

CITY OF CENTRAL
BID SPECIFICATIONS FOR
DRAINAGE MAINTENANCE

Bidders are expected to familiarize themselves with the existing conditions of the ditches along all public roadways, excluding those provided in the list attached as Exhibit A, before submitting a Bid. No additional compensation will be paid for work listed in the Specifications which Bidder did not include in the Bid due to failure to inspect conditions affecting the satisfactory performance of work specified herein.

All Bids must be submitted on a copy of the Bid Form, attached as Exhibit B. Bids must be delivered to the City of Central no later than Friday, April 29, 2011 at 2:00 p.m. CST in a sealed envelope clearly marked:

City of Central
ATTN: Drainage Maintenance Bid
13421 Hooper Road, Suite 8
Central, Louisiana 70818-9200

Bidders shall attach a certified check, cashier's check, or bid bond for (5%) five percent of the annual Bid amount. If a Bid Bond is used it shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide or by an insurance company in good standing licensed to write bid bonds which is either domiciled in Louisiana or owned by Louisiana residents.

Bidders shall provide all information required by Bid Form. Bidders must be authorized to do business in Louisiana. Bids shall be signed by an authorized representative of the entity. If the Bid is signed by an individual other than an officer listed on the official records of the Louisiana Secretary of State, documentation of authorization must be attached to the Bid Form.

The City will award the contract to the lowest responsible Bidder.

The City reserves the right to reject any and all Bids without liability to any Bidder. All costs of preparation of a Bid shall be borne by Bidder.

MANDATORY PRE-BID CONFERENCE

A Mandatory Pre-Bid Conference will be conducted at 10:00 a.m. C.S.T. on April 14, 2011 at Central City Hall, 13421 Hooper Road, Suite 7, Central, LA 70818-9200. Bids will be accepted only from entities represented at the Mandatory Pre-Bid Conference. Bidders' representatives will have the opportunity to ask questions of City's representatives concerning the Specifications during the conference.

QUESTIONS AND COMMUNICATIONS

To ensure a fair and objective process, Bidders SHALL NOT initiate contact or communications with any elected or appointed official for City, City's employees or the City Services Selection Committee regarding this Bid until after the award of contract(s) or until the Bid has been cancelled.

Questions concerning any portion of the Specifications shall be submitted via email to CentralRFP@gmail.com no later than 4:00 p.m. C.S.T. on April 22, 2011. All inquiries together with responses thereto will be posted on www.centralgov.com on or before April 27, 2011.

SUMMARY OF WORK

Contractor shall provide all labor, materials and equipment necessary to complete work. Contractor shall provide to the Mayor or his designee, monthly and annual detailed reports of all Drainage Maintenance services performed which shall include the receipt date of work order, type of service, photographs of service site before and after work order is completed, location or address of service site, description of the work performed and date completed. All reports shall be maintained by Contractor for a period of at least three (3) years.

DRAINAGE MAINTENANCE

Drainage System

Contractor shall maintain roadway drainage systems along approximately 275 miles of City owned roadways within City by cleaning or repairing catch basins and cleaning roadside ditches to facilitate proper drainage including erosion control, removal of silting in pipes and box culverts, catch basin repair and replacement, and removing and disposing of debris from bridge or box culverts. Contractor shall repair grading to proper level and set elevations of new drainage structures. Contractor shall inspect and schedule necessary repairs as required. A list of State and Parish roads which are not required to be maintained by Contractor is attached as Exhibit A.

Off-Road Drainage

Contractor shall provide personnel and equipment to maintain approximately twenty (20) acres of off-road drainage right-of-ways and drainage servitudes draining all recognized subdivisions within City, as directed by the Mayor or his designee.

EMERGENCY SERVICES

Emergency services are any non-routine or non-repetitive activities required for operational continuity, safety, and performance generally resulting from the failure of or the need to avert a failure of City assets, infrastructure or some component thereof. Contractor shall prepare as soon as practical a Plan of Action to respond to emergencies. Contractor shall provide for emergency and catastrophic response services including but not limited to cleaning and repairing catch basins, cleaning roadside ditches and removing and disposing of debris from City's drainage in anticipation of an emergency or following an emergency.

Contractor shall prepare for and respond to natural and man-made debris generating events including but not limited to storms or other inclement weather. For any emergency not declared as a state of emergency by the Governor of Louisiana or federal government, Contractor shall be solely responsible for debris removal and disposal.

