

**Alabama State Port Authority**  
**Request for Proposal**  
**January 9, 2023**

**Pinto Island Steel Slab Terminal**

The Alabama State Port Authority (ASPA) is seeking proposals to provide contract stevedoring services at the Pinto Island Slab Handling Terminal (Pinto). ASPA has a long-term agreement in place for the transfer of steel slabs from ocean vessels to barges. Contractor will direct the discharge of vessel, prepare cargo for discharge, operate ASPA supplied electro-permanent magnet equipped lift trucks for the movement of slabs from vessel hold wings to center of the hatches, collect and off-load any cargo dunnage utilizing ASPA supplied compact wheel loaders, as required. Pinto is expected to discharge an average of one vessel per week. Terminal will discharge vessels on a basis of three 8 hour shifts per day, without stopping operations for meal breaks. Ships will work on a SSHINC basis. Work will done with 1-3 cranes with an average of 2 working the majority of the time. Operators and stevedoring personnel will move from hatch to hatch without having to maintain "gang" integrity.

Applicants must schedule a site visit during the period outlined below. ASPA will make individuals with operational and technical knowledge of the plant and its equipment available to address questions. Site visits may be scheduled by requesting a date and time (morning or afternoon) at [pinto@alports.com](mailto:pinto@alports.com).

Contractor will be required to provide up to three (3) equipment operators and up to six (6) longshoremen for vessel unloading operations for each shift. No dunnage or cargo handling will be required for barge loading operations. One (1) stevedoring superintendent will be required to be aboard during any vessel discharge operations.

The Alabama State Port Authority will review the information submitted. Selection criteria will include, but not be necessarily be limited to:

- ASPA licensed stevedore with current operations and an active presence in the Port of Mobile.
- Applicant will be required to submit steel tonnages handled annually for the last three (3) years. If other port tonnage is shown, tonnage handled in Mobile only will need to be shown also.
- Applicant will be required to submit safety record for the previous five (5) years, including lost time and reportable accidents per year and frequency rates.
- Applicant will be required to submit the number of equipment operators utilized in the Port of Mobile on a regular basis.
- All equipment operators will require proof of current OSHA basic forklift training and certification to satisfy 29 CFR 1910.178.
- Applicant will be required to submit list of superintendents available in the Port of Mobile
- Applicant will provide rates per classification on an hourly basis inclusive of tools, equipment and insurance (exclusive of lift machines and compact wheel loaders). The minimum call out period for each classification should be clearly stated as well as provisions and requirements for overtime. **Applicant to submit annual escalation in basic classification hourly rate.**

Compensation for labor will be made on an eight (8) hour straight time shift at proposed rates based on timesheet recorded and approved daily with signature by authorizing ASPA contract personnel.

Contractor must comply with ASPA insurance requirements. All contractors' personnel will be required to possess Transportation Worker Identification Credential (TWIC) and an ASPA Security Credential. Contractor must comply with ASPA Access Policy.

This contract shall be effective for one (1) year beginning March 1, 2023 through February 29, 2024, with an option for yearly renewal, not-to-exceed four (4) renewals.

The annual contract escalation rate will be based upon the percentage of increase in the CPI-U index from December 2022 to the most recent December as listed below.

Contract Year 1	3/1/23-2/29/24	As submitted in RFP
Contract Year 2	3/1/24-2/28/25	CPI-U for December 2022 & CPI-U for December 2023
Contract Year 3	3/1/25-2/28/26	CPI-U for December 2022 & CPI-U for December 2024
Contract Year 4	3/1/26-2/28/27	CPI-U for December 2022 & CPI-U for December 2025
Contract Year 5	3/1/27-2/29/28	CPI-U for December 2022 & CPI-U for December 2026

The proposal should be clearly marked "Alabama State Port Authority-Pinto Island Slab Handling Terminal Stevedoring Services Proposal "and **must be submitted by 3:00 PM CST, February 7, 2023.**

The proposal should be addressed to Mr. Kevin Clark, Alabama State Port Authority, 910 Dunlap Drive, Mobile, Alabama 36602. Responses will not be accepted by oral communications, telephone, email or facsimile transmission.

