

# REQUISITION & PROPOSAL

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

DATE: 3/17/2021  
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 items.

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

### **Windows 10 Upgrade for McDuffie Coal Terminal's Plantwide HMI System**

#### **Overview:**

McDuffie Coal Terminal has 27 individual HMI stations located throughout the facility with Windows 7 operating system. Windows 7 is no longer supported and must be upgraded to a Windows 10 platform to allow for future support and integrity of the ASPA control system. There are 10 HMI stations that cannot support Windows 10 and must be replaced. The other 17 HMI stations are capable of supporting Windows 10. The HMI's are based on the software package FactoryTalk and they must be upgraded from version 7 to version 11 to support the Windows 10 upgrade. There are two HMI software servers that support the HMI systems that must be upgraded to Windows 2019. **The upgrade must be performed all at once due to the underlying architecture of the FactoryTalk software.** It cannot be incremental. **Any upgrade performed must not interrupt production.**

#### **Liquidated damages:**

Damages must be assessed by the Alabama State Port Authority at the rate of \$1,000 per hour for any downtime caused to production. This amount will be deducted from the amount owed to the supplier.

Failure to meet the requirements set forth in this bid or to perform satisfactory work will result in losing the ability to bid on future items or contracts at the Alabama State Port Authority.

ASPA will not pay for travel time, travel expenses, insurance, incidentals or freight.

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

***Bid Opening is 3/17/2021 at 10am in the McDuffie Conference Room***

**Bids must be labeled: Windows 10 HMI Systems Upgrade - 3/17/2021**

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

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

**Windows 10 HMI Systems Upgrade**

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### **Deliverables:**

#### Equipment

- (2) server class, licensed hardware platforms
- (10) HMI station class, licensed hardware platforms

#### Software

- (2) FactoryTalk server licenses are to be upgraded
- (27) HMI station licenses are to be upgraded

#### Configuration of:

- All equipment and software provided with this bid

Delivery of all equipment provided in this bid to McDuffie Coal Terminal. All shipping & handling charges must be included in bid price.

#### Installation:

- Physical installation of the new equipment will be done by McDuffie personnel.

#### Commissioning of:

- Servers & HMI stations throughout the terminal.

Training support for one ASPA employee to coincide with commissioning.

### **ASPA Deliverables:**

Receiving and unloading of new equipment.

Installation of new equipment.

Up to two McDuffie electricians to support commissioning and receive training while vendor is onsite.

Description	Lump Sum Price	Leadtime
Lump Sum price for all hardware, software, configuration, delivery & commissioning.	\$	_____until all equipment is delivered & ready for install.

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

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

**Windows 10 HMI Systems Upgrade**

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## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

**Bid opening will be March 17, 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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## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

### **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 (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).

**Windows 10 HMI Systems Upgrade**

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MCDUFFIE COAL TERMINAL OFFICE  
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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
<p>Please return one copy of this bid, duly signed, by <b>10:00 a.m., March 17, 2021.</b></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 <b><u>FREE OF CHARGE TO - McDuffie Coal Terminal (FOB) ALABAMA STATE DOCKS</u></b></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"><li>a) Failure to pay, or satisfactorily settle, all bills due for labor and materials on a former contract in force with the Port Authority.</li><li>b) Contractor default under a previous Contract with the Port Authority.</li><li>c) Bid withdrawal or Bid Bond forfeiture on a previous project with the Port Authority.</li><li>d) Unsatisfactory work on a previous contract with the Port Authority.</li></ul> <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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NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE
<p style="text-align: center;"><b>ALABAMA STATE PORT AUTHORITY ACCESS POLICY</b></p> <p style="text-align: center;"><b>IMPORTANT NOTICE TO VENDORS REGARDING ACCESS TO ASPA RESTRICTED FACILITIES:</b></p> <p><b>Successful vendors requiring access to the Alabama State Port Authority's Restricted</b> Facilities to fulfill any obligations set forth in this bid must comply fully with the Authority's Access Policy found in its entirety at <a href="http://www.asdd.com/portaccess_policy.html">http://www.asdd.com/portaccess_policy.html</a> 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 <a href="http://www.asdd.com/portaccess_twicregs.html">http://www.asdd.com/portaccess_twicregs.html</a></p> <p>Information on Security Awareness Training classes and scheduling can be found at <a href="http://www.asdd.com/portaccess_securitytraining.html">http://www.asdd.com/portaccess_securitytraining.html</a></p> <p><b>ALL PROSPECTIVE VENDORS ARE ENCOURAGED TO REVIEW THESE POLICIES AND CONSIDER THESE REQUIREMENTS IN PREPARING BID SUBMISSIONS.</b></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
-------------------------	--------------------	-----------------

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
----------------------------------	---------

*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**