

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: March 22, 2022

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 authorizing the purchase of a Tow-behind Carlton SP 7500 Series Stump Cutter from Ditch Witch of Louisiana for the Total of \$73,750.00 RFP 22-21

Requested By: STREET DEPARTMENT
NAME: Jana Soileau
ADDRESS _____
PHONE # _____ CELL PHONE: _____
EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the Second and Fourth 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: Lisa Cockerham Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Kip Andrews
Council President

Lisa Cockerham

Date



**City Of Hammond
Purchasing Department**

Request for Pricing # 22-21

**Tow-behind Carlton SP 7500 Series Stump Cutter
or Equivalent**

**Proposals shall be delivered to the City Of Hammond,
Purchasing Department**

**No later than
10:00 a.m. on March 14, 2022**

**Advertisement in the Official Journal, Daily Star,
To be Published (3) Times**

February 17, 24 and March 3, 2022

**For Additional Information or Questions,
Contact:
Jana Thurman - Purchasing Manager - The City Of Hammond
(985)-277-5633 or Thurman_je@hammond.org**

This is the Proposal of:

Date: 3-9-22

Company: Ditch Witch of Louisiana

Section 3 Business/WBE/SBE/MBE/DBE: _____

Address: 5402 Industrial Dr Ext.

City: Bossier City State: LA ZIP Code: 71112

Person to Contact: Tad Duncan

Phone: 318-747-0660 Fax: 318-747-2907

Email: tad@ditchwitchla.com

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.

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 www.hammond.org, online at www.bidexpress.com or 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.

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 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 RFP package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Department as THE RFP. It is the Vendor's responsibility to check the City's website or Bid Express frequently for any possible addenda that may be issued. The City is not responsible for a Vendor's failure to download any addenda documents required to complete a submission.

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

RFP 22-21

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 Attached is current Specs

Proposal Amount

Proposer agrees to Furnish All Equipment, Material, Supplies and Services in complete accordance with all RFP 22-21 Specifications FOB delivery for the sum indicated:

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

Total Price seventy three thousand seven hundred fifty Dollars
(\$ 73,750⁰⁰)

 VP Ditch Witch of Louisiana
Signature of Proposer Company 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.

see Attachment for updated Specs.

Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

Scope of work:

Carlton SP7500 Series Stump Cutter, 78 HP Turbo Charges Deutz Diesel Tow-Behind or Equivalent. Proposal price shall include delivery to City of Hammond Maintenance Facility located at 18104 Hwy 190 E. Hammond, LA 70401.

Specifications

Engine options..... 78 HP Turbo Charged Deutz Engine
 Cutter depth below ground.....24"
 Cutter height above ground.....46"
 Cutter head swing92" arc
 Tongue cylinder60"
 Number of teeth on cutter wheel48
 Chip containment volume.....81 cu. Ft.
 Cutter wheel diameter with teeth31"
 Cutter wheel thickness1 1/2"
 Jack shaft bearings2 7/16"
 Cutter wheel bearings.....2 7/16"
 Fuel tank capacity25 gallons
 Hydraulic tank capacity4 gallons
 Tire size Good Year 235/75-R16
 Machine width.....80"
 Machine height.....75"
 Machine length.....13' 3"
 Total weight.....4400 lbs.
 Paint Dupont Imron with Epoxy Primer



7500 74HP Kohler

General:

Weight: 6430 pounds
Length: 170 Inches
Height: 84 Inches
Width: 80 Inches
Tongue Extension: 60 Inches
Tires: 245/75/16 Ld Rng D 3000
Tire Pressure: 65 PSI
Controls: Wireless Remote
Brakes: Electric or Optional Surge
Fenders: Bolt on 1/4 inch plate
Fuel Capacity: 40 Gallons
Battery: 800 CCA Encased in Marine Battery Box
Curb Clearance: 15 1/5 Inches
Cutter Wheel Diameter: 31 Inches with Teeth
Cutter Wheel Thickness: 1 1/2 inches
Cutter Wheel RPM: 759 RPM Nominal
Jack Stand: Screw type with swing up wheel
Hitch: Bulldog Ball Hitch or Pintle Ring
Engine mounted turntable design

Engine:

Manufacturer: Kohler 74hp KDI2504 2.5L 4 cylinder Diesel

Number of Cylinders: Four
Bore: 88mm
Stroke: 102mm
Displacement: 2.5 liter
Maximum RPM: 2600
Horsepower: 74
Torque: 222ftlbs at 1600rpm
Cooling Medium: Liquid
Air Cleaner: Two Stage Dry Type with Service
Oil Filter: Full flow
Electrical: 12 Volt

Hydraulic System:

Hyd Pump Displacement: .589 Cubic Inches/Revolution
Hyd Pump Drive System: Direct Drive
Flow: 7 Gallons per Minute
System Relief: 1850 PSI

DITCH WITCH OF LOUISIANA

5402 INDUSTRIAL DRIVE EXT
BOSSIER CITY, LA 71112-2625
Phone 318-747-0660
Fax 318-747-2907

CITY OF HAMMOND

18104 HIGHWAY 190 E
HAMMOND, LA 70401-3400
9852775966

Quote: 50311101
Ext. Ref.:
Description:
Date: 03/01/2022
Salesperson: Tad Duncan
Mobile Phone:
Email:

