

CHECKLIST

DID YOU REMEMBER TO:

_____ Return all pages (Pages 1-12) (checklist need not be returned) of the bid specification completed, signed, notarized, etc.

_____ Complete the corporate resolution or replace the enclosed resolution with one of your own.

_____ Complete and notarize the affidavit.

_____ Verify that all prices quoted are correct.

_____ Complete all information requested and sign your bid.

_____ Enclose your bid in the **PORT envelope provided.**

**PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT
8056 HWY 23 / 3rd Floor
BELLE CHASSE, LA 70037**



**SPECIFICATIONS
FOR
FURNISHING BULK DIESEL FUEL
FOR ONE YEAR
BID #17-01**

**BID OPENING- MONDAY, OCTOBER 23, 2017
2:30 P.M., PORT OFFICE,
8056 HWY 23 / 3RD Floor
BELLE CHASSE, LA 70037**

THIS PACKAGE INCLUDES THE FOLLOWING:

**TITLE PAGE (PAGE 1)
ADVERTISEMENT (PAGE 2)
CORPORATE RESOLUTION (PAGE 3)
AFFIDAVIT (PAGE 4 - 5)
INSTRUCTIONS AND GENERAL CONDITIONS (PAGES 6 - 8)
SPECIFICATIONS AND PROPOSAL BLANK (PAGES 9 -12)
USAGE REPORT (PAGE 13)**

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Plaquemines Port Harbor & Terminal District, at its office at 8056 HIGHWAY 23, Belle Chasse, LA 70037, until 2:30 P.M., **MONDAY, OCTOBER 23, 2017**, and then publicly opened and read in the Port Office, for furnishing **DIESEL FUEL FOR ONE YEAR, Bid #17-01**, all in accordance with specifications on file in the Port Office, 8056 HWY 23 / 3RD Floor, Belle Chasse, LA 70037, (Telephone (504-682-7920), which may be obtained by any bonafide bidder. Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212 (A) (1) (c) and/or R.S. 39:1594 (c) (2) (d).

The right is reserved to reject any and all bids.

MAYNARD J. "SANDY" SANDERS
EXECUTIVE DIRECTOR
PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT

PG: October 10, 17, 2017

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF THE BOARD OF DIRECTORS OF _____
_____ INCORPORATED. THE MEETING OF
DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____, A
QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED, IT WAS
RESOLVED: THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE
CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS
CORPORATION IN ALL NEGOTIATIONS, BIDDING CONCERNS AND TRANSACTIONS WITH
THE PLAQUEMINES PORT HARBOR AND TERMINAL DISTRICT OF OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFORE ALL PURCHASE
ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR
CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING AND
ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN REVOKED
OR RESCINDED.

SECRETARY-TREASURER

DATE

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

_____ BEING FIRST DULY SWORN,

DEPOSES AND SAYS:

THAT HE IS _____ OF
(PARTNER, OFFICER, OWNER, ETC)

(COMPANY)

THE PARTY MAKING THE FOREGOING PROPOSAL BID, THAT SUCH BID IS GENUINE AND NOT COLLUSIVE, NOR A SHAM. THAT SAID BIDDER HAS NOT COLLUDED, CONSPIRED, CONNIVED, OR AGREED, DIRECTLY OR INDIRECTLY, WITH ANY BIDDER OR PERSON, TO PUT IN A SHAM BID OR TO REFRAIN FROM BIDDING, AND HAS NOT IN ANY MANNER DIRECTLY OR INDIRECTLY, SOUGHT BY AGREEMENT OR COLLUSION, OR COMMUNICATION OR CONFERENCE, WITH ANY PERSON TO FIX THE BID PRICE ELEMENT OF SAID BID, OR OF THAT OF ANY OTHER BIDDER OR TO SECURE ANY ADVANTAGE AGAINST ANY OTHER BIDDER OR TO ANY PERSON INTERESTED IN THE PROPOSED CONTRACT. AND THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL OR BID ARE TRUE.

(SIGNATURE OF BIDDER)

THE ABOVE STATEMENT MUST BE SUBSCRIBED AND SWORN TO AND BEFORE A NOTARY PUBLIC.

SUBSCRIBED AND SWORN ON THIS _____ DAY OF _____ 2017.

