

# REQUISITION & PROPOSAL

ALABAMA STATE PORT AUTHORITY  
**MCDUFFIE COAL TERMINAL** DEPARTMENT

DATE 8/8/13  
ORIGINATING DEPT NO. 106

TO: Prospective Vendors

Please procure the following and **DELIVER TO:**

ALABAMA STATE PORT AUTHORITY  
McDUFFIE COAL TERMINAL RECEIVING WHSE  
1760 YEEND LOOP  
MOBILE, AL 36602

## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

THE ALABAMA STATE PORT AUTHORITY WILL BE ACCEPTING BIDS FOR THE DISPOSAL OF ALL OIL, GREASE, FILTERS, ANTIFREEZE, SUMPS & SEPERATORS AT ALL ASPA FACILITIES DOCKS-WIDE.

**DIRECT ALL TECHNICAL INQUIRIES TO SCOTT MCAFEE 251-441-7510 OR 251-422-1801  
OR BO STRICKLAND 251-441-7511 OR 251-463-6000**

Prices shall include all expenses of pickup, transfer and/or disposal. There shall be no fuel charges, freight charges, service fees, vehicle fees, environmental fees, miscellaneous fees, or deductions imposed. No extra fees will be paid by ASPA unless agreed to ahead of time.

**Please enter the price you are willing to Pay for the following items. All fees shall be included in your price.**

ITEM	DESCRIPTION	PRICE
1	USED OIL	\$_____ per Gallon
2	USED OIL DRUMS	\$_____ per Drum
3	USED GREASE	\$_____ per Gallon
4	USED GREASE DRUMS	\$_____ per Drum

**Please enter the price you will charge for the following items. All fees shall be included in your price.**

ITEM	DESCRIPTION	PRICE
5	DRUM OF USED FILTERS	\$_____ per Drum
6	USED ANTIFREEZE	\$_____ per Gallon
7	SUMP	\$_____ per Gallon
8	SEPARATOR	\$_____ per Gallon
9	CONTAMINATED OIL WITH GAS, DIESEL, ANTIFREEZE OR WATER MIX	\$_____ per Gallon

**Do your employees currently have ASPA credentials? YES\_\_\_\_\_ or NO\_\_\_\_\_**

**Do your trucks currently have ASPA decals? YES\_\_\_\_\_ or NO\_\_\_\_\_**

## DISPOSAL OF ALL OIL, GREASE, FILTERS, ANTIFREEZE, SUMPS & SEPARATORS AT ASPA

Recommended:

\_\_\_\_\_  
Dillon Sims, Associate Buyer

**Approved:**

\_\_\_\_\_  
Scott McAfee, Equipment Superintendent

\_\_\_\_\_  
Randy Gossett, Superintendent

\_\_\_\_\_  
Scott Wallace, Maintenance Manager

\_\_\_\_\_  
Brad Ojard, Senior Vice President Operations

\_\_\_\_\_  
H. S. "Smitty" Thorne, Deputy Director / COO

\_\_\_\_\_  
Larry R. Downs, Sec. / Treasurer

\_\_\_\_\_  
James K. Lyons, Director & CEO

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**CONTRACT PERIOD:** ESTABLISH A **12 MONTH CONTRACT** WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH TWELVE MONTH PERIOD EXPIRES. ANY SUCCESSIVE AGREEMENT MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS TWELVE MONTH PERIOD.

The awarded vendor is required to remove all unwanted items with **48 hours** of being notified.

A receipt/invoice ticket will be prepared by the Bidder's representative at the time of each pick-up which shall identify the locations, date, and the number of gallons received. The receipt will be authenticated by a signature from the ASPA location representative, who will be given a copy at the time of pick-up. The ticket must also include the results of tests by the Bidder.

### HAZARDOUS WASTE.

- No hazardous waste shall be removed from ASPA various locations by the Bidder. The Bidder must notify ASPA of this condition immediately upon completion of the on-site tests. The waste oil must remain in the pick-up vehicle at time of pick-up and not mixed with other waste oil until the on-site tests confirm no hazardous materials.

