

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: April 11, 2023

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 on behalf of The City of Hammond with DPC Enterprises in the estimated amount of **\$66,142.00**

Requested By: Water 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_tru@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

_____ Date

RFP 24-02

CITY OF HAMMOND

April 05, 2023

10:00 a. m.

Received (2) Two Proposals:

Company	150 pound Cylinders of 99 Gaseous Chlorine	1 Ton Cylinders of 99% Gaseous Chlorine	Sulfur Dioxide (SO₂) -15 Pound
Univar	No Bid	No Bid	No Bid
DPC Enterprises	\$225.00/each	\$2129.00/each	\$249.00/each

Proposals were due in by 10:00 a. m. Wednesday, April 05, 2023

Present:

Jana Soileau, Purchasing Director

Vivian McGee, Buyer



**City of Hammond
Purchasing Department**

RFP 24-02

**ANNUAL CHLORINE CYLINDERS
FOR WATER WELLS**

**Proposals Shall Be Received by the Purchasing Department, City of
Hammond
310 East Charles Street
P.O. Box 2788
Hammond, Louisiana 70404-2788
Until**

9:00 A.M. April 5, 2023

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

March 9, 16 & 23 2023

**Proposals shall be accepted only on the RFP forms furnished by the City of
Hammond Purchasing Department.**

**For Additional Information or Questions, Contact:
Jana Thurman – Purchasing Manager
purchasing@hammond.org**

This is the Proposal of:Date: 4-3-23Company: DPC Enterprises, L.P.Section 3 Business/WBE/SBE/MBE/DBE: N/AAddress: 620 West 10th StreetCity: Reserve State: LA ZIP Code: 70084Person to Contact: Kathryn (Kate) HilliardPhone: 985.536.1172 Fax: 985.536.7203Email: khilliard@dxgroup.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.

Non-discrimination 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

NON-DELIVERY

In the event a successful proposer 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 his quoted price and the actual cost.

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, 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. 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 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 initiated 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/Water & Sewer Superintendent, 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.

Scope of work:

Provide Annual Requirements of 99.5% Liquid Chlorine in Cylinders from July 1, 2023 through June 30, 2024, delivered F.O.B. Hammond, Louisiana. All as per attached Chlorine Cylinder Specifications.

The City of Hammond has the right to renew the term of this Contract for two (2) additional one (1) year periods, based upon the same conditions of the initial term. This is an Open-Ended Annual Requirements contract. All Quantities shown are estimated based on past usage. The successful proposer must supply the Cities actual requirements of Chlorine at the Proposal prices whether the total of such requirements are more or less than the estimated quantities shown.

- 1) Approx. 146 each – 150 pound Cylinders of 99% Gaseous Chlorine.
- 2) Approx. 14 each - 1 ton Cylinders of 99% Gaseous Chlorine.
- 3) Approx. 14 each - 150 pound cylinders Sulfur Dioxide (SO₂)

The sites that the containers will be delivered to are as follows:

Well Number	Well Name	Well Location
#1	Central	403 N. Oak Street
#2	Blackburn	500 Pecan Street
#3	Chevy	2101 Rue Denise
#4	190 East	1609 Hwy. 190 East
#7	Westin Oaks	209 Westin Oaks Drive

Contractor pricing shall be all inclusive, including delivery, freight, and shipping cost. No additional cost shall be billed to The City of Hammond. Any discrepancy in invoices and/or payments, should be directed to the Purchasing office.

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

No addendum *KPH*

Proposal Amount

Proposer agrees to Furnish All Material, Supplies and Services in complete accordance with all RFP 24-02 Specifications for the sums indicated:

1. 150 pound Cylinders of 99 Gaseous Chlorine

Price each cylinder \$ 225.00 x's 146 = \$32,850.00

2. 1 ton Cylinders of 99% Gaseous Chlorine

Price each cylinder \$ 2129.00 x's 14 = \$29,806.00

3. Sulfur Dioxide (SO2) – 150 pound

Price each \$ 249.00 x's 14 = \$3,486.00

Total Proposal Price based on approximate quantities provided in scope of work. \$ 66,142.00

Signature of Proposer

Kathryn Hilliard / Kathryn (Kate) Hilliard

Name of Company

DPC Enterprises, LP Date 4/3/23

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 Proposal.

Univar Solutions USA Inc.
E201 S. 212th
Rent, WA 98032-1994
USA

T 253-872-5000
F 253-572-5041

www.univarsolutions.com



March 23, 2023

City of Hammond
Purchasing Department
310 East Charles Street
Hammond, LA 70404

RE: Request for Proposal – Annual Chlorine Cylinders, RFP 24-02

Dear Jana Thurman;

Univar Solutions USA Inc. is in receipt of the above ITB due Wednesday, April 5, 2023 at 9:00 AM.

Unfortunately, we are unable to bid on your requirements at this time. Univar does not have support in the area for this product.

Attached is our contact information, including fax number and e-mail addresses. If any bid tabulations/ results are sent out – please use this information for us, and whichever method you prefer.

Please keep us on your bidder/vendor mailing list as we look forward to bidding on any future chemical requirements you may have.

Thank you,

Stacy Ziegler

Municipal Specialist
Univar Solutions USA Inc.
muniteam-west@univarsolutions.com

www.univarsolutions.com

Please Note: Seller shall indemnify Buyer for losses to the extent caused by Seller's negligence or breach of contract. Neither party is liable for incidental or consequential damages. Seller's liability is limited to the purchase price of the goods. SELLER MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Please Note: Where applicable, any State, Federal or other appropriate taxes and/or the California Mill Assessment will appear as separate line items on any invoices from Univar. If Univar's offer (pricing) was inclusive of these charges – they will be backed out of the "product" line item and shown as their own line item(s) at the time of billing.