

# REQUISITION & PROPOSAL

ALABAMA STATE PORT AUTHORITY  
**MCDUFFIE COAL TERMINAL** DEPARTMENT

DATE: 4/24/19  
 ORIGINATING DEPT NO. UPON REQUEST

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.

**Direct all technical inquiries to Tom Alvarez 251-441-7534.**

**Transfer Tower T6 Flexco Flow Control Chute System Installation.**

The project includes, but is not limited to; demolition of the existing chute system in the T6 Transfer Tower from Conveyor C-9 to Conveyors C-4 and C-15, relocation of the C9 Conveyor head pulley and two drives and installation of a new Flexco flow control chute system and support steel. The work is primarily structural, mechanical and electrical in nature.

Conveyors C-4, C-9 and C-15 are key components in the operation of the McDuffie Terminal and downtime is an essential element of the contract. It is the intent of the ASPA to run the three yard Conveyors up until the shutdown begins and the contractor will be required to perform the work in a manner that will minimize actual equipment downtime.

### Contractor's Proposal

The Contractor hereby agrees to provide and install specified materials and equipment, and to perform all work previously specified in this proposal, specification, and drawings, for the prices outlined in the following schedule. The quantities listed may be increased or decreased during project execution. In the event the quantities do change, the unit price shall apply according to scope of work. It is **MANDATORY** that the Supplier fills out this sheet with the required information and submits it with the proposal.

Description	Est Qty	UOM	Unit Price	Value
1. Mob/Demob including Port Access Credentials	1	All	LS	\$
2. Pre-shutdown Work- Hydraulic units relocation, Drive monorails installation, Hood cover removal	1	All	LS	\$
3. Demolition/Modification of existing Mechanical components: chutes, hoppers, etc.	1	All	LS	\$
4. Installation of new Flexco material handling system and components, and wash water system	1	All	LS	\$
5. Electrical	1	All	LS	\$
			<b>TOTAL BID</b>	<b>\$</b>

The Alabama State Port Authority reserves the right to reject any and all bids.

- **Mandatory Pre-Bid Meeting is 4/16/19 at 9am in the McDuffie Conference Room**
- **Bid Opening is 4/24/19 at 10am in the McDuffie Conference Room**

**Bids must be labeled: Transfer Tower T6 Flexco Flow Control Chute System Installation 4/24/19**

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

## Transfer Tower T6 Flexco Flow Control Chute System Installation

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## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

### ASPA SCOPE OF SUPPLY – NEW FLEXCO TRANSFER CHUTES

- a. The Alabama State Port Authority will be responsible for furnishing the new Flexco chute and hopper system to be installed between the head pulley of the C-9 Conveyor and the tail pulleys of the C-4 Conveyor and C-5 Conveyor by the Contractor. The Flexco chute and hopper system is composed: 1- Hood Component (two pieces), 1 Rotary/Diverter Section, 2 Spoon Components (two sections- one for the C4 Conveyor and one for the C15 Conveyor), and 2 Skirting Components (two sections- one for the C4 Conveyor and one for the C15 Conveyor), wash water spray system, two belt cleaners, hydraulic actuator, structural supports, mounting hardware, etc. The new Flexco chute system will mount to a combination of existing and new steel.
- b. ASPA will be responsible for the supply of three new plug chute sensors and solenoid valve for the hood wash water system to be installed by the Contractor.
- c. ASPA will be responsible for the supply of new monorail systems for the two T6 Tower east and west C9 conveyor drives including beams, trolleys and hoists.
- d. ASPA will be responsible for cutting C9 conveyor Belt for removal and having it spliced/saddle installed.
- e. ASPA will be responsible for supplying conveyor rollers and frames to be installed by Contractor.
- f. Equipment Manufacturer Assistance - Flexco, the chute supplier, will have representatives on site to provide installation assistance and technical advice to aid the Contractor in installation of their equipment. The Contractor, however, is solely responsible for their work and for determining the sequence of equipment installation and for coordinating construction activities as required with ASPA so as not to interfere with ongoing production operations.

### SCOPE OF CONTRACTOR'S SUPPLY

#### 4.1 Contractor Responsibilities:

- a. Lock-out Tag-out – Contractor is responsible for understanding and making sure all crews abide by ASPA's lock-out tag-out procedures.
- b. Contractor's crews are to remain within the confines of the designated work area and they should not wander off into other areas of ASPA's site operations. The Contractor must provide an adequate number of personnel with TWIC Cards to perform the work and who are capable of acting as Escorts for those without TWIC Cards.