BY _____
NOTARY PUBLIC

EMPLOYEE VERIFICATION AFFIDAVIT FORM
(R.S. 38:2212.10(C))
(Verification of Employees)

Appearer, as a Bidder, does hereby attest that:

LA. R.S. 38:2212.10 Verification of Employees

- A. Appear is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer 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.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

NAME OF BIDDER

NAME OF AUTHORIZED SIGNATORY OF BIDDER

DATE

TITLE OF AUTHORIZED SIGNATORY OF BIDDER

**SIGNATURE OF AUTHORIZED
SIGNATORY OF BIDDER**

SUBSCRIBED AND SWORN ON THIS ____ DAY OF ____, 2017

NOTARY PUBLIC

PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT
8056 HWY 23 / 3rd Floor
BELLE CHASSE, LA 70037

BID NO. 17-01

Sealed bids will be received in the **Port Office, 8056 HWY 23 / 3rd Floor, BELLE CHASSE, LA 70037 until 2:30 p.m., MONDAY, OCTOBER 23, 2017.**

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL/AND OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

ALL ENVELOPES MUST BE SEALED. ALL BIDS MUST BE EITHER MAILED IN OR HAND DELIVERED TO THE PURCHASING DEPARTMENT. NO FAXED BIDS WILL BE ACCEPTED OR CONSIDERED.

FOR YOUR CONVENIENCE, AN ENVELOPE IS INCLUDED WITH THIS BID PACKAGE. PLEASE SUBMIT YOUR BID IN THE ENCLOSED ENVELOPE.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. This bid package must be returned in its entirety (Pages 1-13).

Questions pertaining to this bid can be faxed to (504) 682-0649, or emailed to cnelsen@pphtd.com, no later than **FIVE (5)** working days prior to bid opening. Bid numbers should be mentioned in all requests.

Plaquemines Port Harbor & Terminal District reserves the right to reject any and all bids in the best interest of Plaquemines Port according to the Law.

The purpose and intention of this bid invitation is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. Plaquemines Port will accept one bid only from each vendor. Items bid must meet or exceed specifications.

Plaquemines Port will accept one price for each item unless otherwise indicated. **Two or more prices for one item will result in bid disqualification.**

If the bidder is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary/treasurer or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or other legal entity, shall be attached to the proposal.

AWARD OF CONTRACT: Plaquemines Port reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of Plaquemines Port. Every contract or order shall be awarded to the **LOWEST RESPONSIBLE BIDDER**, taking into consideration the **CONFORMITY WITH THE SPECIFICATIONS** and the **DELIVERY AND/OR COMPLETION DATE**.

A preference of 10% is hereby given to foodstuffs and paper products grown, manufactured and processed in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-RS 38:2251-2261."

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified and complete product data is submitted with bid.

PRICES: All prices shall be quoted in the unit of measure specified, and unless otherwise specified, shall be exclusive of State and Port taxes. As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. All bids shall be based on FOB DELIVERY TO ANY Port Department, located anywhere within the Port as designed by the Purchasing Department.

CANCELLATION OF CONTRACT: Plaquemines Port reserves the right to cancel all or any part of the contract if orders are not shipped in the delivery time specified. Plaquemines Port reserves the right to cancel any contract at anytime and for any reason by issuing a thirty (30) day written notice to the contractor.

If applicable, please indicate: **SMALL BUSINESS** _____

MINORITY BUSINESS _____

Plaquemines Port requires a firm price. Quantities listed are for bidding purposes. Actual requirements may be more or less than quantities listed. Plaquemines Port would like to reserve the right to purchase items from this bid for an additional year directly following the one year term of the original bid if both parties agree in writing to do so.

WITHDRAWAL OF BID: A bid may be withdrawn by the bidder **ONLY** if done by **AFFIDAVIT within 48 hours of bid opening**, but only for "patently obvious, unintentional, and substantial mechanical, clerical or mathematical errors." Any bidder who does not fulfill their bid, will be responsible for paying difference between his bid and the next lowest bidder.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (d), (d), (e), and (k)(5) of the Regulations.

RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so will result in the removal of your company from all future bids.

A Louisiana State Contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.

The charter for local Self-Government for Plaquemines Port prohibits the Government from doing business with any firm, individual, partnership, or corporation employing or owned by an individual who is an elected official or employee of the Plaquemines Port Harbor & Terminal District nor any members of such person's immediate family.

