

# REQUISITION & PROPOSAL

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

DATE: 4/17/18  
 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 used conveyor belting at McDuffie Coal Terminal. Each roll is identified on the attached sheets. Lengths and widths stated are believed to be accurate however no guarantee is made as to exact measurements.

There will be a pre bid meeting at 10:00am on Tuesday April 10<sup>th</sup> at the McDuffie Coal Terminal Conference Room. If you would like to view the belts you must attend this meeting. No other appointments will be made. **Unwinding of the rolls will not be permitted.**

The belts have been placed in lots of five rolls. They will be sold to the highest bidder per lot AS IS, WHERE IS. Please state the lump-sum price for each LOT you are bidding on.

The Successful Bidder(s) shall, within five (5) business days of receipt of the AUTHORITY'S, "Notice of Award", provide full payment in the form of a **cashier's check or bank draft ONLY**, payable to the ALABAMA STATE PORT AUTHORITY. Payment must be received before taking possession of belt.

Rolls must be removed within 30 days of award of bid. The Alabama State Port Authority will provide equipment and personnel to load the belting on buyer's truck. It will be the buyer's responsibility to properly secure the load.

The Alabama State Port Authority will not accept liability or suffer any consequences arising from the use of this belting. The belting is not said to be fit for or suitable for any purpose. There is no warranty, expressed or implied.

### **IMPORTANT!!!**

**ALL PROSPECTIVE BIDDERS MUST FILL OUT AND PRESENT THE INDEMINIFICATION AGREEMENT (LAST PAGE OF THIS DOCUMENT) BEFORE ENTERING ASPA PROPERTY. YOU WILL NOT BE ADMITTED TO THE PROPERTY WITHOUT IT.**

Lot 1	Lot 2	Lot 3	Lot 4
288' x 64" x 4ply	276' x 66" x 4ply	495' x 69" x 4ply	254' x 66" x 4ply
340' x 58" x 4ply	268' x 67" x 4ply	184' x 69" x 4ply	238' x 69" x 4ply
276' x 69" x 4ply	516' x 70" x 4ply	254' x 60" x 4ply	586' x 68" x 4ply
290' x 70" x 4ply	423' x 69" x 4ply	339' x 65" x 4ply	249' x 65" x 4ply
498' x 68" x 4ply	199' x 70" x 4ply	563' x 69" x 4ply	513' x 69" x 4ply
Lump Sum Price	Lump Sum Price	Lump Sum Price	Lump Sum Price
\$	\$	\$	\$

Company Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

***Pre Bid Meeting is 4/10/18 at 10am. in the McDuffie Conference Room***

***Bid Opening is 4/17/18 at 10am. in the McDuffie Conference Room***

**Bids must be labeled: McDuffie Used Belt Sale 4/17/18**

**McDuffie Used Belt Sale 4/17/18**

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**Bid opening will be April 17, 2018 @ 10:00 a.m. in the McDuffie Terminal Conference Room. NO BIDS WILL BE ACCEPTED AFTER THIS TIME.**

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

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Representative

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

\_\_\_\_\_  
Email

***ALL BIDS MUST BE NOTARIZED***

Upon my Award of Bid, I affirm the stipulated bid price will be paid within \_\_\_\_\_ days from receipt of written notification by the authority:

I hereby certify that I have not been a party to any agreement or collusion among bidders, prospective bidders or employees of the State of Alabama and the Alabama State Port Authority in restraint of Freedom of Competition, by agreement to bid at a fixed price or to refrain bidding, or otherwise.

Sworn To and Subscribe before me on  
this,

Bidder's Signature: \_\_\_\_\_

The \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_

Bidder's Name (Print): \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**THIS PAGE MUST BE NOTARIZED**

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### **Alabama State Docks/Port Authority**

**Bid Description:** McDuffie Used Belt Sale  
**Bids to be Open:** 4/17/18

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

### **Indemnification Clause**

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

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

Sender Name & Address

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

**Sealed Bid: (Description)**

**Bid Opening Date:**

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Please return one copy of this bid, duly signed, by **10:00 a.m., April 17, 2018.**

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

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

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

The right is reserved to reject any and all bids deemed for the interest of the Alabama State Port Authority, to strike out any item or items in the bids, and to waive any defect or 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.

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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.** 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, email and signature of responsible person.
11. **Questions may be directed to** the Alabama State Port Authority McDuffie Coal Terminal, Dillon Sims, at **(251) 441-7676.**
12. **All hand delivered bids** must be tendered to Alabama State Port Authority, McDuffie Coal Terminal Office 1901 Ezra Trice Blvd., Mobile AL 36603, at or before specified time.
13. **All regular U.S. Postal Mail** must be tendered to:  
ASPAs - 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:  
ASPAs - McDuffie Coal Terminal  
ATTN: Dillon Sims  
1901 Ezra Trice Blvd.  
Mobile, AL 36603  
**RECOMMENDED METHOD**  
**PLEASE IDENTIFY YOUR BID PACKAGE!!**
15. Note: all overnight bids must be FIRST PRIORITY OVERNIGHT. (8:30 A.M. NEXT MORNING)
16. All remaining unpaid lots will be offered for the awarded bid price on a "first come first paid" basis. You need not be a registered bidder to purchase an unpaid lot, however, the payment and removal rules will apply.
17. Successful bidder(s) agree to hold harmless the ASPA, its agents, or employees from any losses, costs, and /or damages incurred in the loading of items for removal from ASPA property and/or in transport.
18. Nonpaying bidders will be banned from future auctions.

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## **INDEMNIFICATION AGREEMENT**

\_\_\_\_\_ does hereby assume all liability for and shall indemnify and hold 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 persons and injury to or destruction of property, by reason of any accident or occurrence arising during, or resulting from the on-site survey/visit during the Pre Bid Meeting held on April 10<sup>th</sup> at the McDuffie Coal Terminal for the bid opening held on April 17, 2018 and subsequent removal upon award.

By: \_\_\_\_\_  
(Its Authorized Representative)

Date: \_\_\_\_\_

Receipt Acknowledged by: \_\_\_\_\_  
(Alabama State Port Authority Representative)

**McDuffie Used Belt Sale**