The Port Authority also reserves the right, in its sole discretion, to reject any and all proposals.

#### ANTICIPATED PROCUREMENT PROCESS

RFP Issued	01/9/2023	ASPA issues a Request for Proposals for the operation of the Project.
Inspection Period	01/16/2023 - 01/20/2023	Interested firms schedule a site visit (mandatory)
Questions	01/23/2023 - 01/27/2023	Interested firms submit questions to RFP in writing
Response to questions	01/30/2023 - 01/31/2023	ASPA responds to questions as received
Response to RFP Due	02/07/2023	Respondents submit proposals to ASPA.
Proposal Evaluation and Award	02/08/2023 - 02/17/2023	ASPA awards the Project to the most qualified firm providing the proposal most advantageous to the Authority, and to the State.

Questions pertaining to this RFP should be directed in writing to the ASPA at [pinto@alports.com](mailto:pinto@alports.com).

All responses to firm's questions will be posted via an addendum of this RFP.

Attachments: 1 – Facility Description  
2 – Site Plan of Pinto Property  
3 – Pinto Island – Insurance Requirements for Stevedoring Agreement  
4 – ASPA Access Policy



**ALABAMA STATE PORT AUTHORITY**  
**INSURANCE REQUIREMENTS FOR STEVEDORE OPERATIONS AT PINTO ISLAND**

**INDEMNIFICATION**

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 contractor 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**

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 sub contractor to commence work until all similar applicable insurance has been obtained by the subcontractor or the Operator 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)**

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.

**Commercial General Liability**

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 \$10,000,000 combined single limit for any one occurrence for bodily injury, including death, and property damage liability. Blanket Contractual Liability, Fire Legal Liability Explosion/Collapse Underground Property Damage Liability, ***Terminal Operators and Stevedores Legal Liability coverage's must be included.***

**Business Automobile Liability**

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**

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.

Coverage as required by federal statutes, where applicable – including but not limited to U.S. Longshoremen and Harborworkers' Compensation Act (USL&H), Jones Act, and Railroad Federal Employers Liability Act (FELA).

**Pollution Liability**

Contractor shall take out and maintain during the life of the contract Pollution Liability Coverage with a \$10,000,000, combined single limit for any one occurrence, for on-site and off-site bodily injury and property damage, cleanup costs and the unloading and loading of product.

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 \_\_\_\_\_ (position) for \_\_\_\_\_ (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 \_\_\_\_\_, 20\_\_\_\_.

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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## Alabama State Port Authority Access Policy

It is the policy of the Alabama State Port Authority (ASPA or "the Authority") that 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 display, above the waist and outside of clothing, an ASPA issued photo ID badge or visitor badge at all times when accessing or working on port property, as required by the Maritime Transportation Security Act of 2002 and 33 CFR Part 105.

Piers, wharves, warehouses, open cargo storage areas, loading and unloading areas, rail spurs and holding tracks, areas containing critical facility infrastructure and operations and administrative offices have been designated as secure/restricted access areas, and persons requesting access to these areas must present a completed application and submit to an Alabama state background investigation to obtain an ASPA Identification badge granting access as stated on the badge. A non-refundable fee of \$25.00, payable in advance to cover the costs of the background check, training and processing, will be required to initiate the process.

In accordance with U.S. Coast Guard regulation 33 CFR 101.514, as a precondition to receiving an ASPA credential, applicants must have applied for and received a Transportation Worker Identification Credential (TWIC). A valid TWIC must be presented to ASPA credentials officers to initiate the application process. ASPA credentials officials will inspect each TWIC to ensure:

1. A match of the photo on the TWIC to the individual presenting the TWIC;
2. Verification that the TWIC has not expired and not on the Cancelled Card List; and
3. A visual check of the various security features present on the card is performed to ensure that the TWIC has not been forged or tampered with.

