

# PARISH OF ASCENSION



**SEALED BID**

**FOR**

**FABRICATION SERVICES:**

**SUPPLY A 5100 GALLON F921 BULK FUEL TANK**

**PARISH PROJECT NO. PM-21-10-009**

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## 1. GENERAL INFORMATION

### 1.1 Purpose

The Ascension Parish Lamar Dixon Department is requesting to have a Bulk Fuel Storage Tank Installed at Lamar Dixon for Fuel Supply during emergency events.

### 1.2 Background

The parish has had trouble keeping up with fuel demand during emergency events due to the multitude of locations needing fuel, so it was determined that Lamar Dixon with a bulk fuel tank could manage they're on day to day fueling during emergency events.

### 1.3 Scope of Services

The Ascension Parish Lamar Dixon Department is soliciting bids to have a 5100-gallon split tank fabricated and delivered to Lamar Dixon. The services provided will include all items listed below. The Contractor shall provide all the labor, tools, materials and equipment required for the fabrication of a F921 Dual Wall Split Tank.

1. Fabricate a 5,100-gallon horizontal F921 double wall (Type 1) multi-component split 3,050/2,050 fuel tank.
2. 2 Set (s) HTC Standard NPT Openings.
3. 2 6" T.O.E. Nipple (FILL).
4. 2 8" T.O.E. Nipple (For Primary Emergency Vent).
5. 1 8" T.O.E. Nipple (For Secondary Emergency Vent).
6. 3 8" 8 oz. Emergency Vents.
7. 1 Internal Monitor Well.
8. 1 Head Mounted Bolt on Ladder.
9. 2 18" Manway.
10. 1 Saddle Assembly.
11. 1 Set I-Beam Skids with Pull Bar Assembly.
12. 2 HTC Standard 3" Piping Package.
13. 2 5-gallon spill Box.
14. 2 96" Long 2" x 2" x 1/4" Angle Pipe Bracket on Head.
15. 2 3' Skid Mounted Pump Platform.
16. 2 Suction Line.
17. 2 Pump stands.
18. 2 1 1/2" x 1 1/2" Tee (Female Threaded).
19. 2 2" Lockable Ball Valve.
20. 2 2" Camlock.
21. 2 96" Krueger Leak Gauge.
22. 2 Clock Gauge w/ float.
23. 2 2" T-vent.
24. 2 3-Prong Electrical Cord w/ package of nipple connectors.

- 25. 2 Pump & Meter Freight / Tax.
- 26. Tank Exterior is Primed and Painted with a White Urethane Top Coat. MANUFACTURER NOTES: Lead time will be determined at time of order Tax will be removed when we receive the tax exemption.

**1.3.1 Qualifications**

The selected firm shall meet the following recommended qualifications:

- Must hold Proper Certifications for UL-142 Tank Fabrication
- The Contractor will have a minimum 5 years' experience with similar projects.
- Craft personnel will have 3 years' experience with similar projects.

**2. ADMINISTRATIVE INFORMATION**

**2.1 Term of Contract**

The period of any contract resulting from this bid is tentatively scheduled to begin following conclusion of Parish evaluation, selection and negotiation and to continue for the 90-day construction duration.

**2.2 Bid Inquiries**

Written questions regarding bid requirements or Scope of Services via the clearing house email provided in advertisements. These questions will be forwarded to the coordinator listed below:

Dean Thomason, *Project Manager*  
Ascension Parish Government  
615 East Worthey Street  
Gonzales, LA. 70737  
Telephone (225) 454-9253

The Parish will consider written inquiries and requests for clarification of the content of this bid received from potential respondents. Written inquiries must be received by 5:00 p.m. CST on the date specified in the Schedule of Events. The Parish reserves the right to modify the Bid should a change be identified that is in the best interest of the Parish.

Official responses to all questions submitted by potential respondents will be available by \_\_\_\_\_  
\_\_\_\_\_ They will be posted at that time at <http://www.centralauctionhouse.com/rfp.php?cid=69>. Only the request for quote Coordinator has the authority to officially respond to respondent's questions on behalf of the Parish. Any communications from any other individuals will not be binding on the Parish.

**2.3 Schedule of Events**

<u>EVENT</u>	<u>DATE</u>	<u>TIME</u>
Bid Advertisement 1		
Bid Advertisement 2		
Bid Advertisement 3		
Deadline for receipt of written inquiries		
Issue responses to written inquiries		
<b>Deadline for receipt of Bid</b>		
<i>Selection Committee Meeting (TENTATIVE)</i>		

### 3. **RESPONSE INFORMATION**

#### 3.1 **Scope Addenda**

Parish reserves the right to change the schedule of events or revise any part of the Bid by issuing an addendum to the Bid at any time.

#### 3.2 **Waiver of Administrative Informalities**

The Parish reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

#### 3.3 **Bid Rejection/Cancellation**

***Issuance of this bid in no way constitutes a commitment by the Parish to award a contract.***

The Parish reserves the right to accept or reject, in whole or part, all offers submitted and/or cancel this announcement if it is determined to be in the Parish's best interest.

#### 3.4 **Withdrawal of Qualification Statement**

A respondent may withdraw a submitted proposal submitted at any time up to the date and time the offer is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the Bid Coordinator.

#### 3.5 **Subcontracting Information**

The Parish shall have a single prime contractor as the result of any successful contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the bid. This general requirement notwithstanding, respondents may enter into subcontractor arrangements, however, they must acknowledge in their offers total responsibility for the entire contract.

If the respondent intends to subcontract for portions of the work, the respondent must identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the respondent under the terms of this request for quote is also required for each subcontractor.

Unless provided for in the contract with the Parish, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the Parish.