## **Transfer Tower T6 Flexco Flow Control Chute System Installation**

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- |  |
|--|
| <ul style="list-style-type: none"><li>c. Scheduling and Tracking Adherence – Contractor is responsible for adhering to the project schedule and providing daily and weekly progress updates to the designated ASPA representative.</li><li>d. Housekeeping –The contractor will maintain housekeeping throughout all phases of the project and deliver the site back to ASPA in at least as clean a condition as received.</li><li>e. Contractor shall provide all equipment, materials, rigging, supplies, labor, supervision, and burdens necessary to move and install the new coal transfer chutes and remove the existing chutes and associated equipment.</li><li>f. Contractor is responsible for supplying qualified personnel to manage all work required.</li><li>g. Contractor is responsible for isolation of the equipment to be worked on during construction. The contractor shall be responsible for taking all necessary precautions and provide all necessary devises/structures to protect the existing conveyors and new Flexco Chute system from damage during construction. Contractor is responsible for supplying qualified personnel to manage all work required.</li></ul> |
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**Contractor Scope of Work:**

The Contractor scope of work will include removal of the existing transfer chute system in the T6 tower and installation of a new Flexco Control Flow Chute System. It wil require relocation of the existing C9 Conveyor head pulley 64” to the the north and relocation of the two existing C9 Conveyor drives.

The Contractor will be responsible for preshutdown work to relocate the two existig diverter hydraulic units, approximately 4 ft east, installation of new monorail beam, trolley and hoist for East C9 Conveyor Drive, installation of trolley and hoist for West C9 Conveyor Drive and removal of the C9 hood/drive cover.

Demolition work included in the Contractor’s scope of work will include demolition of the C9 Conveyor hood, diverter and discharge chute system to Conveyor 4 and 15 including diverter actuator and linkage and conveyor skirting system. The Contractor will also demolish the two existing plug chute sensors and wiring in the C-9 Conveyor hood.

The Contractor will disconnecting electrical power and control wiring for the two C9 Conveyor electrical drive motors. The wire, conduit and cable tray will be modified as required by the Contractor to accommodate the new drive locations. The Contractor will provide new wire, conduit, cable tray, hangers and hardware as required.

The contractor will remove the following items for relocation and installation; C9 Conveyor head pulley and mounting frame, scraper(not to be reused), and the two C9 Conveyor reducers, motors and bases.

<b>Transfer Tower T6 Flexco Flow Control Chute System Installation</b>
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The Contractor will be responsible for the installation of the new Flexco Flow Control Chute System including new structural steel support members, brackets and hangers, two piece hood section, rotary diverter with rotating components, actuator, transfer chute, two new scrapers and wash water system, two spoon chutes and skirt board components (one for each of Conveyor C4 and C15).

The Contractor shall install three new blocked chute sensors; one at hood, one in C4 Conveyor Spoon discharge and one in C15 Conveyor spoon discharge. The sensors and mounting bracket will be supplied by ASPA, Contractor will supply all electrical conduit, wire, mounting brackets, hangers and hardware necessary to relocate the existing drives and installation of the new plug chute sensors and wash water solenoid valve.

Reinstall and relocate Conveyor C9 head Pulley and mounting frames 64" to the north. The No.1 and No.2 C9 Conveyor drive reducer, motor and frame positions will be relocated to accommodate the new drive pulley location by switching the positions of the drives and rotating them 180 degrees. Electrical wiring, conduit, cable tray, hangers, etc. will be supplied/modified as required by the Contractor. The Contractor will be responsible for providing new 1/2" ss. tubing hydraulic lines to the new diverter actuator cylinder. A tie-in will be made at the existing 4" C.S. water header on the conveyor level of Transfer Tower T6 and a new 1" galvanized supply water line run to the new Flexco wash water manifold. The Contractor will relocate existing head pulley transition roller frame and install new toughing roller frame on C9 Conveyor extension frame provided by Flexco.

- a. The new chute components will be mounted to both existing steel and new prefabricated structural steel assemblies provided by Flexco. These assemblies may be mounted on top of or hung from the underside of existing structural steel supports. Contractor will be responsible for drilling all required holes in the existing structural steel and making minor modifications/additions/bracing as required for installation. Contractor will be responsible for supplying and painting any new/additional structural steel bracing or supports that may be required.
- b. The new Flexco chute components will be delivered to the job site with ceramic liners installed, Contractor must use reasonable care in handling so as not to damage the liners by impact, welding, etc. Typically, these components will be lifted into place and bolted to other components and/or existing or supplied structural supports. Individual components typically require small amounts of adjustment once the system is assembled.
- c. Enclosed skirting system for Conveyor C4 and Conveyor C15 will be delivered in a kit form that will require on-site assembly and adjustment.
- d. All new Flexco Chute components will come with mounting hardware provided by Flexco, The Contractor will be required to make minor modifications to existing structural steel as required. Flexco will provide the required amount of fasteners. Contractor will be responsible for supplying any additional fasteners required due to loss and/or shortages resulting from use of fasteners in incorrect locations or necessary new/additional structural steel for mounting components.

