

COUNCIL MEETING AGENDA REQUEST FORM

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 Rogers Ready Mix, L.L.C., for Ready Mix Concrete Services for the Fiscal Year 2017-2018.

ITEM	Price
1. Class 3000A-3000 PSI Ready Mix Concrete	<u>\$104.00</u> cubic yard
2. Class 4000A-4000 PSI Ready Mix Concrete	<u>\$108.00</u> cubic yard
3. Class 5000A-5000 PSI Ready Mix Concrete	<u>\$112.00</u> cubic yard
4. Standby Charge	<u>\$120.00</u> per hour
5. Fibrillated Polypropylene Fiber,	<u>\$8.00</u> cubic yard
6. Slurry Fill	<u>\$100.00</u> cubic yard
7. High Early	<u>8.00</u> cubic yard
8. Additional Drop Charge	<u>60.00</u> per drop
9. Trip charge – single orders less than 7 yards	<u>70.00</u> Per order

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

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Tonia Banks Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Lemar Marshall
Council President

Tonia Banks
Council Clerk

Date



**City Of Hammond
Purchasing Department
RFP #2018-01**

**Furnish Labor, Equipment and Material to Provide Ready Mix
Portland Cement Concrete all F.O.B. City of Hammond Locations as
needed for the period July 01, 2017 through June 30, 2018.**

**Proposals Shall Be Received by The Purchasing Department,
City of Hammond
310 East Charles Street
P.O. Box 2788
Hammond, Louisiana 70404-2788
Until
10:00 A.M. May 31, 2017**

At Which Time All Proposals Will Be Read Aloud

**Advertisement in the Official Journal, Daily Star, To Be Published
Two (2) Times
May 17 & May 24, 2017**

**For Additional Information or Questions, Contact:
Jana Thurman-Purchasing Manager- thurman_jc@hammond.org
(985)-277-5633**

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.

Scope of work:**To provide Concrete as follows:**

- 3000psi
- 4000psi
- 5000psi
- Slurry Fill
- Fiber
- Hi-Early
- Trip Charges (orders of less than (7) seven yards) per order
- Additional Drop Charges

****Please submit a Concrete Mix Design sheet for each above mixture with your proposal.****

Special Note

All material must conform to “Louisiana Standard Specifications for Roads and Bridges” published by the Louisiana DOTD, Office of Highways, Baton Rouge, latest edition

Basis For Standby Charge:

One (1) hour shall be allowed, after arrival at jobsite, for a single pour, per truck, before standby charges shall apply. If a single pour is not completed after one (1) hour, through no fault of vendor, standby charges shall begin to accrue. For multiple pours at different locations, standby charge shall apply for all time after one (1) hour until pours are completed.

The hourly charge shall be prorated for increments less than one (1) hour, rounded to the nearest fifteen (15) minutes.

Delivery:

When the City of Hammond places an order for product with the vendor, the City shall receive delivery of product, at designated site, at the earliest available time, but, no greater than four (4) hours from the time the order was placed. Exception to this would be for a “scheduled” pour whereby the agreed upon delivery time shall be honored.

Quantities:

This is an Open-Ended Annual Requirements Contract. The Successful Proposer must supply At Proposal Price Actual Requirements.

Contract Term:

The term of this contract shall be for twelve (12) months or the remainder of this fiscal year whichever is applicable. At the option of the City of Hammond and acceptance by the supplier, This contract may be extended for two (2) additional twelve (12) month periods at the same price, terms and conditions. Contract not to exceed thirty-six (36) months.

Non-Delivery:

In the event a successful Proposer is unable to furnish and/or refuses to make delivery of materials when requested to do so, the City reserves the right to obtain materials elsewhere.

Instructions to proposers

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

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website, and personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street or by calling Robert Morgan (985) 969-1636.

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc.

The RFP number, Proposers name, address, Louisiana Contractor License number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered, faxed, emailed or mailed.

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time.

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 RFP form and included in the specifications.

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

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

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

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Manager after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding.

If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

Liability:

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) one million dollars inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work under this contract the Contractor must file with the City a "certificate of insurance" meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor.

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, all attorney fees, 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.

Worker's Compensation:

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker's Compensation Act. The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker's Compensation Board have been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

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 17-15 Specifications for the sum indicated:

<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
1.	Class 3000A-3000 PSI Ready Mix Concrete	<u> </u> cubic yard
2.	Class 4000A-4000 PSI Ready Mix Concrete	<u> </u> cubic yard
3.	Class 5000A-5000 PSI Ready Mix Concrete	<u> </u> cubic yard
4.	Standby Charge	<u> </u> per hour
5.	Fibrillated Polypropylene Fiber, 1.5 lbs per cubic yard	<u> </u> cubic yard
6.	Slurry Fill	<u> </u> cubic yard
7.	High Early	<u> </u> cubic yard
8.	Additional Drop	<u> </u> per drop
9.	Trip Charge (orders of less than seven (7) yards)	<u> </u> per order

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.