

# REQUISITION AND PROPOSAL

ALABAMA STATE PORT AUTHORITY  
**GCI DIVISION**

DATE: 03/26/2024  
ORIGINATING DEPT NO. 101

**TO: Prospective Supplier**

**Please indicate your bid for the following described item(s) for**

**DELIVERY TO:**

**ALABAMA STATE PORT AUTHORITY  
GCI DIVISION  
1400 ASD BLVD, SUITE 101  
MOBILE, AL 36602**

## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

The Alabama State Port Authority GCI Division will be accepting bids on the following:

**DOOR:** Rolling Steel Door is to be 20 gauge. Meet or exceed Dade County Specifications of 50PSF impact rating or 150 mph wind speed rating. Spring Cycle 50,000. Heavy Duty Head Plate Bearings. Factory wrapped curtain on the barrel.

**GUIDES:** Face Mounted E-guides. Minimum ¼" thickness, end plates mounted inside of door guides. Door guides are to be bolted together.

**CURTAIN / DOORS:** Gray in color. Factory wrapped curtain on barrel.

**SLATS:** 20 gauge curved slat 3".

**BOTTOM BAR:** Double angle steel. Black with weather seal.

**MOTORS / OPERATORS:** Lift-Master #GH203L5 2Hp 480/230/208 3ph Electric operator with Nema 1 Push Button Control Station. Lift-Master #08-9098 Mounting Bracket. Right Hand Drive. To include standard #50 drive chain, slow speed, 12inch gear on barrel.

**DOOR DIMENSIONS:** Approx. 20' 3" Wide X 16' Height

**\*\*NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT ALL MEASUREMENTS ARE CORRECT PRIOR TO THE AWARDING OF THE BID. IT IS ALSO THE RESPONSIBILITY OF THE BIDDER TO MATCH THE CORRECT MOTOR AND ELECTRICAL REQUIREMENT FOR THE DOOR OPERATION.\*\***

Prospective bidders must attend a MANDATORY Pre-bid meeting and site visit. The meeting and site visit are expected to take up to one hour. Please confirm your attendance at the Mandatory Pre-bid Meeting and site visit to Dana Talbot at [dana.talbot@alports.com](mailto:dana.talbot@alports.com) at least two (2) days prior to the meeting. Failure to confirm your attendance may result in you not being able to attend the Mandatory Pre-bid meeting and site visit, which is required in order to bid. The purpose of the meeting and site visit is to allow prospective bidders to see the site for the door and to ask questions regarding the requirements of the bid proposal. ASPA has scheduled the Mandatory Pre-bid meeting as follows: **Tuesday, April 9, 2024 at 9:00am, ASPA Blakeley Terminal, 1765 Cochrane Causeway, Mobile, AL 36602.**

***Bid Opening is scheduled for Tuesday, April 23, 2024 at 9:00am, ASPA Administration Building, GCI Conference Room, 1400 ASD Blvd., Suite 100, Mobile, AL 36602. Bids must be received prior to this date and time. If received after this date and time, package will be returned unopened. Bids must be labeled: PURCHASE OF BLAKELEY WEST WAREHOUSE DOOR.***

There is no guarantee or obligation on the part of the ASPA to purchase any given quantity or specific item.  
**THIS IS NOT AN ORDER. IT IS THE BASIS FOR EVALUATION OF PRICING AND AWARD OF BID.**

## PURCHASE OF BLAKELEY WEST WAREHOUSE DOOR.

Recommended:

\_\_\_\_\_  
Dana Talbot, Administrative Assistant  
**Approved:**

\_\_\_\_\_  
William B. Inge,  
Vice President, General Cargo and Central Services

\_\_\_\_\_  
Richard T. Clark, Deputy Director / COO

\_\_\_\_\_  
Chris Ransom, Treasurer / CFO

\_\_\_\_\_  
John C. Driscoll, Director & CEO

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NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE					
QTY	DESCRIPTION	UNIT PRICE	UNIT	EXTENSION	
1	PURCHASE OF BLAKELEY WEST WAREHOUSE DOOR	\$			\$
Total					\$

Shipping and handling/freight charges must be included in your price.

Sales tax is not applicable as the Alabama State Port Authority is exempt from sales taxes.

Items MUST be delivered within 6 – 8 weeks of order. Failure to deliver on time may result in the loss of contract and be eliminated from future bids.

**Bid opening will be Tuesday, April 23, 2024 at 9am in the ASPA Administration Building, GCI Conference Room, 1400 ASD Blvd., Suite 100, Mobile, AL 36602.**

**NO BIDS WILL BE ACCEPTED AFTER THIS TIME.**

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NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

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

Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Representative

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

\_\_\_\_\_  
Email

***FOR ALL PROPOSALS \$5,000 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**

**Bid Description: PURCHASE OF BLAKELEY WEST WAREHOUSE DOOR**

**Bids to be Open: Tuesday, April 23, 2024 @ 9am**

***The following paragraph shall be considered a part of the above referenced bid:***

### **Indemnification Clause**

The Contractor shall assume all liability for and shall indemnify and save harmless the **State of Alabama** and the **Alabama State Port Authority** 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.

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Please use this as a **guide only** for proper delivery.

Sender Name & Address

Alabama State Port Authority  
GCI Division  
Postal Address for US Mail  
Physical Address for Courier Service

**Sealed Proposal: (Description)**

**Proposal Opening Date: Tuesday, April 23, 2024**

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## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

Please return one copy of this proposal, duly signed, by Tuesday, April 23, 2024, 9:00 am.