### PRICING AND PAYMENT TERMS

- Payment shall be made to the Alabama State Port Authority within 30 days for all products collected in the previous month.
- The Bidder shall pay the Alabama State Port Authority the sum of the gallons picked-up by the Bidder.
- The successful bidder shall remit the checks payable to Alabama State Port Authority. The checks shall be mailed to Alabama State Port Authority, Attn: Accounting, P.O. Box 1588, Mobile, AL 36633.

### OWNERSHIP OF COLLECTED PRODUCTS.

- Ownership of all products being disposed transfers to the successful Bidder upon removal from the collection tank(s) at the designated ASPA various locations.

### PRODUCT SPILLS.

- Any spills that occur while the successful Bidder is removing, loading or transporting the product shall be the full responsibility of the successful Bidder to immediately clean up in compliance with all applicable laws and regulations.

The successful bidder shall pick-up, transport, recycle and dispose of all used products in an environmentally sound manner in accordance with specifications and all applicable Federal, State, and local regulations.

The awarded bidder shall service all ASPA sumps, separators, and other disposal holding tanks free of charge.

All employees and vehicles are required to have ASPA credentials before entering the property.

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## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

**Proposal opening will be August 8, 2013 @ 11:00 a.m. in the McDuffie Terminal Conference Room. NO PROPOSALS WILL BE ACCEPTED AFTER THIS TIME.**

**PLEASE SEE ATTACHED INDEMNIFICATION SHEET & DISCLOSURE STATEMENT**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

**FOR ALL PROPOSALS \$7,5000 AND OVER**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_, to me personally known, who, being by me duly sworn, did say that such person executed the foregoing instrument as the free act and deed of such person, having been duly authorized to execute such instrument in such capacity.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
Print Name

My commission expires: \_\_\_\_\_

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### ALABAMA STATE PORT AUTHORITY

## ***INSURANCE REQUIREMENTS FOR CONTRACT WORK***

### **INDEMNIFICATION**

The Contractor shall assume all liability for and shall indemnify and save harmless the State of Alabama and the Alabama State Port Authority, doing business as Alabama State Docks (ASD), and its officers and employees from all damages and liability for injury to any person or persons, and injury to or destruction of property, including the loss of use thereof, by reason of an accident or occurrence arising from operations under the contract, whether such operations are performed by himself or by any subcontractor or by anyone directly or indirectly employed by either of them occurring on or about the premises, or the ways and means adjacent during the term of the contract, or any extension thereof, and shall also assume the liability for injury and/or damages to adjacent or neighboring property by reason of work done under the contract

### **INSURANCE REQUIREMENTS**

The Contractor shall not commence work under the contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by ASD, nor shall the Contractor allow any subcontractor to commence work until all similar applicable insurance has been obtained by the subcontractor or the Contractor has provided coverage for the subcontractor. The Contractor shall provide, at his expense, insurance in accordance with the following:

#### **General Requirements (applicable to all policies)(Required for this project)**

All policies of insurance must be written with companies acceptable to ASD. The Contractor shall furnish to ASD certificates of insurance, signed by the licensed agent evidencing required coverages. ASD reserves the right to require certified copies of any and all policies. Each policy of insurance shall provide, either in body of the policy or by endorsement, that such policy cannot be substantially altered or cancelled without thirty (30) days' written notice to ASD and to the insured. *Except for Workers Compensation, said policies will identify Alabama State Port Authority, its officers, officials, agents, servants and employees as Primary and Non-contributory Additional Insureds in connection with work performed for, on behalf of, or on the property of ASD, including a waiver of all rights of subrogation.*

#### **General Liability (Required for this project)**

The Contractor shall take out and maintain during the life of the contract Commercial General Liability insurance, including Blanket Contractual and Completed Operations coverages, in an amount not less than \$2,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

#### **Automobile Liability (Required for this project)**

The Contractor shall take out and maintain during the life of the contract Business Automobile Liability insurance covering any auto in an amount not less than \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

#### **Workers Compensation (W/C Required for this project)**

The Contractor shall take out and maintain during the life of the contract Workers Compensation and Employers Liability insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than that required by Alabama law.

Where applicable, Contractor shall take out and maintain during the life of the contract insurance providing coverage as required by Federal statute, including but not limited to U.S. Longshoremen and Harborworkers' Compensation Act (USL&H), Jones Act, and Railroad Federal Employers Liability Act (FELA).

