Notary's Signature	Date	Date Notary Expires
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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.

Revised: 09/2013

THIS PAGE MUST BE NOTARIZED