

# City of Shreveport



## Solicitation Form for Commodities

INVITATION FOR BID

(IFB) #22-069

### LIQUID CHLORINE

INDEX OF BID FORMS	Page Numbers
Invitation for Bid ( <b>Do not return with bid</b> )	2
Bid Prices/Signature Page ( <b>COS BID FORM #1</b> )	3

**NOTE: THE REQUIRED COS BID FORM LISTED ABOVE MUST BE RETURNED WITH BID. SHOULD ALSO RETURN ONE COPY. IF ANY OF THE ABOVE COS BID FORMS ARE OMITTED, THEN YOUR BID MAY NOT BE CONSIDERED OR ACCEPTED.**

#### INDEX OF REFERENCE ITEMS INCLUDED HEREIN

All information listed below **should not** be returned with your bid. It shall remain part of the bid by reference only.

Special Instructions to Bidders	4-8
<b>Adjudicated Property Affidavit</b>	9
<b>Felony Conviction / E-verify Statement</b>	10
Format for the Return Envelope	11
Specifications	12-13

INDEX OF REFERENCE ITEMS NOT INCLUDED HEREIN THAT ARE INCORPORATED BY REFERENCE WITH THE SAME FORCE AND EFFECT AS IF SET FORTH IN FULL TEXT. SHOULD ANY OF THESE BE IN CONFLICT WITH THOSE LISTED HEREIN, THE MORE STRINGENT WILL APPLY.

Standard Specifications for Infrastructure Improvements 2015 Edition & Standard Plans for Infrastructure Improvements 2015 Edition. These documents may be downloaded from our website [www.shreveportla.gov/DocumentCenter/View/5572](http://www.shreveportla.gov/DocumentCenter/View/5572) & [www.shreveportla.gov/DocumentCenter/View/5567](http://www.shreveportla.gov/DocumentCenter/View/5567).


The General Contract Clauses (**Section 20**), the Standard Instructions/Conditions for Request for Proposals (**Section 30**) will no longer be incorporated in solicitations but will be incorporated by reference in the City of Shreveport (hereinafter the City) book of Standard Solicitation Instructions / Provisions and General Contract Clauses; which are available at [www.shreveportla.gov](http://www.shreveportla.gov) (click on Business, then on Bids & RFPs). If you do not have a computer, you can use one of the public use computers that are available at the Shreve Memorial Library or at most library branches.

**The Felony Conviction/E-Verify Affidavit must be submitted by the lowest responsive Bidder after the opening.**  
Revised 01-20-21

**AN INVITATION FOR YOU TO RESPOND WITH A FORMAL SEALED OR ELECTRONIC BID**

DATES ADVERTISED: September 23,2022      Date Posted: **September 23, 2022**

**DO NOT RETURN THIS PAGE-FAXED OR EMAILED BIDS NOT ACCEPTED**

<b>INVITATION FOR BID (IFB)</b> <b>City of Shreveport</b>  Renee Anderson, MBA, CPPB Interim Purchasing Agent		<b>BIDS MUST BE DELIVERED TO:</b> City of Shreveport Office of the Purchasing Agent Government Plaza-Suite 610 505 Travis Street Shreveport, LA 71101-3042	<b>OR GO TO BIDS SYNC.COM TO SEND ELECTRONIC BID</b>
---	---	---	--

**BID MUST BE RECEIVED NOT LATER THAN 2:00 P.M. ON: **October 6, 2022** THEN PUBLICLY OPENED**

**THIS IS NOT AN ORDER      Bid Number      IFB # 22-069**

**BID TITLE: LIQUID CHLORINE**

PREBID CONFERENCE: **N/A**

**EMAIL QUESTIONS TO:** [Dereka.abner-mims@shreveportla.gov](mailto:Dereka.abner-mims@shreveportla.gov)      7 working days before the opening or fax to:      318-673-5408

**BID BOND IS NOT REQUIRED.**      Estimated Expenditure:      \$900,000      per year

**Bids received after the time specified for opening cannot be considered for an award.**

**COMMODITY BIDS**

For paper bids, if you do not provide **all of the required COS Bid Forms** or the information required on the bid forms, then your bid **may** be declared as non-responsive. The bid forms are clearly identified as **COS Bid Form #1, 2 & etc.** near the top right of the page. If you have any questions, please call Renee Anderson at 318-673-5450.