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 - GCI Division (FOB) ALABAMA STATE PORT AUTHORITY**

- No consideration will be given to 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 irregularly 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 supplier. It must be assumed that supplier 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 supplier for any of the following reasons:

- a) Failure to pay, or satisfactorily settle, all bills due for labor and materials on a former contract in force with the Port Authority.
- b) Contractor default under a previous Contract with the Port Authority.
- c) Proposal withdrawal or Bid Bond forfeiture on a previous project with the Port Authority.
- d) 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 supplier to perform the work, and the supplier 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 supplier fails to satisfy the Port Authority that such vendor is properly qualified to carry out the obligations of the Contract.

# REQUEST FOR PROPOSAL

ALABAMA STATE PORT AUTHORITY  
**GCI DIVISION**

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## NAMES OF ARTICLES, SPECIFICATIONS AND PURPOSE

### **ALABAMA STATE PORT AUTHORITY ACCESS POLICY**

#### **IMPORTANT NOTICE TO SUPPLIERS REGARDING ACCESS TO ASPA RESTRICTED FACILITIES:**

**Successful suppliers 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 <https://www.alports.com/port-access/>

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, suppliers, 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 <https://www.alports.com/port-access/>

Information on Security Awareness Training classes and scheduling can be found at <https://www.alports.com/port-access/>

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

**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, 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 ALABAMA STATE PORT AUTHORITY, 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)**

All policies of insurance must be written with companies acceptable to ALABAMA STATE PORT AUTHORITY. The Contractor shall furnish to ALABAMA STATE PORT AUTHORITY certificates of insurance, signed by the licensed agent, evidencing required coverages. ALABAMA STATE PORT AUTHORITY 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 ALABAMA STATE PORT AUTHORITY 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 ALABAMA STATE PORT AUTHORITY.**

**Commercial General Liability**

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 \$3,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

**Business Automobile Liability**

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**

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).



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 \_\_\_\_\_, 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

## INSTRUCTIONS FOR SUPPLIERS

### ALABAMA STATE PORT AUTHORITY

This instruction sheet is provided as a guide to facilitate the proposal process and highlight important points for consideration by suppliers. Each supplier 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 "Request For Proposal" Form with suitable attachments as deemed necessary by the supplier. Alternate proposals may be rendered, with proper support.
2. If your company is not prepared to submit a proposal, so state and sign the appropriate document to avoid being deleted from the prospective supplier's list.
3. A Bid Bond or Certified Check made payable to the Alabama State Port Authority and equal to five percent (5%) of the amount bid, not to exceed \$10,000, must accompany the Bid Proposal.
4. The Alabama State Port Authority reserves the right to reject any and all proposals if deemed in the interest of the Alabama State Port Authority.
5. No allowance will be made for error, either omission or commission.
6. Unit price governs in errors relating to extension of prices.
7. **PROPOSALS WILL NOT BE ACCEPTED VIA FAX.** All proposals must be sealed, properly labeled and sent via mail or hand delivered to the GCI Division Office before the specified date and time.
8. The Alabama State Port Authority accepts no responsibility for facilitating the receipt of proposals.
9. Proposals over \$5,000 must be notarized.
10. Proposals received after specified opening time will be returned to the supplier unopened. Suppliers are requested to show a return address on the proposal envelope.
11. Proposals must be filled out completely, including the name, address, telephone number, fax number (if possible) and signature of responsible person.
12. **Questions may be directed to** the Alabama State Port Authority, GCI Division, Dana Talbot, at [dana.talbot@alports.com](mailto:dana.talbot@alports.com). Questions and answers will be posted.
13. **All hand delivered proposals** must be tendered to Alabama State Port Authority, GCI Division, 1400 ASD Blvd, Suite 101, Mobile AL 36602, at or before specified time.
14. **All regular U.S. Postal Mail** must be tendered to:  
Alabama State Port Authority  
ATTN: Dana Talbot  
GCI Division  
P.O. Box 1588 Mobile, AL 36633-1588  
**PLEASE IDENTIFY YOUR PROPOSAL PACKAGE!!  
"RFP FOR PURCHASE OF BLAKELEY WEST WAREHOUSE  
DOOR"**
15. **All courier / overnight deliveries** (UPS, FEDEX, DHL, etc.) must be delivered to:  
Alabama State Port Authority  
GCI Division  
ATTN: Dana Talbot  
1400 ASD Blvd, Suite 101  
Mobile, AL 36602  
**RECOMMENDED METHOD  
PLEASE IDENTIFY YOUR PROPOSAL PACKAGE!!  
"RFP FOR PURCHASE OF BLAKELEY WEST WAREHOUSE  
DOOR"**
16. Note: all overnight proposals must be **FIRST PRIORITY OVERNIGHT**. (8:30 A.M. NEXT MORNING)
17. Notarization not required on "SALE" proposals.
18. Please specify the purchase order number (when available) on envelope.



ALABAMA STATE PORT AUTHORITY  
Requisition and Proposal

**SIGNATURES**

Receipt of following addendums is acknowledged:

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

**REFERENCED DOCUMENTS**

Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act

\_\_\_\_\_  
Dana Talbot                                  Date  
Administrative Assistant

Contractor's Signature:

Company \_\_\_\_\_

\_\_\_\_\_  
Name    Title    Date