Price Quote

Quote valid for: 30 days, until 03/31/2022

<u>Qty</u>	<u>Part Number</u>	<u>Description</u>
1	SP7500	TOW BEHIND STUMP CUTTER

Equipment Subtotal \$ 73,750.00

Subtotal Before Tax \$ 73,750.00

Total Tax \$ 0.00

Total Amount \$ 73,750.00
U.S. Dollars

CARLTON SP7500 TOW BEHIND STUMP CUTTER EQUIPPED WITH A KOHLER
74HORSEPOWER KDI2504 2.5L 4 CYLINDER TURBO DIESEL; DEXTER TORSION FLEX
SUSPENSION AXLE; KEVLAR CONSTRUCTION V BELTS; TURTABLE DESIGN; WIRELESS
REMOTE

**RFP 22-21
CITY OF HAMMOND
Tow-behind Carlton SP 7500 Series Stump Grinder
For the City of Hammond**

**March 14, 2022
10:00 a. m.**

Received (1) One Proposals:

Company	Total
Ditch Witch of Louisiana	\$73,750.00

**** Incomplete proposal package.**

Proposals were due in by 10:00 a. m. Monday, March 14, 2022.

**Present at Opening:
Jana Soileau, Purchasing Manager
Krystle Noto, Assistant Purchasing Agent**

General Info

Electronic signature required

Deadline

03/14/2022 10:00 AM CDT

Advertised

02/17/2022 10:00 AM CST

Business Name

The City of Hammond, LA

Number

RFP #22-21

Description

Project Description: Tow-Behind Carlton SP 7500 Series Stump Cutter

Contact: Jana Thurman

Estimated Budget: \$65,000.00

Allows zero unit prices and labor

Yes

Allows negative unit prices and labor

Yes

Q & A History

Deadline

03/01/2022 02:00 PM CST

Remarks

All questions should be asked through the Bid Express services. Questions Via email or phone will not be addressed.

Filter

General Information:

Help

Name of Firm:*

Address:*

Contact Person:*

Phone Number:*

Fax:

E-mail:*

PROPOSAL AMOUNT

Proposer agrees to Furnish All Material, Supplies and Services in complete accordance with all RFP 22-21 Specifications for the sum indicated:

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

TOTAL PRICE IN WORDS*

TOTAL PRICE IN DOLLARS*

\$

Attachment List

RFP 22-21 CARLTON SP7500 STUMP CUTTER_final.pdf (635 KB)

[Help](#)

Required Document List

Name	Omission Terms
RFP Package Upload bidder's RFP Package.	
Additional Attachment Upload additional attachment.	I do not have additional documents to attach.
2 Required Documents	

*Attachment downloads are tracked each time a document is downloaded. The Bid Express service cannot determine if the user opened, saved, or read the document.

Document	User	Email	Business	Address	Phone Number
RFP 22-21 CARLTON SP7500 STUMP CUTTER_final.pdf	Amy Ge	amy@elitetex.us	Elite Textile Trading LLC	300 Spectrum Center Drive Suite 400 Irvine, CA 92618	(323) 300-8692
RFP 22-21 CARLTON SP7500 STUMP CUTTER_final.pdf	Eric Johnson	sourcemanagement@napc.me	North America Procurement Council	PO Box 40445 Grand Junction, CO 81504	(302) 450-1923

2 downloads



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PURCHASING

CURRENT BIDS OR PROPOSAL OPPORTUNITIES

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[REPORT A STREET OUTAGE](#)



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- [Tow-behind Carlton SP7500 Series Stump Cutter or Equivalent](#) (Posted 2/17/22)
- [Provide Collections/Disposal of Household Hazardous Waste](#) (Posted 2/24/22)
- [Annual Chlorine Cylinders for Water Wells](#) (Posted 3/10/22)
- [F.R.A. Track, Signal, and Bridge Inspection](#) (Posted 3/10/22)

Public Notice

PUBLIC NOTICE IS HEREBY GIVEN that the City of Hammond, Parish of Tangipahoa, State of Louisiana will open Proposals on **March 14, 2022 at 10:00** a.m. at the Purchasing Department, City Hall Complex, 310 East Charles Street, Hammond, La. 70401, for the following:

Tow-behind Carlton SP 7500 Series Stump Cutter

Any information or questions to complete the proposal may be obtained between the hours of 7:30 a.m. and 4:00 p. m. Monday through Friday at the City of Hammond Purchasing Department, 310 East Charles Street, Hammond, La., or at (985) 277-5633.

RIGHT IS RESERVED TO ACCEPT OR REJECT ANY OR ALL PROPOSALS.

All sealed mail should be sent to the City of Hammond, Purchasing Manager, and P.O. Box 2788, Hammond, La. 70404-2788. The words RFP 22-21, must be underlined or highlighted and located at the top of the envelope. RFP's may be obtained from the City of Hammond's website www.hammond.org

PROPOSAL/QUOTE REFERENCE NUMBER: RFP 22-21

PUBLISHED: February 17, 24 and March 3, 2022