**ELECTRONIC BIDS/BID NOTICES**

Bid/Proposal notices will no longer be mailed to contractors/vendors by the Purchasing Office. The City of Shreveport's listing of current bids (IFB), requests for quotes (RFQ), requests for proposals (RFP), and statements of qualifications (RFS) (hereinafter bids) will be posted on BidSync.com. To view the general bid information and **receive bid notices by email**, you will have to register with BidSync. **Registration is free.** Vendors/Contractors (vendors) will now have the option to submit their bids & bid bonds, electronically or by paper copy. If you wish to view/download the entire bid package and submit electronic bids, you may do so for an annual fee. There is also a fee for a digital signature. **It takes about two weeks to get a digital signature.** Allow additional time to set up the digital signature in BidSync. Solicitation documents are also available at [www.shreveportla.gov/Solicitations](http://www.shreveportla.gov/Solicitations). BidSync shall be the official source for bid documents.

Vendors who decide to pay the annual fee to BidSync will be able to submit electronic bids to every agency in the State of Louisiana that signs up with BidSync. Submitting bids electronically can save thousands of dollars in express mail fees, plan fees/deposits, travel, postage, labor, and the cost of paper. To register please go to: <https://www.bidsync.com>. If you need help registering or with training or completing an e-bid, please **call 800-990-9339 (M-F)**. Contractors who submit e-bonds will need to pay an annual fee for electronic bid bonds. *If an electronic bid is submitted, provide your contractor's license number when the bid with alternates amounts to \$50,000 or more. To request copies of bids by email, send your request to [dereka.abner@shreveportla.gov](mailto:dereka.abner@shreveportla.gov).*

The City of Shreveport reserves the right to reject any or all bids and to waive minor informalities.

**Important- If you consider the specifications as restrictive or have a problem with this document please contact the Purchasing Agent at least five days before the bid opening at (318) 673-5450**

Revised 01-20-21

**BID PRICES/SIGNATURE PAGE**  
 (RETURN ONE ORIGINAL AND ONE COPY WITH YOUR BID)  
**COS BID FORM #1**

I agree to furnish all items for the prices as listed below in accordance with all the specifications, terms and conditions listed herein, or with exceptions as listed on the deviation page.

**IFB 22-069 Bid Title: Liquid Chlorine**

ITEMS BELOW MUST BE COMPLETED BY BIDDER					
ITEM #	EST. AMT. (A)	U/M	COMMODITY OR SERVICES	UNIT PRICE (B)	TOTAL PRICE (C)
1	500	Tons	Liquid Chlorine	\$	\$
<b>Total Price: A x B = C</b>			Grand Total of all items		\$

**Estimated delivery time is:** \_\_\_\_\_ **after receipt of purchase order.**

Additional units may be purchased by the City at the same prices listed above for as long as these models are available or until: \_\_\_\_\_, 20\_\_\_\_. **If date is not provided, then prices will be guaranteed for as long as the above models are available. If mutually agreeable with successful bidder and other public agencies this bid will be made available to them.**

**Maintenance and repairs facility is located within \_\_\_\_\_ miles of Shreveport, Louisiana. (Maximum of \_\_\_\_\_ miles.)**

