

**CADDO-BOSSIER PARISHES PORT COMMISSION
REQUEST FOR PROPOSALS (RFP) – OPS.24.003**

I) PURPOSE

- a) The Caddo-Bossier Parishes Port Commission (the “Port”) is seeking Contractors or Farmers interested in providing cutting and hay baling services on property owned by the Port. For the purposes of this Request for Proposals (the “RFP”) the property owned by the Port is described in Exhibit “A”, attached hereto. All labor, materials and hauling associated with cutting and hay baling activities and/or services shall be included in the proposal, more particularly described in Section 2 of this RFP.

- b) It is the Port’s intent to select a qualified contractor/farmer to perform the services defined in Section 2.

II) PROJECT NAME AND SCOPE OF WORK

OPS.24.003 – RFP for Hay Baling 2024 Calendar Year

Instructions to Proposers:

- a) **OBLIGATION OF PROPOSER:** The submittal of a Proposal will be understood to indicate the Proposer has inspected the property described in Exhibit A and has become thoroughly familiar with the necessary services to complete the hay baling activities. The failure or omission of any Proposer to examine the property described in Exhibit A or observe the requirements of this RFP shall in no way relieve the Proposer from any obligations set forth in the Proposal.

- b) **PROPOSAL AMOUNT:** The compensation to the Port for the services delineated in the Proposal shall be clearly defined in the form of a LUMP SUM amount on an annual basis. The compensation in a LUMP SUM amount shall be due on June 1st of the specified calendar year.

- c) **PROPOSAL FORMAT:** The Proposer shall use a Proposal Form of his or her choosing.

- d) **LEASE OBLIGATION:** The successful Proposer will be required to enter into a Lease Agreement with the Port.

- e) **PROPOSAL EVALUATION:** Each proposal will be evaluated based upon the following information which shall be included in the proposal:
 - i) Company Location.
 - ii) Experience of the Proposer in cutting and bailing hay for Louisiana governmental entities.
 - iii) The timeliness of cutting and removing hay (approximate periodic intervals) and the ability of the Proposer to mobilize for the purpose of cutting hay upon the Port’s Request (minimum mobilization time for cutting).

- iv) Proposed Lump Sum Annual Amount.
- f) LEASE TERM AND RENEWALS: The primary term of a proposed Lease Agreement shall be for a period of 1 Calendar Year. The Port and the successful Proposer shall have the ability to mutually agree (in writing) to an annual renewal of the Lease Agreement for up to 4 additional years. The renewal of the Lease Agreement shall include the initial proposed LUMP SUM AMOUNT and a Consumer Price Index (the "CPI") adjustment at the end of the previous calendar year. The annual increased CPI amount will be calculated by the Port and be provided to the successful Proposer prior to the renewal term(s).

SCOPE OF WORK

The scope of work and the respective rights of the Port include the following:

The Port intends to have an annual hay baling lease on the property described in Exhibit A. The purpose of the proposed hay baling Lease Agreement is to conduct the necessary maintenance of the property described in Exhibit A for industrial prospects to have the ability to view on an as-needed basis. The purpose of this RFP and the ultimate Lease Agreement is to provide the Port with the necessary services, equipment, and personnel to maintain the property described in Exhibit A during each calendar year. It is important to note, the Port reserves the right to revoke the hay baling rights of the successful Proposer at any time due to prospective industrial activity or required maintenance. Additionally, the Port, at its sole discretion, reserves the right to bush hog or maintain any of the property described in Exhibit A as necessary during and throughout the term of the proposed Lease Agreement. Cutting and hay baling activities shall be the sole proposed use of the property described in Exhibit A. Any alternative farming activities or other use of the property described in Exhibit A is strictly prohibited.

The Proposer shall submit one (1) clearly identified original Proposal in response to this RFP to the Executive Port Director, Eric England, no later than **February 20, 2024, at 2:00 p.m.**

III) INSURANCE REQUIREMENTS

The successful Proposer shall maintain policies of insurance in not less than the following minimum amounts which shall name the Port as an additional insured:

- a) Workmen's Compensation Insurance with limits of \$500,000 for each accident and \$500,000 for each employee;
- b) Commercial General Liability Insurance with limits of liability of not less than \$500,000 for each personal injury, death, or property damage occurrence and \$1,000,000 in the aggregate; and
- c) Automobile Liability Insurance with limits of not less than \$1,000,000 for any one accident.

Prior to the commencement of operations, the successful Proposer shall furnish the Port a "Certificate of Insurance" prepared by the successful Proposer's insurer itemizing the type, amounts and duration of the insurance carried by the successful Proposer. The successful Proposer shall require its insurer to insert in any policy included in the Certificate of Insurance a provision to cover all of the obligations assumed by the successful Proposer hereunder, including primary and non-contributory clauses, with waiver of subrogation in favor of the Port. In addition, the Certificate of Insurance shall stipulate that no policy included in the Certificate will be amended or canceled without first giving the Port thirty (30) days advance written notice.

IV) PROPOSALS MUST BE DELIVERED TO:

Caddo-Bossier Parishes Port Commission
ATTN: Executive Port Director
6000 Doug Attaway Blvd
Shreveport, LA 71115

V) DOCUMENTATION OF RESPONSES

- a) Responses to this RFP will be recorded in the presence of one or more witnesses.
- b) Responses to this RFP must be submitted by using a sealed envelope.
- c) The Proposer's name and address, the RFP due date and time, and the RFP title shall be shown on the outside of the envelope.
- d) The Port assumes no responsibility for unmarked envelopes being excluded from consideration for an award.
- e) Proposals received after the time specified will be recorded and then returned unopened.
- f) Questions seeking clarification of any aspect of this RFP may be submitted to:
Tyler Comeaux at tylerc@portcb.com, phone: (318) 524-2276 or
Hugh McConnell at hughm@portcb.com, phone: (318) 458-2080

VI) PROCESS OF AWARD

- a) The Proposals will be evaluated by representative(s) of the Port prior to a letter of award.
- b) The award process could take up to 10 days following receipt of the Proposals.



Legend
Hay Cutting 2023



1 inch = 2,000 feet

Map Showing
Port Properties for Hay Cutting 2024
Caddo and Bossier Parishes

