

**COUNCIL MEETING AGENDA REQUEST FORM**

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COUNCIL MEETING DATE: June 27, 2017

SUBJECT/REASON FOR AGENDA ITEM: \_\_\_\_\_

Temporarily Alcohol Permit Waiver  | Open Container Law Waiver   
Other: \_\_\_\_\_

***Please be specific about the reason to be on the agenda.***

A resolution to authorize the Mayor to enter into contract with Harper Metal Buildings Services, Inc. for \$39,900.00 to Expand Existing Metal Building at the 190 Maintenance yard.

Requested By: Purchasing

NAME: Jana Thurman

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

Please note that the Hammond City Council meets the First and Third Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to banks\_tm@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

**BELOW TO BE FILLED OUT BY COUNCIL CLERK**

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DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

Council Clerk: Tonia Banks Agenda Item Number \_\_\_\_\_

Approved: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Lemar Marshall  
Council President

\_\_\_\_\_  
Tonia Banks  
Council Clerk

**RFP 18-05  
Expanding Existing Metal Building  
at 190 Maintenance Yard**

**June 19, 2017  
10:00 a. m.**

**Received (2) Two bids:**

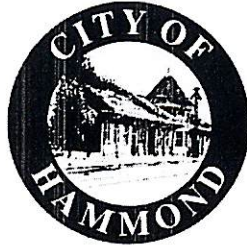
**Harper Metal Building Services, Inc. \$39,900.00**

**M.A. Wilson Construction & Consulting, LLC \$55,213.00**

**Bids were due in by 10:00 a. m. Monday, June 19, 2017.**

**Present at bid:**

**Jana Thurman, Purchasing Manager  
Nikki Eames, Assistant Purchasing Agent  
Robert Morgan, Director of Streets**



**City Of Hammond  
Purchasing Department**

**Request for Quote:**

**RFP 18-05**

***For***

**“Expanding Existing Metal Building at  
190 Maintenance Yard”**

**Proposals shall be faxed/emailed/hand delivered to  
the City Of Hammond,  
Purchasing Department**

**no later than  
10:00 a.m. on June 19, 2017**

**Advertisement in the Official Journal, Daily Star, to be  
published three (3) Times**

**May 23, 31 and June 6, 2017**

**For Additional Information or Questions,  
Contact:**

**Jana Thurman –Purchasing Manager  
for the City Of Hammond  
(985)-277-5633 or [Thurman\\_je@hammond.org](mailto:Thurman_je@hammond.org)  
FAX (985) 277-5636**

**This is the Proposal of:****Date:** \_\_\_\_\_**Company:** \_\_\_\_\_**Section 3 Business/WBE/SBE/MBE/DBE:** \_\_\_\_\_**Address:** \_\_\_\_\_**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_**Person to Contact:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_**Email:** \_\_\_\_\_**Your Proposal is important to us.**

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

**Section 3 Business/WBE/SBE/MBE/DBE**

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

**Nondiscrimination Requirements**

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

## Specifications/Scope of work:

### DESCRIPTION OF PROJECT:

Enclose the side walls of an existing open roof area that is 30' wide x 43' long while adding a 45'-5" wide x 20' long building addition to the existing 30' wide end wall. The new attachment will have an offset ridge for the purpose of butting to the existing ridge. The existing West side wall that is being closed in will have a new 10' wide x 12' tall overhead door installed in it along with a 3070 walk door. The new attachment will have a 10' wide x 12' tall overhead door in the West wall and a 3070 walk door in the new South end wall. There is an existing slab in place; Concrete will need to be broke out, pier footings established, and concrete re-poured where new columns are required.

### Specifications:

1. Concrete work:
  - a. Modifications to the existing slab at the location of the addition include break out of existing concrete where necessary to establish pier footings for new columns.
  - b. Form and pour 2' x 2' x 2' pier footings complete with 5/8" rod matts, 3,000 PSI concrete mix, and finish to match existing.
  - c. Piers to get anchor bolts in size and quantity per building manufacture.
  - d. Modifications to the foundation at the existing building include chiseling away concrete to provide slope at the location of the overhead door openings.
2. Pre-engineered metal building addition:
  - a. Size 45'-5" wide x 20' long x 14' tall fully enclosed building flashing to existing end wall.
  - b. Build to IBC 2012 code with a 126 mph wind load
  - c. Engineer's letter of certification from metal building manufacturer required.
  - d. Bay spacing – One 20'
  - e. Collateral load to be 1#
  - f. Roof slope to accommodate tie in to the existing building - Addition to have an offset ridge.
  - g. Personnel doors to have 8 ¼" steel frames with 18 gauge leaf equivalent to MBCI model HW9200.
  - h. Mid-Span (3'-6") girt is required
  - i. Personnel door hardware to include heavy duty lever locks, threshold, and weather-stripping.
  - j. Level landings at exterior doors by City of Hammond
  - k. Rigid frames, clear span, straight columns
  - l. Minimum girt size used to close in existing building to be 8 x 2 ½" 14 gauge factory primed red oxide.
  - m. Base angle used to close in existing building to be 14 gauge 4 x 2 angle factory primed red oxide.
  - n. Roof fasteners to have one piece hardened steel head and bonded PVC washer (long life type)
  - o. Roof panels to be 26-gauge PBR panel, Galvalume with Manufacturer's 20 year warranty.
  - p. Wall panels to be 26-gauge PBR panel, galvalume with baked on siliconized polyester 200 series paint coat to match existing as close as possible using standard color options.
  - q. Roof and wall sheets to have 80,000 PSI yield and to bear a weight of 89 #'s per square.