The City reserves the right to renew any resultant contract(s), if mutually agreeable with the contractor, for four additional years in one year increments with price changes limited to paragraph 7, Price Changes, in the Special Instructions to Bidders herein.	
BID ACCEPTANCE AND DELIVERY (Prices bid must be firm for a minimum of 45 days). In compliance with the Invitation, and subject to all conditions thereof, the bidder offers and agrees, if this bid is accepted within 45 days from date of opening, to furnish any or all items quoted on at prices as set forth after the item and to make delivery F.O.B destination <b>*ON AN AS NEEDED BASIS</b>	
I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same items/services, and is in all respects fair and without collusion or fraud. Acting on behalf of the bidder, this is to attest that the undersigned is a duly authorized representative of the above captioned firm, corporation, or business and has read Sections 10, & 20, as referenced on the previous page.	
BIDDERS NAME/ADDRESS:	NUMBER OF ADDENDA RECEIVED (If NONE-write 0 or N/A or none, etc.):  N/A OR:
AUTHORIZED SIGNATURE(MANUAL):	AUTHORIZED SIGNATURE(TYPED OR PRINTED):
TITLE:	DATE:
PHONE NUMBER(S)	EMAIL ADDRESS:
Provide Deviations from terms, conditions, provisions and specifications below & on extra page, if applicable:	

## CITY OF SHREVEPORT SPECIAL INSTRUCTIONS TO BIDDERS FOR COMMODITIES

### 1.0 BROCHURES

1.1 If specifications or descriptive papers are submitted with bids, enter bidders name thereon.

### 2.0 SAMPLES

2.1 Sample, when required, must be submitted free of expense, unless otherwise specified in accordance with the conditions and instructions in the body of this bid notice.

### 3.0 CLARIFICATION/SUBSTITUTION REQUESTS

3.1 Bidders requiring additional information may submit their question(s) in writing to the attention of the Buyer as listed on page two.

3.2 Answers to questions received that would change and/or clarify this solicitation will be provided in writing to all firms that have received the original Invitation for Bid.

3.3 Any inquiry received at least seven (7) or more working days prior to the date fixed for the opening of bids will be given consideration.

3.4 Every interpretation made to a Bidder will be in the form of written Addendum to the contract document and when issued will be on file in the Purchasing Agents office.

3.5 All such addenda shall become part of the Contract Documents and all Bidders shall be bound by such addenda.

3.6 The City shall not be legally bound by an addendum or interpretation that is not in writing.

3.7 If the necessity arises to issue an addendum modifying plans and specifications within the seventy-two-hour period (exclusive of holidays, Saturdays and Sundays) before the scheduled bid opening then the opening of bids shall be extended for at least seven but not more than of twenty-one working days.

3.8 **It shall be the Bidder's responsibility to make inquiry as to the addenda issued.**

### 4.0 DELIVERY ARO

4.1 Show delivery time required after receipt of order (ARO), in appropriate space provided on page three.

### 5.0 DELIVERY TERMS

5.1 The commodities and/or services must be furnished as described and specified, delivered f.o.b. destination freight prepaid.

5.2 The term f.o.b. destination shall mean delivered, removed from the crate, placed inside of building, and title taken to after acceptance.

5.3 Most City buildings do not have loading docks.

### 6.0 QUANTITIES

6.1 Whenever quantities or usages are provided by the City, these are estimates only.

6.2 No guarantee or warranty is given or implied by the city as to the total amount that may or may not be purchased from any resulting contracts.

6.3 These quantities are for information only and will be used for tabulation and presentation of the prices offered.

### 7.0 PRICE CHANGES

7.1 Prices will be firm for the minimum period as specified in the solicitation document.

7.2 After the first year of the contract or the guaranteed price date shown on the bid form, whichever is longer, the Contractor may request price increases that are limited to the increase in the Contractors actual documented cost of doing business to be approved by the soliciting department head and the Purchasing Agent.

7.3 Written requests for price increases must be sent by Certified Mail-Return Receipt Requested.

7.4 The City reserves the right to accept or reject the price increase within fifteen days after receipt of the request. Should the City reject the price increase, the City reserves the right to cancel the contract and award to the next best bidder or to solicit new bids.

