

# REQUEST FOR PROPOSAL

ALABAMA STATE PORT AUTHORITY  
**GCI DIVISION**

DATE: 12/12/2019  
ORIGINATING DEPT NO. 101

**TO: Prospective Supplier**

**Please indicate your bid for the following described item(s) for**

**DELIVERY TO:**

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

## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

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

Labor, materials, insurance and incidentals to install the Sentricon Termite Bait System, or approved equal, around and protecting the South C, North A, 6, 7 and 8 Warehouses, including the railroad yards adjacent to each Warehouse to include any preparation work for installation of the system. **Bid specifications must include renewal fee for years 2 through 5, years 6 through 10 and years 11 through 15 (indicated as per year).** Sales tax is not applicable as the Alabama State Port Authority is exempt from sales taxes.

**CONTRACT PERIOD:** From time of Notice of Award to Installation Completion **must not exceed 90 days.** Pricing will remain fixed for a period of twelve (12) months beginning after all units are installed and ending a year from that date. Projected renewal fee for years 2 through 15 will begin at the end of the first year.

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, but are not required to utilize any contract resulting from this RFP.

**Bidders must furnish the following documents with their sealed bids:**

- All Insurance Requirements.
- City of Mobile Business license.
- State of Alabama Business license.
- List of all chemicals by manufacturer's name with MSDS sheets, which must be approved by the Environmental Protection Agency and State of Alabama Agriculture and Industries.
- Appropriate certificates as received from federal, state and/or local agencies (to include, but not limited to, current Department of Agriculture and Industries permit), which verify qualifications to do such work listed in this bid.
- A brief company history reflecting experience in the services listed in this bid and provide three commercial references.
- Indemnification Sheet and Disclosure Statement (Signed and Notarized).
- Affidavit for Business Entity/Employer/Contractor (Signed and Notarized).
- State of Alabama Disclosure Statement (Signed and Notarized).
- Most recent two (2) years Financial Statements (Audited preferred).

Prospective bidders must attend a MANDATORY Pre-bid Meeting and Tour of Facilities. The meeting and tour is expected to take up to two hours. Please confirm your attendance at the Mandatory Pre-bid meeting to Dana Talbot at dtalbot@asdd.com at least two days prior to the meeting. Failure to confirm your attendance may result in you not being able to attend the Mandatory Pre-bid meeting and tour, which is required in order to bid. The purpose of the meeting and tour is to allow prospective bidders to tour the facilities and familiarize themselves with the specific locations and to ask questions regarding the requirements of the proposed contract. ASPA has scheduled the Mandatory meeting as follows: **Tuesday, January 7, 2020 at 10:00am, Killian Room, 1st Floor, 250 N. Water Street, Mobile, AL 36602.**

***Bid Opening is scheduled for Tuesday, January 21, 2020 at 10:00am, Killian Room, 1st Floor, 250 N. Water Street, Mobile, AL 36602. Bids must be received prior to this date and time. If received after this date and time, package will be returned unopened. Bids must be labeled: PURCHASE OF BAIT SYSTEM FOR ASPA WAREHOUSES***

**PURCHASE OF BAIT SYSTEM FOR SOUTH C, NORTH A, 6, 7, AND 8 WAREHOUSES, INCLUDING THE RAILROAD YARDS ADJACENT TO EACH WAREHOUSE. EVALUATION OF AND PURCHASE OF SYSTEM COMPATIBLE WITH ABOVE.**

Recommended:

  
Dana Talbot, Administrative Assistant

Richard T. Clark, Deputy Director

Approved:

  
William B. Inge,  
Vice President, General Cargo and Central Services

Linda K. Paaymans, Secretary / Treasurer / CFO

James K. Lyons, Director & CEO

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NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE					
QTY	DESCRIPTION	UNIT PRICE	UNIT	EXTENSION	
1	CORE DRILLING (INDICATE SPACING) AND CAP INSTALLATION	\$			\$
2	INITIAL INSTALLATION CHARGE OF SENTRICON TERMITE BAIT SYSTEM OR APPROVED EQUAL WITH SECOND YEAR MONITORING COST (LESS APPLICABLE SALES TAX)	\$			\$
3	PROJECTED RENEWAL FEE FOR YEARS 3 THROUGH 5 INDICATING RENEWAL FEE PER YEAR	\$			\$
4	PROJECTED RENEWAL FEE FOR YEARS 6 THROUGH 10 INDICATING RENEWAL FEE PER YEAR	\$			\$
5	PROJECTED RENEWAL FEE FOR YEARS 11 THROUGH 15 INDICATING RENEWAL FEE PER YEAR	\$			\$
			Total		\$

Shipping and handlings charges should be included in your price.

Items MUST be delivered within 3 days of order. Failure to deliver on time may result in the loss of contract and be eliminated from future bids.