- r. *Roof panels to be one piece roof panels.*
  - s. *Ridge cap to be minimum 30" and to be galvalume, PBR die formed peak sheets.*
  - t. *Trim for building and doors to be 26 gauge with signature 200 series paint - standard color options.*
  - u. *Coordinate exact location of door placement in the existing building with city official.*
3. *Overhead doors to be equivalent to Wayne Dalton commercial DS-200 model with slide bolt assembly, direct drive chain hoist, and automatic door stops.*
4. *Accreditations required by manufacturer:*
- *IAS AC472 Accredited*
  - *MBMA Metal Building Manufacturer's Association*
  - *Energy Star*
5. *Contractor to supply temporary sanitary facilities*
6. *Construction debris to be discarded to a dumpster to be provided by the City of Hammond.*
7. *Walk door pads and site preparation by the City of Hammond.*

**COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED OF THE SUCCESSFUL BIDDER. PROOF OF INSURANCE WILL BE REQUIRED BEFORE WORK CAN COMMENCE.**

**INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:**

**CONTRACTOR'S LIABILITY INSURANCE:**

**PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:**  
 COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.

**COMPENSATION INSURANCE:** THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES IS ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUTE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.

**LICENSED AND NON-LICENSED MOTOR VEHICLES:** THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.

**Liability:**

The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

#### **Instructions to Bidders**

**The successful Contractor must be licensed by the state of Louisiana and shall certify that he is licensed under R.S. 37:2150-2164 and show his License Number on the bid envelope.**

**A performance bond in an amount of 100% of the contract price will be required to be furnished by the successful contractor, and all costs in connection with such bonds shall be paid by the successful contractor.**

#### **NON-DELIVERY**

**In the event a successful bidder is unable to furnish and/or refuses to provide service when requested to do so, the City reserves the right to obtain service elsewhere and bill the contractor for the difference between the quoted price and the actual cost.**

#### **EXPERIENCE**

**References must be provided with your bid.**

**BIDDERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE BID PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED IN WRITING TO THE PURCHASING AGENT DURING THE BID PERIOD AND SHALL BECOME PART OF YOUR BID PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE BIDDERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE BIDS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER BIDS ARE OPENED.**

**The Bid number, Bidder's name, address, and bid opening date shall be clearly printed or typed on the outside of the proposal envelope. Only one (1) proposal shall be accepted from each bidder. Alternates shall not be accepted unless specifically requested in the bid specifications. Submission of more than one (1) proposal or alternates not requested may be grounds for rejection of all bids by the bidder.**

The method of delivery of proposals is the responsibility of the bidder. All bids shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified bid opening date and time. Late bids shall not be accepted under ANY circumstances. It is the bidders' sole responsibility to insure that their proposal has been delivered and accepted with ample time to meet all specified deadlines.



Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the bid form and included in the specifications.

Bids shall be accepted only on the forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept proposals from those bidders in whose name the bid forms and or specifications were issued. Altered or incomplete bid forms, or use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire Bid package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Department as THE BID.

All bids must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the bidder. Failure to initial shall be cause for rejection of the bid as non-responsive.

All bids shall be signed. Failure to do so shall cause the bid to be rejected as non-responsive.

The contact person for this project is Robert Morgan (985) 969-1636

**\*A Pre-bid Conference has been scheduled for 10:00 a.m. Wednesday, May 31, 2017, at 18104 Hwy 190 East, Hammond LA 70401. Attendance is NOT mandatory, however Proposers are strongly encouraged to attend.**

**As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications.**

**I hereby acknowledge that I have received the following Addenda and they are reflected as part of this proposal,**

List by date and Addendum number \_\_\_\_\_  
I certify that I am duly licensed in Louisiana to perform the work. Louisiana License # \_\_\_\_\_

Work to be complete within \_\_\_\_\_ days after receipt of order.

**Proposal Amount**

Proposer agrees to Furnish All Material, Supplies and Services in complete accordance with all RFP 18-05 Specifications for the sums indicated:

(Amounts shall be shown in words and digits. In case of discrepancy, words shall govern.)

**Total Price** \_\_\_\_\_ DOLLARS

(\$ \_\_\_\_\_ )

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

\_\_\_\_\_  
Vendor Name

The above signature on this Proposal certifies that proposer has carefully examined the instructions to proposers, terms and specifications applicable to and made a part of this Proposal Package. Proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this RFP.