## **CITY OF SHREVEPORT SPECIAL INSTRUCTIONS TO BIDDERS FOR COMMODITIES CONTINUED**

- 7.5 No increase will be effective until approved in writing by the Purchasing Agent.
- 7.6 Any decrease in the cost of the contract items shall be forwarded to the Purchasing Office with immediate inception into the contract.
- 7.7 Any decrease in pricing shall not be less than the appropriate CPI or PPI.
- 8.0 AWARD CRITERIA
- 8.1 The award will be made to the lowest responsible and responsive bidder(s) according to the criteria designated in the Invitation for Bid.
- 8.2 In addition to price, the Bid Evaluation will include the following factors (as they apply):
- 8.2.1 The quality of performance/workmanship of previous contracts, services, equipment or products, or references which attest to the specific experiences of others.
- 8.2.2 The timely completion of previous contracts or services or the timely delivery of past orders, or references which attest to the specific experiences of others.
- 8.2.3 The sufficiency of financial resources and its impact on ability of the bidder to perform the contract or provide the services.
- 8.2.4 The City reserves the right to conduct on-site inspections of any bidders facilities prior to award and the results of said inspection will be considered by the City in determining bidders capabilities of successfully administering to this contract.
- 8.2.5 The ability and availability of the bidder to provide quality and timely maintenance, service, and/or parts.
- 8.2.6 The resale value, life cycle costing (which includes the cost of maintenance) and value analysis.
- 8.2.7 The availability and capability of local and regional vendor support as it affects the quantity, quality, and timeliness of the work or products required.
- 8.2.8 Delivery of a product and timely completion of a project as stated by vendor in the bid.
- 8.2.9 Substantial compliance or noncompliance with specifications set forth in the bid as determined by the City.
- 8.2.10 Product or parts inventory capability as it relates to a particular bid.
- 8.2.11 Results of product/equipment testing.
- 8.2.12 Warranty - Terms and Conditions.
- 8.2.13 Adequate capital and credit rating sufficiently to complete all operations under this contract in a satisfactory manner.
- 8.2.14 An efficient office force, with a satisfactory record in expediting delivery of materials to field force and capable of fulfilling proper liaison service with mechanical trades.
- 8.2.15 An adequate and efficient field force, with extensive knowledge of all types of work involved under this contract.
- 8.2.16 A record of amicable relations with labor.
- 8.2.17 An adequate supply of equipment in good operating condition.
- 9.0 Evaluation
- 9.1 Bids may be made for one lot only, or for as many lots as the bidder can supply.
- 9.2 Awards will be made by complete lots and may be made to one or more bidders.
- 10.0 Evaluation of Bids for Multiple Awards
- 10.1 In addition to other factors, bids will be evaluated on the basis of advantages to the City that might result from making more than one award (multiple awards).
- 10.2 For the purpose of making this evaluation, administrative costs to the City for issuing and administering each contract awarded under this invitation will be considered, and individual awards will be for the items and combinations of items which result in the lowest aggregate price to the City, including such administrative costs.

