

REQUISITION & PROPOSAL

ALABAMA STATE PORT AUTHORITY
GCI DIVISION DEPARTMENT

DATE: 3/5/2018
 ORIGINATING DEPT NO. 101

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

ALABAMA STATE PORT AUTHORITY
 GCI DIVISION
 1400 ASD BLVD, SUITE 101
 MOBILE, AL 36602

PROJECT #10493

NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

The Alabama State Port Authority GCI Division will be accepting bids on the following:

Pricing will remain fixed for a period of twelve (12) months beginning 4/1/2018 & ending 3/31/2019 with an option to issue a second, third, fourth, and fifth 12 month agreement with the same pricing, terms and conditions. The second or third 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.

The items and quantities listed is the estimated annualized usage for the GCI Division only. Other Departments of ASPA will be afforded the same pricing.

There is no guarantee or obligation on the part of the ASPA to purchase any given quantity or specific item.

THIS IS NOT AN ORDER. IT IS THE BASIS FOR EVALUATION OF PRICING AND AWARD OF BID.

ITEM	QTY	DESCRIPTION	EACH	EXTENSION
1	1	VIKING F-1 DRY VALVE 4" FLANGE X GROOVE (PART NO. 07627) (VALVE TRIM PART NO. 08395)	\$	\$
2	4	VIKING F-1 DRY VALVE 6" FLANGE X GROOVE (PART NO. 12654) (VALVE TRIM PART NO. 09456)	\$	\$
3	5	VIKING F-1 DRY VALVE 6" FLANGE X FLANGE (PART NO. 08464) (VALVE TRIM PART NO. 09456)	\$	\$
			\$	\$
			\$	\$
Total				\$

All Shipping and handlings charges should be included in your price.

Items MUST be delivered within 14 days of order. Failure to deliver on time may result in the loss of contract and be eliminated from future bids.

Bid Opening is scheduled for Thursday, March 22nd, 2018 at 10am in the Killian Room of the International Trade Center, 250 N. Water Street, Mobile, AL 36602

Bids must be labeled: PURCHASE OF VIKING DRY-TYPE PIPE VALVE (MODEL F-1)

PURCHASE OF VIKING DRY-TYPE PIPE VALVE (MODEL F-1)

Recommended:

 Suzanne Robinson, Buyer
Approved:

 H. S. "Smitty" Thorne, Deputy Director / COO

 Bill Inge, GCI Manager

 Larry R. Downs, Sec. / Treasurer

 James K. Lyons, Director & CEO

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Proposal opening will be Thursday, March 22nd, 2018, at 10am in the Killian Room of the International Trade Center, 250 N. Water Street, Mobile, AL 36602. NO PROPOSALS WILL BE ACCEPTED AFTER THIS TIME.

PLEASE SEE ATTACHED INDEMNIFICATION SHEET & DISCLOSURE STATEMENT

Company

Address

Representative

Phone Number

Email

FOR ALL PROPOSALS \$7,500 AND OVER

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: _____

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Alabama State Docks/Port Authority

Bid Description: PURCHASE OF VIKING DRY-TYPE PIPE VALVE (MODEL F-1)

Bids to be Open: Thursday, March 22nd, 2018, at 10am in the Killian Room of the International Trade Center, 250 N. Water Street, Mobile, AL 36602

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
GCI Division
Postal Address for US Mail
Physical Address for Courier Service

Sealed Proposal: (Description)
Proposal Opening Date:

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1401 ASD Blvd, Suite 101
MOBILE, AL 36602

NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

Please return one copy of this proposal, duly signed, by _____.

When all proposals 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 - GCI Division (FOB) ALABAMA STATE DOCKS**

No consideration will be given proposals unless on this form or a written attachment. If not prepared to submit a proposal, 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 proposals deemed for the interest of the Alabama State Port Authority, to strike out any item or items in the proposals, 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 proposals and they cannot expect to be excused or relieved from the responsibility assumed by their proposals 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 proposal 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) Proposal 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 proposal 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 proposal 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 PROPOSAL SUBMISSIONS.

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 _____, 20____.

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

INSTRUCTIONS FOR VENDORS

ALABAMA STATE PORT AUTHORITY

This instruction sheet is provided as a guide to facilitate the proposal 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 proposal form. **This instruction sheet is to be used as a guide only.**

1. No consideration will be given to proposals unless presented on the Alabama State Port Authority "Requisition & Proposal" Form with suitable attachments as deemed necessary by the vendor. Alternate proposal proposals may be rendered, with proper support.
2. If your company is not prepared to submit a proposal, 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 proposals 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. **Proposals will not be accepted via FAX. All proposals must be sealed and sent via mail or hand delivered to the GCI Division Office before the specified date and time.**
7. The Alabama State Port Authority accepts no responsibility for facilitating the receipt of proposals.
8. **Proposals over \$7,500 must be notarized.**
9. Proposals received after specified opening time will be returned to the vendor unopened. Vendors are requested to show a return address on the proposal envelope.
10. Proposals 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, GCI Division, Suzanne Robinson, at (251) 441-7234.**
12. **All hand delivered proposals** must be tendered to Alabama State Port Authority, GCI Division, 1400 ASD Blvd, Suite 101, Mobile AL 36602, at or before specified time.
13. **All regular U.S. Postal Mail must be tendered to:**
Alabama State Port Authority **PLEASE IDENTIFY YOUR PROPOSAL PACKAGE!!**
ATTN: Suzanne Robinson
GCI Division
P.O. Box 1588 Mobile, AL 36633-1588
14. **All courier / overnight deliveries (UPS, FEDEX, DHL, etc.) must be delivered to:**
Alabama State Port Authority
GCI Division
ATTN: Suzanne Robinson **RECOMMENDED METHOD**
1400 ASD Blvd, Suite 101 **PLEASE IDENTIFY YOUR PROPOSAL PACKAGE!!**
Mobile, AL 36602
15. **Note: all overnight proposals must be FIRST PRIORITY OVERNIGHT. (8:30 A.M. NEXT MORNING)**
16. Notarization not required on "SALE" proposals.
17. Please specify the purchase order number (when available) on envelope.



State of Alabama Disclosure Statement

(Required by Act 2001-955)

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

OVER

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 _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Act 2001-955 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