The following officials are not required to present a TWIC to gain access to ASPA facilities:

1. Federal officials are not required to obtain or possess a TWIC. Except in cases of emergencies or other exigent circumstances, in order to gain unescorted access to ASPA facilities, a federal official must present his/her agency issued official credential.
2. Law enforcement officials at the State or local level, in the normal performance of their duties, are not required to obtain or possess a TWIC to gain unescorted access to ASPA facilities, however such officials must present his/her agency issued credential.
3. Emergency responders at the State or local level are not required to obtain or possess a TWIC to gain unescorted access to ASPA facilities during an emergency situation, however such officials may be required to present his/her agency issued credential.
4. Operators of over-the-road cargo vehicles, who present a valid TWIC and a valid Commercial Driver's License with a recognizable photograph, and who possess proper cargo documentation, will be granted unescorted access to port facilities, **but must remain with their vehicles at all times while on port property..**

Security awareness training is required for all persons requesting access to ASPA facilities in accordance with 33 CFR 105.215. To complete the required training, come to our ASPA Police

Department Credential's Office located just inside the main gate at the Port Authority. The training will be held on demand from 8:00 a.m. until 4:00 p.m., Monday through Friday.

We also have online training that is available for an additional fee paid to an outside vendor. You will need to register for the training at: <https://alabama.port.training/>. You will then need to register your company. Once you have completed the training and obtained a completion certificate, you can bring that to our badge office to receive your credential. Please contact our credential office if you have any questions at [251.441.7002](tel:251.441.7002).

Vehicle decals are \$25.00 (\$12.50 after July 1) and may also be purchased at the Credential's Office. Applicants for vehicle decals must present a current driver's license, current vehicle registration and current proof of insurance (in applicants name). Additionally, the vehicle must meet all mandatory requirements for vehicle equipment including window tinting. Payment for both the credential and vehicle decals may only be made by money order, business check or credit card (Discover, MasterCard or Visa). For additional information, please contact the Port Authority Police Department's Credential's Office at [251.441.7002](tel:251.441.7002).

Upon presentation of a valid TWIC, successful completion of required background check and security awareness training, appropriate ASPA credentials will be issued to applicants who can demonstrate a need to access secure/restricted areas for authorized operational or commercial purposes; to deliver supplies, bunkers or stores; or to provide necessary maintenance services for authorized cargo handling equipment and vessels at ASD berths. ASPA credentials will not be issued for the sole purpose of soliciting business from ASPA employees, tenants, vessels or members of their crews. Requests to visit with ship's officers or crew by individuals who do not possess a TWIC and an ASPA ID should be referred to the Port Authority Police Department or designated access control facilities at the Authority's McDuffie Coal Terminal or Middle Bay Port properties and such persons must be escorted side-by-side from a designated access point to the vessel and from the vessel to a designated access point by an approved TWIC escort.

The Authority reserves the right to deny granting a credential, or suspend, revoke or deny renewal of a credential previously granted, as follows:

1. Submittal by an applicant of false or misleading information to the Authority.
2. Failure to adhere to the policies, rules and regulations of the Authority or other applicable federal, state or local laws and regulations, including:
  - Any attempt to gain entrance to the Authority's facilities, or secure/restricted areas within its facilities, through fraud or deception,
  - Any attempt to bypass established entry points,
  - Use or attempted use of a credential issued to anyone other than the person requesting access.
3. Submittal by a credential holder of false or misleading information or refusing to cooperate in a security-related investigation.
4. Conviction of a credential holder of any offense for which he or she would have initially been denied a credential in accordance with the policies of the Authority.
5. Failure to present a TWIC upon request or loss of TWIC privileges.

Persons who have been issued an ASPA identification badge must receive permission to enter ASPA facilities at an established access point. Such persons must come to a complete stop at the access point, present their credential to an ASPA gate guard and receive permission to enter ASPA facilities. Such permission may be given verbally or by hand signals, however persons requesting access may not proceed until permission to enter has been clearly granted.

Persons requesting access to port authority property, who have been issued an ASPA ID badge but do not have such badge in their possession, must receive permission to enter port property at the appropriate access point and apply for temporary access at the Port Authority Police Department. Temporary access privileges may be granted to such persons, upon presentation of a valid TWIC, granting access as allowed by the individual's permanent ASPA credential. Unescorted access will not be granted to persons who do not have a valid TWIC in their possession.