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NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE
<p>Please use this as a <b><u>guide only</u></b> for proper delivery.</p>
<p>Sender Name &amp; Address</p> <p>Alabama State Port Authority McDuffie Coal Terminal Postal Address for US Mail Physical Address for Courier Service</p> <p><b>Sealed Proposal: (Description)</b> <b>Bid Opening Date:</b></p>

FORM FOR SECTIONS 9(a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b)

AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER/CONTRACTOR

(To be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, and political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees)

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, a notary public, personally appeared \_\_\_\_\_ (print name) who, being duly sworn, says as follows:

As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as \_\_\_\_\_ (state position) for \_\_\_\_\_ (state business entity/employer/contractor name) That said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program.  
(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM)

\_\_\_\_\_  
Signature of Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

\_\_\_\_\_  
Signature and Seal of Notary Public

Author: Jean Brown

Statutory Authority: Code of Alabama, sections 31-13-9 (a) and (b); Section 31-13-9 (h).

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## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

Please return one copy of this proposal, duly signed, by **11:00 a.m. August 8, 2013**.

When all proposals are publicly opened, **UNIT PRICES AND EXTENSIONS** shall be entered opposite each item above on which you are prepared to bid for delivery **FREE OF CHARGE TO - McDuffie Coal Terminal (FOB) ALABAMA STATE DOCKS**

No consideration will be given proposals unless on this form or a written attachment.

If not prepared to submit a proposal, please state over the firm signature and return so that it may be known it was brought to your attention; otherwise your name may be dropped from the list of prospective vendors.

The right is reserved to reject any and all proposals deemed for the interest of the Alabama State Port Authority, to strike out any item or items in the proposals, and to waive any defect or irregularity not a violation of law or to make any modification in the several conditions herein stipulated that are deemed to be in the best interest of the Alabama State Port Authority, including the separation of items of a class in making awards. In general, awards will be made to the lowest satisfactory vendor. No Allowance will be made for errors, either of omission or commission, on the part of the vendors. It must be assumed that vendors have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals and they can not expect to be excused or relieved from the responsibility assumed by their proposals on the plea of error. In case of error in extension of prices the unit price will govern.

The Port Authority reserves the right to refuse to issue a proposal form or a contract to a prospective vendor for any of the following reasons:

- Failure to pay, or satisfactorily settle, all bills due for labor and materials on a former contract in force with the Port Authority.
- Contractor default under a previous Contract with the Port Authority.
- Proposal withdrawal or Bid Bond forfeiture on a previous project with the Port Authority.
- Unsatisfactory work on a previous contract with the Port Authority.

Port Authority may make such investigations as deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all such information and data for this purpose as the Port Authority may request. The Port Authority reserves the right to reject any proposal if the evidence submitted by, or investigation of, such vendor fails to satisfy the Port Authority that such vendor is properly qualified to carry out the obligations of the Contract

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All construction vehicles, employees, and supplier delivery trucks working on this project will be required to obtain port access credentials. This will consist of vehicle decals and personnel identification badges (Transportation Worker Identification Credentials and ASPA Identification Badge). Supplier delivery trucks are not required to have the vehicle decal but the driver and passengers are required to have TWIC and the ASPA Identification Badge.

The vehicle decal cost is \$25.00. In order to obtain the ASPA Identification Badge, the person must have in possession a TWIC card and will also be required to attend a 1-hour security awareness training class. The non-refundable fee for ASPA Identification badge is \$25.00 to cover the costs of the background check, training, and processing. The procedure and cost for obtaining TWIC are separate and information can be obtained at [www.tsa.gov/twic](http://www.tsa.gov/twic).

A copy of the ASPA Access Policy is herein and is part of contract specifications.

