



**City of Hammond
Purchasing Department**

RFP 27-02

**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. May 13, 2026

**Advertisement in the Official Journal, Daily Star, to be Published
(2) TwoTimes**

April 23 & 30 2026

**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 Director
purchasing@hammond.org**

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.

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 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 Director/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, 2026 through June 30, 2027, delivered F.O.B. Hammond, Louisiana.

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. 225 each – 150-pound Cylinders of 99% Gaseous Chlorine.
2. Approx. 28 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:

<u>Well Number</u>	<u>Well Name</u>	<u>Well Location</u>
#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. Any additional fees shall be listed

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 _____

Proposal Amount

Proposer agrees to Furnish All Material, Supplies and Services in complete accordance with all RFP 27-02 Specifications for the sums indicated:

Item	Description	Est. Qty	Unit Price	Extended Total
1	150lb Cylinders (Chlorine)	225	\$ _____	\$ _____
2	1-ton Cylinders (Chlorine)	28	\$ _____	\$ _____
3	150lb Cylinders (Sulfur Dioxide)	14	\$ _____	\$ _____

Total Proposal Price based on approximate quantities provided in scope of work.

\$ _____

List any Miscellaneous fees that is not inclusive (please define)

\$ _____

\$ _____

Signature of Proposer _____

Name of Company _____ **Date** _____

The above signature on this Sealed 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.