



**City Of Hammond  
Purchasing Department**

**RFP # 14-02**

**Provide Utility Billing Services**

**Proposals 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. – Wednesday, May 1, 2013**

**Advertisement in the Official Journal, Daily Star, to be  
published two (2) Times**

**April 12 & April 17**

**For Additional Information or Questions, Contact:  
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 No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail \_\_\_\_\_

**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.**

**RFP 14-02 SPECIFICATIONS**

**City of Hammond Utility Billing  
Services for  
approximately 7,095 customers.**

- 1. Provide 8.5 x 11 Form printed on both sides in two (2) colors plus black text.**
- 2. Provide a #10 window envelope printed in two (2) colors.**
- 3. Provide a #9 return envelope printed in black with a colored side bar.**

**COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED OF THE SUCCESSFUL BIDDER. PROOF OF INSURANCE WILL BE REQUIRED BEFORE WORK CAN COMMENCE.**

**CONTRACTOR'S LIABILITY INSURANCE:**

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE:  
COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.

**COMPENSATION INSURANCE:** THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES IS ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUTE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.

**LICENSED AND NON-LICENSED MOTOR VEHICLES:** THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.

**Liability:**

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.

**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.

**NON-DELIVERY**

**In the event a successful bidder 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.**

**EXPERIENCE**

**The successful contractor must furnish company financial records for the last two (2) years and must document at least five similar projects successfully completed with a list of references including phone numbers and contact names for each project. The reference list must be provided with your bid.**

**CONTRACT REQUIRED**

**The successful contractor must be prepared to enter into a contractual obligation with the City of Hammond before beginning work.**

### Notes

**The contact person for this project is Latisca Weber 985-277-5614.**

**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 IN WRITING 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 City's website [www.hammond.org](http://www.hammond.org) 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 Proposal number, Bidder's name, address, License Number (if applicable) and bid opening date shall be clearly printed or typed on the outside of the proposal envelope. Only one (1) proposal shall be accepted from each bidder. Alternates shall not be accepted unless specifically requested in the bid specifications. Submission of more than one (1) proposal or alternates not requested may be grounds for rejection of all bids by the bidder.**

The method of delivery of proposals 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. Late bids shall not be accepted under ANY circumstances. It is the bidder's sole responsibility to insure that their proposal has been delivered and accepted with ample time to meet all specified deadlines.

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.

Proposals shall be accepted only on the forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept proposals 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, 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.

## RFP# 14-02

**UTILITY BILLING SERVICE REQUIREMENTS.  
for approximately 7,095 customers**

- 1. Provide 8.5 x 11 Form printed on both sides in two (2) colors plus black text.**
- 2. Provide a #10 window envelope printed in two (2) colors.**
- 3. Provide a #9 return envelope printed in black with a colored side bar.**

**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,**

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List by date and Addendum number

**Bidder agrees to deliver services in complete accordance with all Specifications for the sum indicated:**

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

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**Dollars** **cents**

**\$** \_\_\_\_\_

**Signature of Bidder** \_\_\_\_\_

**Name of Company** \_\_\_\_\_ **Date** \_\_\_\_\_

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