## **CITY OF SHREVEPORT SPECIAL INSTRUCTIONS TO BIDDERS FOR COMMODITIES CONTINUED**

- 11.0 Alternates
- 11.1 When alternates are requested, the City reserves the right to select the bid with or without these, whichever will be in the best interest of the City.
- 12.0 REJECTION
- 12.1 This solicitation does not commit the City of Shreveport to award a contract, to pay any costs incurred in the preparation of a bid, or to procure or contract for the articles of goods or service.
- 12.2 The City reserves the right to accept or reject any or all bids received as a result of this request, or to cancel in part or its entirety this bid, if it is in the best interest of the City to do so.
- 12.3 The City of Shreveport reserves the right to declare any bid non-responsive in which the delivery/completion time indicated is considered to delay the operation for which the item/work is intended, or due to the noncompliance of the BID SPECIFICATION
- 12.4 In addition, the City reserves the right to declare any bid non-responsive that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other bids, if such action would be in the best interest of the City.
- 13.0 Rejection of Lowest Bid
- 13.1 Substantial negative findings from the Bid Evaluation as listed above, and/or the factors as listed below, may result in the disqualification of the lowest bid, if in the best interest of the City of Shreveport.
- 13.2 Additional purchase of repair/replacement parts for the low bid item, as opposed to an existing inventory of parts for a higher bid item.
- 13.3 Greater service costs for the low bid item.
- 13.4 Longer service time for the low bid item, which would cause longer down time of the item.
- 13.5 Proven reliability of the higher bid item.
- 13.6 Compatibility of the higher bid item with existing equipment.
- 14.0 DISQUALIFICATION REVIEW BOARD (City of Shreveport Code of Ordinances Sec. 26-265)
- 14.1 When a contractor has been given notice of possible debarment based upon Sec.26-265 and/or disqualification, the contractor may submit a written appeal to the Purchasing Agent for review by the City's Disqualification Review Board.
- 14.2 The written appeal must be submitted within ten (10) days after notice of possible disqualification and may request either (1) a meeting with the Review Board, or (2) that the Review Board consider a written appeal only.
- 14.3 A meeting of the Review Board will be scheduled within ten (10) days after receipt of the appeal.
- 14.4 The Review Board will be composed of the Chief Administrative Officer (CAO), City Engineer, Purchasing Agent, and the Director of Using Department.
- 14.5 The decision of the Review Board will be given to the contractor in writing ten (10) days after all pertinent information has been considered.
- 14.6 The decision of the Review Board will not operate as a waiver by the City of its rights concerning the assessment of liquidated damages.
- 15.0 OPERATIONAL MANUALS
- 15.1 **When bidding on equipment, the successful bidder shall be required to furnish one copy of the operational manual and warranty with each type of unit delivered, and one additional copy of the operational manual shall be sent to: Risk Manager, 505 Travis Street Suite 620, Shreveport, LA 71101-3042.**

## CITY OF SHREVEPORT SPECIAL INSTRUCTIONS TO BIDDERS FOR COMMODITIES CONTINUED

### 16.0 BRAND NAMES

16.1 Wherever in the specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, they are used only to denote the quality standard of the product desired and that they do not restrict bidders to the specific brand, make, manufacturer, or specification named; that they are used only to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired; and that equivalent products will be acceptable.

16.2 It shall be the responsibility of the Purchasing Agent and the professionally employed architect or engineer to determine what is considered an equivalent product on any and all projects in which they have been legally employed to perform professional services.

### 17.0 PUBLIC INSPECTION OF BIDS (La. R.S. 44:33 et seq./Attorney Generals Opinion No. 95-155)

17.1 Bids will be in active use after the opening and therefore will not be available for public inspection until 72 hours after the bid opening (exclusive of Saturdays, Sundays, and legal public holidays- La. R.S. 44:33).

### 18.0 PAYMENTS DUE THE CITY

18.1 Section 26-211 of the City's Code of Ordinances requires the following:

18.1.1 On every contract to which the City is a party and for which written specifications are prepared, the specification shall include the requirement that before the contract is awarded the contractor shall pay all taxes, licenses, fees, and other charges which are outstanding and due to the City.

18.1.2 No contract to which the city is a party shall be awarded to any person who:

18.1.3 Has not paid all taxes, licenses, fees and other charges which are outstanding and due the city, or

18.1.4 Owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it, or

18.1.5 Owns more than 25% of a legal entity that owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it.

18.1.6 For purposes of this section, Own shall mean to be the last record owner of property prior to a tax sale or adjudication.

18.1.7 Bids/proposals will not be accepted from or contract awarded to any person, firm, or corporations which have at any time failed to execute a contract that has been awarded to them by the City, or which is in arrears to the City upon debt or contract, or which is a defaulter as surety or otherwise upon any obligation to the City.

### 19.0 GOVERNING PRICES

19.1 UNIT PRICE BIDS-Prices must be firm and unit prices written in figures shall govern over extended prices. Prices bid must be based upon payment in thirty (30) days after delivery and acceptance.

19.2 LUMP SUM BIDS (When unit prices are not required)-Prices must be firm and prices written in words shall govern over prices written in figures. Prices bid must be based upon payment in thirty (30) days after delivery and acceptance.

### 20.0 COMPLIANCE WITH CIVIL RIGHTS LAWS

20.1 By submitting and signing this bid, bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veterans Readjustment Assistance Act of 1974, Title IX of The Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

### 21.0 JOINT VENTURE

21.1 If the bidder is a joint venture, provide the following information:

21.1.1 Date of formation

21.1.2 Name and address of each venture partner

- 21.1.3 Principals of each venture partner
- 21.1.4 Venture partner holding the majority interest in the venture and its percentage of interest
- 21.1.5 Bidder shall include a copy of the Joint Venture agreement as an attachment to the bid.