This bid must be signed by an authorized representative of the company/firm for bid to be valid. Evidence of authority to submit and sign the bid shall be required in accordance with R.S. 38:2212 (A) (1) (c) and/or R.S.39:1594(C) (2) (d). Evidence must be included in the submitted bid package. The corporate resolution must be completed and returned or other evidence to authorize the signature on this bid. **Failure to include a corporate resolution or evidence of authority to sign will result in your bid not being considered for award.**

COMPLETE bid package (PAGES 1-13), including instructions and specifications, must be returned in its entirety for bid to be valid. Signing indicates you have read and comply with the instructions and conditions. **Failure to sign all necessary sections of the bid package will result in your bid not being considered for award. Affidavit must be notarized and included in the bid package.** Failure to include all sheets, properly signed and executed will result in your bid not being considered for award.

TERMS OF PAYMENT: Payment will be made within 30 days after end of the month which delivery was made.

The Plaquemines Port Harbor & Terminal District cannot accept any bids by mail or hand delivery on days recognized as holidays by the United States Postal Service.

The Plaquemines Port Harbor & Terminal District does not give out bid results over the telephone. All companies bidding will be sent a copy of the "tabulation sheet" for the bids received.

PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT
8056 HWY 23 / 3rd Floor
BELLE CHASSE, LA 70037

SPECIFICATIONS FOR FURNISHING DIESEL FUEL AS FOLLOWS:

GENERAL

All bids must be prepared on the bid form provided. Under no circumstances will any bid be accepted after the specified bid opening time. **ALL BIDS MUST BE RETURNED SEALED IN THE ENVELOPE PROVIDED WITH THIS SPECIFICATION PACKAGE. ANY FEDERAL, STATE AND/OR LOCAL LICENSE REQUIRED BY LAW FOR MAINTENANCE CONTRACTS, AND LABOR AND MATERIALS COMBINED MUST BE VISIBLY MARKED ON OUTSIDE OF ENVELOPE.**

SPECIFICATION/BIDDING

The following specifications have been prepared by Plaquemines Port Harbor & Terminal District setting forth those items deemed necessary by our personnel. Specifications are not intended to be restrictive or discriminatory in any manner whatsoever. Any deviation from these specifications must be noted in writing along with this bid.

Vendor must have all necessary licenses to furnish fuel to each location.

The Port Authority boat is presently being fueled by a hose that reaches from the levee to the Port Authority barge. At this time, this is the only way the Plaquemines Port Harbor & Terminal District has to fuel the boat. Vendor must be licensed and prepared to fuel the boat the same way unless an alternative is offered by the vendor at no cost or inconvenience to the Plaquemines Port Harbor & Terminal District. Any alternate fuel delivery must be approved by the Plaquemines Port Harbor & Terminal District at least 30 days in advance of the purchase of fuel.

AWARDING OF BID

Each item for bid shall be awarded to the lowest bidder meeting specifications and at the same time, best fulfilling the needs of the Plaquemines Port Harbor & Terminal District. The Plaquemines Port Harbor & Terminal District will be the sole judge of equality of products and comparability to the specifications.

THE PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT RESERVES THE RIGHT TO AWARD CONTRACTS OR PLACE ORDERS ON A LUMP SUM OR INDIVIDUAL ITEM BASIS, OR SUCH COMBINATIONS AS SHALL IN ITS JUDGMENT BE IN THE BEST INTEREST OF PLAQUEMINES PORT.

The Port reserves the right to seek additional bids for special projects beyond their normal operations.

The term of this agreement shall be from the acceptance of this agreement, and end one year from that date, with a one (1) year renewal option if agreed by both parties in writing.

ORDERS/DELIVERY

Order placement and order quantity will be determined by Plaquemines Port on a “when and as needed” basis.

The Plaquemines Port must be informed of any inability to supply an order within that stated period. The Plaquemines Port Harbor & Terminal District reserves the right to cancel and place with another vendor, any order that cannot be supplied as per the time specified. Repeated inability to fill orders may result in cancellation of the contract and/or disqualification of the bidder.

PRICE IS TO INCLUDE FREIGHT AND/OR DELIVERY CHARGES

FOB DESTINATION

DIESEL FUEL: High sulfur #2 non-road use diesel fuel and low sulfur road use diesel fuel #2 distillate when and as needed for the period of one year, with a one (1) year renewal option if agreed by both parties in writing.

Bidders are to bid **mark-up price per gallon** above and beyond the price quoted in “**OPIS WEEKLY AVERAGE GROSS PRICE FOR NEW ORLEANS**” publication. The mark-up shall include all applicable charges for delivery and overhead as well as the Superfund tax, inspection fees and motor fuel delivery fees.

The mark-up price shall remain firm through the entire term of the contract.