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<p>e. Contractor is to install a new 1” Sch 40 galvanized water supply pipe from the existing 4” plant water header located on the east side of the operating level of Transfer Tower T6. The 1” supply line will be equipped with a 1” solenoid operated valve supplied by ASPA (normally closed), with by-pass ball valves to the hood spray water manifold mounted near the hood section. The solenoid valve will be wired to open for 30 seconds whenever the conveyor drive shuts down.</p> <p>f. Contractor is responsible for installation and adjustment of all belt cleaners and conveyor belt accessories.</p> <p>g. Contractor will be responsible for closing openings in the grating of the existing floor penetrations where the new chute work will be smaller in cross section than the old chute work. This will include appropriate checker plate, grating, kick plates and hand rails as required.</p> <p>h. Contractor’s crews will be required to complete final adjustment of the system prior to and during commissioning operations.</p> <p>i. Contractor is responsible for removal of all metal and non-metal scrap and debris resulting from demolition of the original chute system and installation of the new chute system to designated location on the job site.</p>

**Drawing List**

Flexco

Installation, Operation and Maintenance Manual

- |                  |                    |                       |
|------------------|--------------------|-----------------------|
| C9 to C4 and C15 | Mechanical Drawing | 1720055 – INS- 201 R0 |
| C9 to C4 and C15 | Mechanical Drawing | 1720055 – INS- 202 R0 |
| C9 to C4 and C15 | Mechanical Drawing | 1720055 – INS- 203 R0 |
| C9 to C4 and C15 | Mechanical Drawing | 1720055 – INS- 204 R0 |
| C9 to C4 and C15 | Mechanical Drawing | 1720055 – INS- 205 R0 |
| C9 to C4 and C15 | Mechanical Drawing | 1720055 – INS- 206 R0 |
| C9 to C4 and C15 | Structural Drawing | 1720055 – STR- 301 R0 |
| C9 to C4 and C15 | Structural Drawing | 1720055 – STR- 302 R0 |
| C9 to C4 and C15 | Structural Drawing | 1720055 – STR- 303 R0 |
| C9 to C4 and C15 | Structural Drawing | 1720055 – STR- 304 R0 |
| C9 to C4 and C15 | Structural Drawing | 1720055 – STR- 305 R0 |
| C9 to C4 and C15 | Component Drawing  | 1720055 – HD- 401 R0  |
| C9 to C4 and C15 | Component Drawing  | 1720055 – DV1- 401 R0 |
| C9 to C4 and C15 | Component Drawing  | 1720055 – SP1- 401 R0 |
| C9 to C4 and C15 | Component Drawing  | 1720055 – SK1- 401 R0 |
| C9 to C4 and C15 | Component Drawing  | 1720055 – SP2- 401 R0 |
| C9 to C4 and C15 | Component Drawing  | 1720055 – SK2- 401 R0 |
| C9 to C4 and C15 | Component Drawing  | 1720055 – SS1- 401 R0 |
| C9 to C4 and C15 | Component Drawing  | 1720055 – SS2- 401 R0 |
| C9 to C4 and C15 | Component Drawing  | 1720055 – SS3- 401 R0 |

<b>Transfer Tower T6 Flexco Flow Control Chute System Installation</b>
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<u>David Volkert &amp; Associates Project 1556</u>		
Alabama State Docks, McDuffie Terminals Plant Expansion		
Conveyor No.9 details at Tower T-6, E Profile, Sht 1 of 2	Sheet 30	
Conveyor No.9 details at Tower T-6, Plan of T6 & T2, Sht 2 of 2	Sheet 31	
New Transfer Tower T-6 (Building North Elev)	Sheet 32	
New Transfer Tower T-6 (South Elev)	Sheet 33	
Conveyor No.4 @ Tower T-6 (East Elev)	Sheet 34	
New Transfer Tower T-6 (West Elev)	Sheet 35	
New Transfer Tower T-6 (Plan 29'-8" & 42'-3")	Sheet 36	
New Transfer Tower T-6 (Building sections A-A & B-B)	Sheet 37	
New Transfer Tower T-6 (Reducer Base)	Sheet 38	
Conveyor No.4 at Tower T-6, Section A-A	Sheet 39	
Tower T-6, Foundation & Details	Sheet 115	
Schematic Diagram Conveyor No.9,	Sheet 92	
<u>Alabama State Port Authority</u>		
Conveyor 3A Head Pulley Relocation, General Arrangement –	Elevation	
Conveyor 3A Head Pulley Relocation, General Arrangement –	Plan	MCD -005
Conveyor 3A Head Pulley Relocation, General Arrangement –	West Elev	MCD -007
T-6 Drive Relocation Plan		
<u>Westinghouse Electrical Corporation</u>		
Aux. Enclosures, Conveyor 9A	9901D46	
Enclosures, Conveyor 9B	9901D47	
Class 13-202 Ampgard 5012, Controller Wiring Diagram, Conveyor 9A	- 9901D38	
Class 13-202 Ampgard 5012, Controller Wiring Diagram, Conveyor 9B	- 9901D39	
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**Bid opening will be April 24, 2019 @ 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).

### **Service & Repair of Skid Steer Loaders**



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1901 EZRA TRICE BLVD  
MOBILE, AL 36602

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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## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

Please return one copy of this bid, duly signed, by **10:00 a.m., April 24, 2019.**

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 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 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.

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.

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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### 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](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](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 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 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

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
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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 \_\_\_\_\_

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**