22.0 BID ENVELOPE

- 22.1 Outside of the bid envelope to list the Bidders name, address, license number, bid number, project name, opening date/time and the City's address.

23.0 RECEIPT OF BIDS

- 23.1 The City does not receive bids on holidays and weekends.

24.0 PATENT, COPYRIGHT, AND TRADE SECRET INDEMNITY

- 24.1 Contractor warrants that all materials and/or products produced by Contractor hereunder will not infringe upon or violate any patent, copyright, or trade secret right of any third party. In the event of any such claim by any third party against the City, the City shall promptly notify Contractor, and Contractor shall defend such claim, in the City's name, but at Contractor's expense, and shall indemnify the City against any loss, expense, or liability arising out of such claim, whether or not such claim is successful.

**END**





**AFFIDAVIT**

**ATTESTING THAT ENTITY OR PERSON  
DOES NOT OWN ADJUDICATED OR LIEN PROPERTY AND  
DOES NOT OWE OUTSTANDING DEBT TO CITY**

**\*\* This affidavit is submitted to document compliance with Shreveport City Code 26-211. \*\***

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

\_\_\_\_\_ authorized representative of:

\_\_\_\_\_ with a Federal Tax Identification Number (EIN) of:

\_\_\_\_\_ and with a current email address of:

\_\_\_\_\_ who does hereby state as follows, to-wit:

- 1 Business Entity or Person does not own any property which is adjudicated to the City of Shreveport, Louisiana or which has demolition liens, grass cutting liens, or any other Property Standards liens on it. For purposes of this subsection, the term "own" shall mean to be the last record owner of the property prior to a tax sale or adjudication.
- 2 Business Entity or Person does not own more than twenty-five percent (25%) of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other Property Standards liens on it.
- 3 Business Entity or Person has paid all taxes, licenses, fees, fines and other charges which are outstanding and due to the City. E.g. false alarm fees, property standard fines, over-due water bills.
- 4 Business Entity or Person will provide written notification to the City's Purchasing Agent no later than the next work day after any of the above statements becomes invalid.
- 5 Upon request of the Purchasing Agent the City reserves the right to require a newly dated/issued Affidavit.

BY: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED BEFORE ME**, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Identification Number or LA Bar Roll Number  
\*\*\*\*\*

Mail original affidavit via U.S. mail or Deliver via other carrier or hand-delivery to:

Purchasing Division  
505 Travis St., Suite 610 | Shreveport, LA 71101

**Affidavit must be on file in the Purchasing Office before a contract, purchase order or check is issued.**

\*\* Form Revised 12/19/2019 \*\*

# City of Shreveport

## FELONY CONVICTION/E-VERIFY AFFIDAVIT

This document must be furnished by the **lowest responsive Bidder** in a separate envelope, or by fax, or e-mail not later than then 10 days after the bid opening. Failure to submit at the specified time may result in the bid being declared as non-responsive. **Do not submit with your IFB document.**

IFB Number: \_\_\_\_\_

**By signing this document in accordance with La. R.S. 38:2227, the appearer, as a Bidder on the above project, does hereby attest that:**

1.1 No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

1.2 Public bribery (R.S. 14:118)

1.3 Extortion (R.S. 14:66)

1.4 Corrupt influencing (R.S. 14:120)

1.5 Money laundering (R.S. 14:23)

2.0 Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

2.1 Theft (R.S. 14:67)

2.2 Identity Theft (R.S. 14:67.16)

2.3 Theft of a business record (R.S.14:67.20)

2.4 False accounting (R.S. 14:70)

2.5 Issuing worthless checks (R.S. 14:71)

2.6 Bank fraud (R.S. 14:71.1)

2.7 Forgery (R.S. 14:72)

2.8 Contractors; misapplication of payments (R.S. 14:202)

2.9 Malfeasance in office (R.S. 14:134)

**3.0 By signing this document in accordance with La. R.S. 38:2212.10, the appearer, as a Bidder on the above project, does hereby attest that:**

3.1 The private employer is registered and participates in a status verification system (E-Verify) to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.