Oil Price Information Service (hereinafter “OPIS”) is currently averaging the **weekly** prices of high sulfur #2 non-road use diesel fuel and low sulfur road use diesel fuel #2 distillate for the New Orleans region, therefore, the average OPIS price for the average of the New Orleans area for diesel fuel will be used to determine price. All Vendors are required to use the same OPIS price list used by the Plaquemines Port Harbor & Terminal District. This price list is titled “**OPIS WEEKLY AVERAGE GROSS PRICE FOR NEW ORLEANS**” and is currently published by Oil Price Information Service, 11300 Rockville Pike, Suite 1100, Rockville, Maryland 20852 on MONDAY of every week. The average price, currently listed as the last line of each section on this OPIS price list will be used to set the price. This OPIS price released each Monday will be used for all diesel delivered from that same Monday through the following Sunday.

Plaquemines Port Harbor & Terminal District may, from time to time, conduct compliance tests to determine the quality of fuels being furnished. Tests will be performed by an independent testing laboratory and their results will be final. Deviation from the quality of product required by the contract will result in termination of the contract.

Bidders shall be required on request to give evidence that it maintains a permanent place of business; has adequate equipment; and adequate transportation vehicles to supply the required locations. Bidders are requested to visit Port fuel sites to determine suitability of transportation vehicles.

Road tax will not be paid for diesel for off-road equipment.

PRICE PER GALLON SHOULD NOT INCLUDE STATE OR LOCAL TAXES. THE PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT IS EXEMPT FROM PAYING THESE TAXES.

NOTE: DURING TIMES OF EMERGENCIES, VENDORS MUST BE AVAILABLE TO HANDLE THE PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT'S DIESEL FUEL REQUIREMENTS 24 HOURS A DAY/7 DAYS A WEEK.

LOCATIONS: (INCLUDES BUT NOT LIMITED TO)

PORT AUTHORITY RESCUE BOAT (High sulfur #2 non-road use diesel fuel)

Belle Chasse Dock, River Batture, Belle Chasse (Westbank)

PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT
8056 HWY 23 / 3rd Floor
BELLE CHASSE, LA 70037

PROPOSAL FORM

PRICE FOR FURNISHING HIGH SULFUR AND LOW SULFUR DIESEL FUEL #2 DISTILLATE, WHEN AND AS NEEDED FOR A PERIOD OF ONE YEAR WITH A ONE YEAR RENEWAL OPTION IF AGREED BY BOTH PARTIES IN WRITING. PRICES ARE TO BE QUOTED MARK-UP PER GALLON AND DELIVERED TO OUR TANKS FOB AT THE VARIOUS LOCATIONS THROUGHOUT THE PORT AS PER LOCATIONS LISTED ON PREVIOUS PAGES. THERE IS ALSO A SECTION FOR MARK UP PER GALLON ON DIESEL FUEL DELIVERED AFTER HOURS OR AT HOLIDAY RATES. WE ASK THAT YOU FILL IN THIS SECTION ONLY IF PRICES ARE DIFFERENT THAN NORMAL WORKING HOURS. PLEASE LIST IN SECTION II, (PAGE 12) WHEN "AFTER HOUR RATES AND HOLIDAY RATES" WILL APPLY (LIST THE HOLIDAYS, DATES AND TIMES).

ITEM #	LOCATION	MARK UP PER GALLON (NORMAL WORKING HOURS)	MARK UP PER GALLON (AFTER HOURS/HOLIDAY RATES)
PORT AUTHORITY (HIGH SULFUR #2 DIESEL FUEL)			
DF12.6	Belle Chasse / Scarsdale Dock Located at River Batture by Ferry Landing Belle Chasse, LA (Westbank)		

SECTION II:

AFTER HOURS RATES/HOLIDAY RATES SHALL APPLY ON THE FOLLOWING HOLIDAYS, DATES AND TIMES:

DELIVERY SHOULD BE WITHIN 24-HOUR NOTICE OF ORDER.

NAME OF VENDOR _____

ADDRESS OF VENDOR _____

AUTHORIZED SIGNATURE _____ DATE _____

PRINT NAME _____ TITLE _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL _____

PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT
8056 HWY 23 / 3rd Floor, BELLE CHASSE, LA 70037

1/01/17 through 9/30/17
USAGE REPORT

ITEM #	AREA	TOTAL GALLONS PURCHASED
DF12.6	Belle Chasse/Scarsdale Dock – Port Authority	16,136