Persons requesting access to port authority property, who have been issued an ASPA ID badge but do not have such badge in their possession, must receive permission to enter port property at the appropriate access point and apply for temporary access at the Port Authority Police Department. Temporary access privileges may be granted to such persons, upon presentation of a valid TWIC, granting access as allowed by the individual's permanent ASPA credential. Unescorted access will not be granted to persons who do not have a valid TWIC in their possession.

Persons requesting temporary access to ASPA facilities, who do not have permanent ASPA credentials, must receive permission to enter port property at the appropriate access point and make the request in person at the Port Authority Police Department. Temporary access privileges may be granted to such persons, upon presentation of a valid TWIC or photo ID issued by a city, state or federal agency. The purpose of the visit and intended destination must be verified by Port Police and the ID will be retained by Port Police until the visitor signs out and departs, however, persons who do not possess a TWIC must be escorted side-by side for the duration of their visit by an approved TWIC escort.

In order to minimize disruptions to maritime operations and commerce within the ASPA facilities, the ASPA may authorize unescorted access to an individual who has reported their TWIC to TSA as lost, damaged, or stolen for up to thirty (30) calendar days pending receipt of a replacement TWIC provided the following:

1. The individual provides proof that a replacement TWIC has been ordered (a payment receipt (for \$60.00) acceptable as proof); and
2. Provide the FSO, or other designated employee with security duties, the individual's full name, Date of Birth, contact numbers and application I.D. (if known). This information can then be used by the facility to confirm that the individual has previously held a valid TWIC and has ordered a replacement by using the card status check feature on TSA's website located at: <https://universalenroll.dhs.gov/workflows?workflow=service-status>.

Each person requesting access to the port is advised that entering the facility is deemed valid consent to screening or search, and that failure to consent to screening or search will result in denial or revocation of authorization to enter the port. Such persons are further advised that the possession of firearms or explosives on their person, or in vehicles, is prohibited, and that written permission must



be obtained from the Port Authority Police Department prior to photographing any person, facility, activity or transportation conveyance on port property.

Steamships, their owners or agents, must file berth applications with the Port Authority, and must submit a Passenger/Crew List to the Port Authority Police Department, with a copy to the Operations Manager of the Division with which the berth application was filed (GCI, Bulk or MMBP), 24 hours in advance of the expected arrival of the vessel. Berth assignments will not be confirmed until the Passenger/Crew List has been received.

Crew members who wish to disembark from the vessel, while at berth, must have in their possession, at all times, a valid Crewman's Landing Permit issued by an officer of the U.S. Immigration Service and either a seaman's book (or copy), a passport (or copy) or a laminated personal identification credential containing the individual's full name and recognizable photograph issued by a government authority or maritime employer. Crew members that do not possess a TWIC and an ASPA ID must be escorted side-by-side from the vessel to a designated access point or from a designated access point to the vessel by a Access to the port will be denied to crewmembers who do not have required credentials in their possession, or whose name does not appear on the Passenger/Crew List.

TWIC escort requirements do not apply to mariners working immediately adjacent to the vessels they are employed aboard while in the conduct of normal operations in support of the vessel (e.g. attach shore ties, perform maintenance, read load lines, load stores, etc.). Such mariners will be permitted limited access to the area immediately adjacent to their vessels without escort.

**NOTE:** *Approved TWIC* escort means an individual holding a valid TWIC who has been sponsored by their authorized employer and approved by ASPA to escort non-TWIC holders on ASPA premises. The person providing the escort must meet the training requirements of 33 CFR 105.215 and the sponsoring employer must agree to accept all responsibilities for meeting the requirements of TWIC related to secure/restricted access areas and agree to accept any liability imposed for failure to fulfill those responsibilities.

***Escorting*** means ensuring that the escorted individual is continuously accompanied while within ASPA facilities in a manner sufficient to observe whether the escorted individual is engaged in activities other than those for which escorted access was granted.