3.2 The private employer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.

3.3 The private employer shall require all subcontractors to submit to the employer a sworn affidavit verifying compliance with Paragraphs (3.1) and (3.2) of this Subsection.

If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the cost of rebidding, additional costs due to increased cost of bids and any and all delay costs due to the rebid or cancellation of the contract.

**And, executes this document as:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

By: \_\_\_\_\_

Signature of Authorized Owner or Representative

Title

Date

Print Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Fax to: 318-673-5408

OR

FROM:

---

---

---

License # 

---

PLEASE RUSH TO:

**CITY OF SHREVEPORT  
OFFICE OF THE PURCHASING AGENT  
505 Travis Street-Suite 610  
SHREVEPORT, LOUISIANA 71101-3042**

SEALED BID FOR:

IFB Number: 

---

Project Name: 

---

Opening Date: 

---

**Attention: Use this format on the outside of your container when responding with a paper bid.  
We do not accept faxed responses for formal solicitations!**

**DEPARTMENT OF WATER & SEWERAGE**  
**City of Shreveport, Louisiana**  
**Water Purification Division**  
**Specifications for Liquid Chlorine**

- 1.0 Materials:** Liquid Chlorine shall be chemically pure, anhydrous, and free from floating taffy and other debris which tend to plug connections and passageways in feeding equipment. Liquid Chlorine must meet the latest guidelines and specifications as established by the American Water Works Association in the AWWA standards manual under B300 Disinfection, Sections 2 (materials) and 3 (sampling, inspection, packaging, and marking). Product shall also have EPA approval for use in potable water.
- 1.1** The liquid chlorine shall have a valid NSF certification for utilization in potable water applications attached to this bid.
- 2.0 Placement of Orders:** Orders and communications related hereto will be restricted to the prime source of material or bonafide broker. Supplier must supply a toll-free or local number when available. Supplier must provide an emergency phone number to respond to any leaks or emergencies. The phone number must be a reliable number 24 hours/day; 365 days/year.
- 3.0 Delivery:** Delivery shall be by motor freight preferably on underframe trailers holding 10 or more containers. Truck must be equipped with a crane for offloading containers. Shipments shall be dispatched so as to arrive between the hours of 8:00 A.M. and 4:00 P.M., Monday through Friday. Carrier must deliver various numbers of containers as directed where chlorine is used. A maximum of two (2) calendar days lead time shall be allowed between oral requests and actual delivery. Demurrage and non-delivery fees associated with this contract are to be the sole responsibility of the vendor, and not the City of Shreveport.
- 3.1** Routing to be at purchaser's choice whenever stated.
- 3.2** Empty containers will be loaded out on each truck or underframe after removing the full containers. Should contractor be unable to deliver full truck or trailer loads when required, delivery must be made in partial loads, or if necessary, by other means to keep water purification plant supplied with chlorine.
- 3.3** All shipments should be accompanied by a certified weight ticket indicating the net weight of each cylinder delivery. The motor freight vehicle shall be equipped with a system for unloading full cylinders and reloading empty cylinders.
- 3.4** Under no circumstances should off-loading begin without approval from the City of Shreveport/T.L. Amiss Water Treatment Plant.
- 3.5** Vendor must furnish the City of Shreveport with copies of their standard operating procedures for the delivery/unloading/emergency response/repair as it relates to the delivery of Liquid Chlorine.
- 4.0 Quantity:** Approximately 500 tons. This is an estimate only and is subject to change.
- 5.0 Package:** Liquid Chlorine shall be delivered in steel cylinders holding 2000 pounds net, constructed according to Standards of the Chlorine Institute for Ton Containers, and provided with fusible safety plugs and a liquid and a vapor draw-off connection. Valves shall be in good working order; the face for joint gasket must be flat and the threads for union nuts must be undamaged. A screwed cap shall be provided on all valves and two lead gaskets furnished for joint with 3/8-inch copper tubing with each container. An easily removable bonnet shall cover the valve end of the container. A serial number shall be plainly indicated on each cylinder apart from any markings. Each container shall be tested prior to delivery by blowing chlorine through both education tubes to make certain that neither, when positioned to discharge gas, will pass slugs of liquid.
- 5.1** Supplier, at no charge to the City of Shreveport, will provide personnel to respond in a timely manner to any chlorine leaks occurring from the cylinder, including but not limited to valves, fusible plugs, etc. The supplier personnel will investigate, repair, replace, and if necessary, remove the cylinder from plant premises. Cylinders supplied with leaky or damaged valves will be replaced by the supplier on a no-charge basis.
- 6.0 Reservations:** The Dept. of Water and Sewerage reserves the right to reject any and all bids for just cause. The Dept. of Water and Sewerage also reserves the right to reject any shipment that does not test to