**Proposal opening will be Tuesday, January 21, 2020 at 10am in the Killian Room, 1st Floor of the International Trade Center, 250 N. Water Street, Mobile, AL 36602.**

**NO PROPOSALS WILL BE ACCEPTED AFTER THIS TIME.**

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NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

**PLEASE SEE ATTACHED INDEMNIFICATION SHEET & DISCLOSURE STATEMENT**

Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

**FOR ALL PROPOSALS \$5,000 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 StatePort Authority

**Bid Description:** PURCHASE OF TERMITE BAIT SYSTEM

**Bids to be Open:** Tuesday, January 21, 2020 @ 10am

*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 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: Tuesday, January 21, 2020**

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## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

Please return one copy of this proposal, duly signed, by Tuesday, January 21, 2020, 10:00 am.

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 irregularly 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 supplier. It must be assumed that supplier have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals and they can not 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 supplier 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 supplier to perform the work, and the supplier 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 supplier 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** **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)**

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 coverage. 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 Insured in connection with work performed for, on behalf of, or on the property of ASD.

### **GENERAL LIABILITY**

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 \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability. Policy shall include endorsement identifying the Department as an Additional Insured as respects to the contractors work for the Department.

Coverage must be endorsed to include the following and copies of said endorsements must be provided prior to commencing work.

- 1.) Pesticide or Herbicide Applicator Endorsement CG22641185 stating that form CG2264 includes coverage for contamination or pollution as long as the insured neither intends nor expects to violate the statutes, ordinances, regulations or license requirements of any federal, state or local government which apply to those operations.
- 2.) Removal of the care, custody and control exclusion, Section 1, subparagraph 2 exclusion J, sections (3) (4) and (5) as stated in Form CG000010196.

### **AUTOMOBILE LIABILITY**

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**

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 Harbor workers' Compensation Act (USL&H), Jones Act, and Railroad Federal Employers Liability Act (FELA).

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### ALABAMA STATE PORT AUTHORITY ACCESS POLICY

#### **IMPORTANT NOTICE TO SUPPLIERS REGARDING ACCESS TO ASPA RESTRICTED FACILITIES:**

**Successful suppliers 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](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, suppliers, 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](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](http://www.asdd.com/portaccess_securitytraining.html)

**ALL PROSPECTIVE SUPPLIERS 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

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

## INSTRUCTIONS FOR SUPPLIERS

### ALABAMA STATE PORT AUTHORITY

This instruction sheet is provided as a guide to facilitate the proposal process and highlight important points for consideration by suppliers. Each supplier 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 "Request For Proposal" Form with suitable attachments as deemed necessary by the supplier. Alternate proposals may be rendered, with proper support.
2. If your company is not prepared to submit a proposal, so state and sign the appropriate document to avoid being deleted from the prospective supplier's list.
3. A Bid Bond or Certified Check made payable to the Alabama State Port Authority and equal to five percent (5%) of the amount bid, not to exceed \$10,000, must accompany the Bid Proposal.
4. The Alabama State Port Authority reserves the right to reject any and all proposals if deemed in the interest of the Alabama State Port Authority.
5. No allowance will be made for error, either omission or commission.
6. Unit price governs in errors relating to extension of prices.
7. **PROPOSALS WILL NOT BE ACCEPTED VIA FAX.** All proposals must be sealed, properly labeled and sent via mail or hand delivered to the GCI Division Office before the specified date and time.
8. The Alabama State Port Authority accepts no responsibility for facilitating the receipt of proposals.
9. Proposals over \$5,000 must be notarized.
10. Proposals received after specified opening time will be returned to the supplier unopened. Suppliers are requested to show a return address on the proposal envelope.
11. Proposals must be filled out completely, including the name, address, telephone number, fax number (if possible) and signature of responsible person.
12. **Questions may be directed to** the Alabama State Port Authority, GCI Division, Dana Talbot, at [dtalbot@asdd.com](mailto:dtalbot@asdd.com). Questions and answers will be posted.
13. **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.
14. **All regular U.S. Postal Mail** must be tendered to:  
Alabama State Port Authority  
ATTN: Dana Talbot  
GCI Division  
P.O. Box 1588 Mobile, AL 36633-1588  
**PLEASE IDENTIFY YOUR PROPOSAL PACKAGE!!  
"RFP FOR TERMITE BAIT SYSTEM"**
15. **All courier / overnight deliveries** (UPS, FEDEX, DHL, etc.) must be delivered to:  
Alabama State Port Authority  
GCI Division  
ATTN: Dana Talbot  
1400 ASD Blvd, Suite 101  
Mobile, AL 36602  
**RECOMMENDED METHOD  
PLEASE IDENTIFY YOUR PROPOSAL PACKAGE!!  
"RFP FOR TERMITE BAIT SYSTEM"**
16. Note: all overnight proposals must be **FIRST PRIORITY OVERNIGHT**. (8:30 A.M. NEXT MORNING)
17. Notarization not required on "SALE" proposals.
18. 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.)

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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.)

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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**