

**BID**

Bids will be received up to **10:00 a.m.** on February 7, 2019 by the Executive Port Director or his designee of the Caddo-Bossier Parishes Port Commission, 6000 Doug Attaway Blvd., Shreveport, Louisiana 71115. Bids will not be received after this date and time. The paper bids will be opened and the electronic bids will be downloaded at 10:00 a.m. on February 7, 2019 and publicly read aloud.

BID OF \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

DATE \_\_\_\_\_

To the Caddo-Bossier Parishes Port Commission, Shreveport, Louisiana,71115

Gentlemen/Ladies

The undersigned certifies that he/she has (or they have) carefully examined the Instructions to Bidders and the Specifications attached hereto and made a part hereof. The undersigned agrees to comply with all of the terms of the Bid Specifications, and to furnish the items and services referred to therein for the bid amount stated on the schedule attached to this bid.

SIGNATURE OF BIDDER \_\_\_\_\_

(An Authorized representative of the corporation, partnership, limited liability company or other legal entity must execute the bid documents.)

BY \_\_\_\_\_

DATE \_\_\_\_\_

The bidder must indicate the status of the bidding entry by the appropriate check mark:

Corporation\_\_Partnership \_\_ Limited Liability Company \_\_ Legal Entity \_\_

## **INSTRUCTIONS TO BIDDERS**

Bidders electing to submit a physical bid (paper), must use the form included in the bid package as outlined in these instructions. Each blank space should be filled in, showing either the bid amount or no bid. Bidders are required to state the bid amount in words and figures. In the case of a conflict between the written and numerical bid amounts, the bid amount written in words shall govern.

Bidders may elect to submit bids electronically via the internet. Electronic bids for the Caddo-Bossier Parishes Port Commission are available for submission at [www.bidexpress.com](http://www.bidexpress.com).

Bidders that wish to submit electronic bids online may be charged a fee by Bid Express. In addition, bidders shall be required to obtain a digital signature certificate prior to submitting bids online.

Bidders electing to submit bids electronically shall follow the procedures established by Bid Express.

The proper and timely submission of an electronic bid is the responsibility of the bidder. Bidders are encouraged to complete the electronic bid documents well in advance of the bid closing.

Late bids due to the malfunction of the internet infrastructure, certificate service providers, electronic bid bond providers, or other interruptions will not be accepted.

Bidders submitting bids electronically need not submit paper forms.

It is the responsibility of the bidder to ensure receipt and acknowledgement of all addenda prior to the bid submission.

Paper bids must be submitted and signed in ink by the authorized member of the bidding entity. Bid envelopes shall be plainly marked in accordance with the Bid Invitation. Paper bids must be either mailed or delivered to the Executive Port Director, Caddo-Bossier Parishes Port Commission within the time limit set forth in the Bid Invitation. Bids received after this time will be returned to the bidder unopened.

Bids may be rejected if they stipulate additions, conditional or alternative bids, incomplete bids or other matters in conflict with the bid specifications. The Caddo-Bossier Parishes Port Commission reserve the right to reject any and all bids in accordance with Louisiana law.

The individual unit prices for the material and equipment shall include the amount of all applicable taxes and indemnify and save the Caddo-Bossier Parishes Port Commission, its employees and representatives harmless against any and all claims of liability resulting from the failure of any bidder to include applicable taxes in the submitted bid. The Caddo-Bossier Parishes Port Commission is exempt from all local and state taxes in the state of Louisiana. Bid amounts must include all shipping and handling charges.

Discounts will not be considered and should be included as part of the individual bid amount. The bid will be awarded to the lowest responsive and responsible bidder in accordance with the terms and conditions of the Louisiana Public Bid Law.

## SPECIFICATIONS FOR A TELESCOPING COIL GRAB

### 1. **SCOPE:**

The Caddo-Bossier Parishes Port Commission is requesting bids from equipment suppliers for a **CALDWELL MOTORIZED GRAB-ROTATING BAIL MODEL 85R-33-72** in accordance with the attached specifications.

### 2. **REQUIREMENTS:**

- A. The bid amount must include all costs for notary fees, shipping/ handling/ destination/ delivery charges, and related applicable costs and expenses.
- B. The bid amount must include the required Louisiana Inspection Sticker requirements.
- C. The Caddo-Bossier Parishes Port Commission will issue a purchase authorization number to fund the order placed by an authorized representative of the Caddo-Bossier Parishes Port Commission.
- D. The successful bidder must make arrangements with Mr. Eric England, Executive Port Director, at (318) 524-2272 for delivery of the equipment for the Caddo-Bossier Parishes Port Commission, 6000 Doug Attaway Blvd, Shreveport, LA 71115.
- E. All invoices and delivery tickets must reference the purchase authorization order number, equipment description, serial number and bid amount. A certificate of origin must be included.

