



**City Of Hammond
Purchasing Department**

RFP # 11-07

For

"Repair of Perimeter Metal on Justice Building"

**Sealed Bids 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. Tuesday, April 27, 2010

At Which Time All Bids Will Be Opened and Read Aloud

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

March 24, March 31, April 9, 2010

Ernest Peters, Sr. - Purchasing Agent- (985)-277-5632

This is the Bid Package of:

Date: _____

Firm: _____

Address _____

City _____ **State** _____ **Zip Code** _____

Person to Contact _____

Phone _____ **Fax** _____

YOUR BID IS IMPORTANT TO US

HOWEVER, IF YOU DO NOT WISH TO BID THIS PROJECT, PLEASE RETURN THIS SHEET WITH YOUR COMPANY NAME MARKED "NO BID". THIS WILL NOT AFFECT FUTURE BIDS, BUT IS A MEANS IN VERIFYING THAT YOU DID RECEIVE NOTIFICATION FOR THIS BID.

Specifications: For Repair of Perimeter Metal on Justice Building.

- 1.) Remove all perimeter metal (about 1000 linear feet) from building, unfastening from existing nailer.**
- 2.) Remove all debris from jobsite via dumpster.**
- 3.) Install new 18 gauge continuous cleat to perimeter, fastening to existing nailer.**
- 4.) Install new 24 gauge perimeter metal in galvalume or galvanized finish, fastening to new cleat and existing nailer.**
- 5.) Foam in new metal at rooftop, sloping to interior for drainage.**
- 6.) Apply 2 or more coats of Bayer Elastomeric Roofing Membrane foam at the total factory rate of 3.5 gallons per 100 square feet.**
- 7.) Apply silica granules to coating to match existing roof.**

The awarding of this bid is contingent upon the availability of funds appropriated by the City of Hammond.

For more information, contact Nash Bono at the Building Department at 985-277-5645.

- Site visit is suggested before the bid process!**

Special Note

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

Bid Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for bidders to receive bid packages. Bidders should rely only on advertisements in the local newspaper, and should personally pick up bid 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 (985) 277-5632.

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 invitation to bid states that only the brand name will be considered for reasons of compatibility, etc.

The Public Bid number, Bidder's name, address, Louisiana Contractor License number and bid opening date shall be clearly printed or typed on the outside of the bid envelope. Only one (1) bid shall be accepted from each bidder. Alternates shall not be accepted unless specifically requested in the bid specifications. Submission of more than one (1) bid or alternates not requested may be grounds for rejection of all bids by the bidder. All bids must be delivered or mailed; we will not accept faxed bids.

The method of delivery of bids is the responsibility of the bidder. All bids shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified bid 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 bid form and included in the specifications.

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

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

All bids shall be signed. Failure to do so shall cause the bid 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 Agent/Building Official, 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 bidding "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with bid. 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 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.

Performance And Payment Bond:

The Contractor shall furnish and pay for a Performance and Payment Bond written by a company licensed to do business in Louisiana, and shall be countersigned by a person who is contracted with the surety company or bond issuer as an agent of the company or issuer, and who is licensed as an insurance agent in this state, and who is residing in this state, in an amount equal to the 100% contract amount.

Non-Discrimination:

By Submitting and signing this bid, Bidder certifies that he agrees to adhere to the mandates dictated by 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. Bidder agrees to keep informed of and comply with all Federal, State and Local Laws, Ordinances and Regulations which affect His Employees or Prospective Employees.

Sealed Bid Form for Public Bid

As a qualified bidder for the project, I have carefully examined all of the Bidding 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 bidding specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this bid,

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.

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

Total Bid _____ Dollars

\$ _____

Signature of Bidder

Company Name

The above signature on this Sealed Bid certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to and made a part of this Seal Bid Package. Bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this Sealed Bid.