### **3.6 Ownership of Bids**

All materials submitted in response to this request shall become the property of Parish. Selection or rejection of an offer does not affect this right.

### **3.7 Proprietary Information**

Only information which is legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the offer and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any offer marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

### **3.8 Cost of Preparing Bid**

The Parish shall not be liable for any costs incurred by respondents prior to issuance of or entering into a contract. Costs associated with developing the offer, preparing for oral presentations, and any other expenses incurred by the respondent in responding to this bid are entirely the responsibility of the respondent and shall not be reimbursed in any manner by the Parish.

### **3.9 Errors and Omissions in Bid**

The Parish will not be liable for any errors in proposals. The Parish reserves the right to make corrections or amendments due to errors identified in offers by Parish or the respondent. The Parish, at its option, has the right to request clarification or additional information from the respondent.

### **3.10 Contract Award and Execution**

The Parish reserves the right to contract for all or a partial list of services described in this bid. The selected respondent shall be expected to enter into a contract that is substantially the same as the same as the scope of work included in the bid package. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this bid. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected respondent.

If the contract negotiation period exceeds 30 days or if the selected respondent fails to sign the final contract within 30 business days of delivery, the Parish may elect to abrogate the selection.

### **3.11 Code of Ethics**

Respondent are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

#### 4. **RESPONSE INSTRUCTIONS**

##### 4.1 **Response Submission**

Contractors/individuals who are interested in providing services requested under this request for quote must submit six copies of the information specified in this section. The information shall be received in hard copy (printed) version by: **Ascension Parish Government, Purchasing Department, 116 East Worthy Street, Gonzales, LA 70737** on or before 4:00p.m. Central Standard Time on the date specified in the Schedule of Events. **Electronic submittals are permitted via <http://www.centrauctionhouse.com/rfp.php?cid=69>, however (6) hard copies must still be submitted within 24 hours of the Proposal submission deadline**

Proposal packages must be delivered at the proposer's expense. FAX or e-mail submissions are not acceptable. Respondents mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. It is solely the responsibility of each respondent to ensure that their offer is delivered at the specified place prior to the deadline for submission. Offers received after the deadline will not be considered.

At least one copy of the bid should contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the offer with original signatures will be retained for incorporation in any contract resulting from this bid. Please notate the word "ORIGINAL" in bold letters or stamp on the front cover of the document that contains the original signatures.

##### 4.2 **Certification Statement**

The respondents must sign and submit the Certification Statement shown in Attachment I.

#### 5. **BID SUBMISSION FORMAT**

Responses should be prepared providing a straightforward and concise description of the contractor's capabilities to satisfy the requirements of the request for quote. Emphasis should be on completeness and clarity of content. Responses should be submitted in letter size (8-1/2"-11") format with a type font of Times-Roman or similar and a minimum font size of 12 points. Responses should follow the format and order of presentation described below. Standard Form APG-1001 must be utilized for a submittal to be considered. A copy of standard Form APG-1001 in Word format as well as instructions for completing that form are available for download from the Ascension Parish website at:

[http://www.ascensionparish.net/index.php?option=com\\_content&view=article&id=127&Itemid=109](http://www.ascensionparish.net/index.php?option=com_content&view=article&id=127&Itemid=109)

##### ➤ **Project Title and Number**

The following project title shall be used for this submittal:



***“Lamar Dixon Bulk Fuel Tank Project”***

The project number assigned to this work is as follows:

***Parish Project Code: PM-21-10-009***

**6. EVALUATION AND SELECTION**

**6.1 Evaluation Team**

The evaluation of responses will be accomplished by an evaluation team, to be designated by the Parish, which will determine the response most advantageous to the Parish, taking into consideration all evaluation factors set forth in the Bid.

**6.2 Administrative and Mandatory Screening**

All responses will be reviewed to determine compliance with administrative and mandatory requirements as specified in the bid. Responses that are not in compliance will be rejected from further consideration.

**6.3 Evaluation and Review**

Responses will be evaluated based on information provided in the Proposal. The most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation.

**6.4 Announcement of Contractor**

The Parish will notify the successful responder(s) and proceed to negotiate terms for final contract. Unsuccessful respondents will be notified in writing accordingly. The award of a contract is subject to the approval of the Ascension Parish Council.

**7. SUCCESSFUL CONTRACTOR REQUIREMENTS**

**7.1 Corporation Requirements**

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

**7.2 Monthly Invoices**

Certified itemized invoices to the Parish for the payment of these services shall be submitted monthly by the Contractor with all documents signed by the owner’s Representative.

**7.3 Confidentiality**

All financial, statistical, personal, technical and other data and information relating to the Parish's operation which are designated confidential by the Parish and made available to the contractor in order to carry out this contract, or which become available to the contractor in

carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the Parish. The identification of all such confidential data and information as well as the Parish's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the Parish in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the Parish to be adequate for the protection of the Parish's confidential information, such methods and procedures may be used, with the written consent of the Parish, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the Parish.

## 7.4 ATTACHMENT B: CERTIFICATION STATEMENT



# PARISH OF ASCENSION

## ASCENSION PARISH FACILITIES DEPARTMENT

### CERTIFICATION STATEMENT

*The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for quotes including exhibits.*

**OFFICIAL CONTACT.** The Parish requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Facsimile Number with area code: (    ) \_\_\_\_\_

C. US Mail Address: \_\_\_\_\_

Proposer certifies that the above information is true and grants permission to the Parish or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this request for quote is accurate;
2. Proposer complies with each of the mandatory requirements listed in the request for quote and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this request for quote.
4. Proposer's quote is valid for at least 90 days from the date of quote signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 30 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE of Proposer's Authorized Representative

\_\_\_\_\_  
DATE

-----**END OF BID DOCUMENT**-----