### 3. **GENERAL SPECIFICATIONS:**

- A. The specifications for the a **CALDWELL MOTORIZED GRAB-ROTATING BAIL MODEL 85R-33-72** are delineated below. *The use of brand names and/or stock numbers of particular manufacturers for bid items specified shall be considered for the purpose of describing and establishing a quality standard.* The use of these specifications is in no way intended to limit the merchandise of a specific manufacturer's product. Where a particular manufacturer's product is specified, the specification shall be understood and read to contain the phrase "or approved equivalent".
- B. Where the item(s) being offered is of a different manufacturer other than specified, bidders shall be required to cross reference the specified item and list the manufacturer's name and part number on the Bid Form. If no other brand and part number is listed, it is assumed the brand and part number listed are being bid.

## **SPECIFIC SPECIFICATIONS**

The Caddo-Bossier Parishes Port Commission is accepting bids for a new **CALDWELL MOTORIZED GRAB-ROTATING BAIL MODEL 85R-33-72** in accordance with the following specifications.

**BIDDER INFORMATION:** The **CALDWELL MOTORIZED GRAB-ROTATING BAIL MODEL 85R-33-72** offered under this specification shall be equipped with all equipment advertised and meet or exceed the following detailed requirements. All values specified below shall constitute minimum requirements. All options and accessories shall be factory installed.

### **PRODUCT FEATURES:**

- Motorized leg drive maximizes the efficient handling of coils.
- Leg drive speed - 2.8” per second.
- Narrow aisle stacking maximizes coil storage floor space.
- Curved lifting pads for coil protection.
- High impact plastic toe rollers prevent lifter foot contact.
- Anti-clamp limit switch protects coil during closing of lifter.
- Heavy duty torque limiting drive protection during maximum open/closed conditions.
- Lockout limit switch prevents inadvertent leg opening during lift.
- Alloy steel pin bail.
- Easily replaceable slide wear guides.
- Design allows for easy maintenance access to drive components.
- Designed to operate on AC power supply.
- Motorized 350° rotation at approximately 2 RPM.
- Complies with ASME standards.

### **ADDITIONAL REQUIREMENTS:**

- a. Made in USA (designed, built and serviced)
- b. As part of the purchase, must supply a complete set of wiring and installation diagrams

#### **4. REPLACEMENT PARTS:**

The manufacturer shall provide a recommended “spare parts list” with part numbers and current price listing.

**5. OPERATIONS AND MAINTENANCE MANUAL:**

The manufacturer is to supply a minimum of two (2) copies of appropriate operations and maintenance manuals.

**6. AWARD:**

A. The successful bidder will be notified of the award within forty-five (45) days after the opening of bids.

**7. WARRANTY:**

The warranty period shall begin on the delivery date of the product to the Purchaser. The warranty period shall be as specified by the manufacturer, but in no case less than 12 months. During this period, the manufacturer will provide OEM replacement parts, labor and travel time to replace or repair any part furnished by the manufacturer and found to be defective in materials or workmanship.

**BID**

**BID FORM**

For Quantity: 1 - CALDWELL MOTORIZED GRAB-ROTATING BAIL MODEL 85R-33-721), in accordance with the specifications set forth above.

Total bid amount written in words \_\_\_\_\_

\_\_\_\_\_

Total bid amount written in figures \_\_\_\_\_

\_\_\_\_\_

NOTE: The Caddo-Bossier Parishes Port Commission is exempt from all local and state sales taxes in the State on Louisiana.

The bidder agrees to comply with all requirements of the Bid Instructions and Specifications and provide all services required therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Bid Date

**PREFERENCE FORM FOR LOUISIANA MATERIALS AND SUPPLIES**

To be completed by the bidder, attached, and made a part of the bid.

BIDDERS, PLEASE NOTE: Louisiana Revised Statute 38:2251, *et seq.*, governs the conditions and requirements by which preference claims may be made for certain materials, supplies and provisions, produced, manufactured, grown or assembled in Louisiana.

Preference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the state.

If you, as a bidder of Louisiana products defined by statute, wish to claim a preference for those products, you may do so provided you fully comply with all the requirements and conditions of the law. If you elect to claim preference for an item or items, complete this form and make it a part of the submitted bid.

In claiming preference you are certifying that the products meet the criteria of Louisiana products. You must specifically name the Louisiana products; show the full name and complete address (location) of the manufacturer, processor, producer, grower or assembler, the bid item number and the appropriate percentage preference claimed in the space provided for each item as applicable. Failure to provide complete information will invalidate your preference.

Bid Item Number	Name of Louisiana Product	Name & Exact Address of Manufacturer, Processor, Producer, Grower or Assembler of Louisiana Products	%

I am bidding and claiming a preference for Louisiana Materials, Supplies, or Equipment as defined by Louisiana Revised Statute 38:2251, *et seq.* I have listed the items, name and exact address of the manufacturer, processor, producer, assembler, or producer of Louisiana Products and the percentage preference claimed according to product type as appropriate and permitted by law. If I have a Louisiana workforce, it consists of at least fifty (50) percent Louisiana residents in order for me to claim the preference provided in Louisiana Revised Statute 38:2251 *et seq.*

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date