### ALABAMA STATE PORT AUTHORITY ACCESS POLICY

#### IMPORTANT NOTICE TO VENDORS REGARDING ACCESS TO ASPA RESTRICTED FACILITIES:

Successful vendors requiring access to the Alabama State Port Authority's Restricted Facilities to fulfill any obligations set forth in this proposal must comply fully with the Authority's Access Policy found in its entirety at [http://www.asdd.com/portaccess\\_policy.html](http://www.asdd.com/portaccess_policy.html). The Port Authority's Access Policy requires all persons permanently employed at the port, including ASPA staff, tenants and their employees, surveyors, agents, stevedores, longshoremen, chaplains, contract labor and persons requesting temporary access to the port, including delivery persons, vendors, contractors, and temporary workers must obtain and display an ASPA issued photo ID badge or visitor badge at all times when accessing or working on port property. In order to obtain an ASPA credential, applicants must also obtain a Transportation Worker Identification Credential (TWIC) and undergo mandatory Security Awareness Training. Information on the TWIC can be found at [http://www.asdd.com/portaccess\\_twicregs.html](http://www.asdd.com/portaccess_twicregs.html)

Information on Security Awareness Training classes and scheduling can be found at [http://www.asdd.com/portaccess\\_securitytraining.html](http://www.asdd.com/portaccess_securitytraining.html)

ALL PROSPECTIVE VENDORS ARE ENCOURAGED TO REVIEW THESE POLICIES AND CONSIDER THESE REQUIREMENTS IN PREPARING PROPOSAL SUBMISSIONS.



## INSTRUCTIONS FOR VENDORS

### ALABAMA STATE PORT AUTHORITY

This instruction sheet is provided as a guide to facilitate the proposal process and highlight important points for consideration by vendors. Each vendor is responsible for fully reading and complying with the instructions on the Alabama State Port Authority proposal form. **This instruction sheet is to be used as a guide only.**

1. No consideration will be given to proposals unless presented on the Alabama State Port Authority "Requisition & Proposal" Form with suitable attachments as deemed necessary by the vendor. Alternate proposal proposals may be rendered, with proper support.
2. If your company is not prepared to submit a proposal, so state and sign to avoid being deleted from the prospective vendor's list.
3. The Alabama State Port Authority reserves the right to reject any and all proposals if deemed in the Alabama State Port Authorities' interest.
4. No allowance will be made for error, either omission or commission.
5. Unit price governs in errors relating to extension of prices.
6. **Proposals will not be accepted via FAX.** All proposals must be sealed and sent via mail or hand delivered to the McDuffie Coal Terminal Office before the specified date and time.
7. The Alabama State Port Authority accepts no responsibility for facilitating the receipt of proposals.
8. Proposals over \$7,500 must be notarized.
9. Proposals received after specified opening time will be returned to the vendor unopened. Vendors are requested to show a return address on the proposal envelope.
10. Proposals must be filled out completely, including the name, address, telephone number, fax number (if possible) and signature of responsible person.
11. **Questions may be directed to** the Alabama State Port Authority McDuffie Coal Terminal, Dillon Sims, **at (251) 441-7676.**
12. **All hand delivered proposals** must be tendered to Alabama State Port Authority, McDuffie Coal Terminal Office 1901 Ezra Trice Blvd., Mobile AL 36603, at or before specified time.
13. **All regular U.S. Postal Mail** must be tendered to:  
Alabama State Port Authority  
ATTN: Dillon Sims  
McDuffie Coal Terminal  
P.O. Box 1588 Mobile, AL 36633-1588  
**PLEASE IDENTIFY YOUR PROPOSAL PACKAGE!!**
14. **All courier / overnight deliveries** (UPS, FEDEX, DHL, etc.) must be delivered to:  
Alabama State Port Authority  
McDuffie Coal Terminal  
ATTN: Dillon Sims  
1901 Ezra Trice Blvd.  
Mobile, AL 36603  
**RECOMMENDED METHOD**  
**PLEASE IDENTIFY YOUR PROPOSAL PACKAGE!!**
15. Note: all overnight proposals must be **FIRST PRIORITY OVERNIGHT. (8:30 A.M. NEXT MORNING)**
16. Notarization not required on "SALE" proposals.
17. Please specify the purchase order number (when available) on envelope.



# State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
-------------------------	------------------------	-----------------

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
-------------------------	--------------------	-----------------

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
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OVER

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
----------------------------------	---------

**By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Notary Expires \_\_\_\_\_

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

**THIS PAGE MUST BE NOTARIZED**