specifications. All freight and handling charges of rejected material will be paid for by the supplier. In the event the supplier experiences manufacturing difficulties that produce unacceptable liquid chlorine, then the supplier shall procure acceptable material from another manufacturer at the quoted price. Trade-Off arrangements with other manufacturer(s) may be made ONLY with prior verbal and/or written approval of the City of Shreveport's Dept. of Water and Sewerage. Such approval may be revoked upon 24 written notice by the City of Shreveport's Dept. of Water and Sewerage.

- 7.0** **Expectations:** The City of Shreveport, Dept. of Water and Sewerage, in consultation with the purchasing agent, reserves the right to change to the next lowest bidder if the Dept. of Water and Sewerage is able to VERIFY product quality and/or customer service (including timely delivery of product) standards are not being met as determined by the City of Shreveport, Dept. of Water and Sewerage.
- 8.0** **Liability:** Any personal injuries or property damages incurred incidental to loading or unloading shall be the responsibility of the supplier. The supplier shall furnish evidence of adequate insurance coverage to save the City harmless from any damages on accident claims.
- 8.1** Any personal injuries or property damages incurred incidental to faulty equipment shall be the responsibility of the supplier.
- 8.2** Delivery drivers are expected to be knowledgeable of the chemical that they are delivering/transporting. The driver is required to inform plant security upon their arrival at the entrance gate as to what chemical they are delivering, and must provide proper paperwork as verification, and a photo identification before entry to the plant will be granted.
- 8.1** Vendor at no charge to the City of Shreveport will conduct at least two (2) three-hour safety meetings per year. The safety course must be pre-approved through the Louisiana Dept. of Health. The dates/times/locations will be determined by the City of Shreveport.
- 9.0** **Price:** Prices shall be quoted F.O.B. Destination for Amiss Water Treatment Plant in Shreveport, Louisiana. Prices quoted in the bid shall be firm for one (1) calendar year as specified, and renewable per specification conditions stated. Any deviation from the prices quoted in the bid may be sufficient grounds for cancellation by either party. Water Treatment chemicals will be invoiced separately from any other material sold to the City of Shreveport.
- 10.0** **Term of Contract:** The period of performance for any contract resulting from this bid shall be from the opening and acceptance of the bid and lasts for 1 year, unless terminated or extended in accordance with the provisions of the contract.
- 11.0** **Option to Renew:** The City of Shreveport reserves the right to renew any resultant contract(s) for four (4) additional years in increments of one (1) year, at the same unit prices.
- 12.0** **Bid Evaluations:** The bids will be evaluated based on the cost for liquid chlorine per ton.
- 13.0** **Security: ALL** Chemical deliveries to the T.L. Amiss Water Treatment Plant may be searched, due to heightened security measures. The search may include the **Entire Truck/Trailer** as deemed necessary by the plant security staff.
- 13.1** All delivery drivers must comply with all City of Shreveport security policies for entrance to the plant, and while on plant property.
- 14.0** **Technical Specifications:** Direct any technical questions concerning these specifications, to Qiana Maple-Lars at (318) 673-7657.