For clean-up in any declared state of emergency by the Governor of Louisiana or federal government, Contractor shall be responsible for assisting with the preparation of bidding documents. Contractor shall coordinate with the Mayor or City's designees to coordinate between State and federal agencies assisting with repairs and debris removal and disposal. Contractor shall assist City in disaster debris operations by clearing and disposing of debris deposited in City's drainage throughout City.

Contractor shall provide the Mayor and other individuals designated by City with contact information for emergencies which arise outside of normal business hours. Contractor shall respond to emergency situations obstructing drainage as directed by the Mayor or other designees within two (2) hours and provide an evaluation of any reported emergency after assessing the situation. If the situation is determined to be a threat to public health and/or safety, Contractor shall take immediate action to mitigate and/or remediate the situation by instituting hazard avoidance measures such as barricading the area and initiating remediation.

Parties further agree that Contractor is authorized pursuant to the Contract to immediately perform emergency repairs or secure emergency site for subsequent repairs and to take appropriate steps to insure public safety under the circumstances. Contractor agrees to provide notice to City of emergency repairs in no event later than twenty-four (24) hours after emergency repairs are necessary. Contractor agrees to abide by and comply with the applicable laws including Louisiana Public Bid Law. Contractor shall invoice City on the next roll over billing cycle at the completion of the emergency services or repairs. Payment for agreed upon emergency services rendered shall be on the fixed price basis included in Bid as invoiced by Contractor and shall be payable by City within thirty (30) calendar days after invoice is submitted to City.

GENERAL CONTRACT REQUIREMENTS

Selected Contractor must execute a contract with the City of Central within ten (10) days after notice of selection. During the performance of said services, Contractor shall be responsible for protecting the lives, health, and safety of other persons, and preventing damage to property located on or near the City's property.

PERFORMANCE BOND

Contractor shall furnish a performance bond issued by a commercial surety authorized to do business in Louisiana in the amount of the annual compensation for services.

INSURANCE AND LIABILITY

The successful Bidder shall present Certificates of Insurance, listing the City of Central as an additional insured, with the following minimum coverages:

Employers Liability	\$1,000,000
Comprehensive General Liability	\$2,500,000 per occurrence and \$5,000,000 aggregate, which coverage shall include all defense and indemnity obligations assumed by Contractor in the Contract with the City of Central
Comprehensive Automobile and Vehicle Liability	\$2,000,000 per occurrence and \$5,000,000 aggregate coverage covering all owned leased or non-owned motor vehicles, including those used onsite and offsite
Professional Liability	\$2,500,000 per occurrence and \$5,000,000 aggregate
Workers' Compensation	Louisiana Statutory Requirement

Contractor shall assume all responsibility and liability for any and all damage or injury of any kind or nature whatsoever, to any person, whether employees of Contractor or otherwise, and to all property, caused by, resulting from, arising out of, or occurring in connection with the execution of the work, and if any person shall make a claim for any damage or injury, including death, resulting there from as herein above described, whether such claim be based upon Contractor's alleged active or passive negligence or participation in the wrong or upon any alleged breach of any statutory or other duty or obligation on the part of Contractor, Contractor shall indemnify and hold harmless the City of Central, its Council members, agents, employees and representatives from and against any and all loss, expense, damage, or injury sustained by the City of Central as a result of any such claims including costs incurred in defense of any action at law or suit against the City of Central, its Council members, agents, employees and representatives, upon demand the amount of any and all costs, fees and expense in connection with such defense and any judgment, including penalties, interest costs or attorney fees that may be entered against the City of Central its Council members, agents, employees and representatives in any such action, suit or proceeding.

PAYMENTS

Payment for services shall be made on a monthly billing cycle. Contractor will submit an invoice detailing services provided during the month. Invoices shall be paid within twenty (20) calendar days of receipt upon confirmation of satisfactory completion of service. Prices will be fixed for the contract period in accordance with the accepted Bid.

EQUAL EMPLOYMENT OPPORTUNITY

Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap.

Roadside Ditch Maintenance excludes the following roadways:

Parish Roadways: Central Thruway
 Joor Rd (Hooper Rd to Hwy 64)
 Sullivan Rd (Greenwell Springs Rd to Wax Rd)
 Sullivan Rd (Hooper Rd to Joor Rd)
 Comite Drive
 Dyer Rd

State Highways: Hooper Rd (LA408)
 Wax Rd / Magnolia Bridge Rd (LA3034)
 Sullivan Rd (Wax Rd to Hooper Rd - LA3034)
 Joor Rd (LA946)
 Blackwater Rd (LA410)
 Liberty Rd (LA409)
 Greenwell Springs Rd (LA37)
 Greenwell Springs-Port Hudson Rd (LA64)

**CITY OF CENTRAL
BID FORM**

PROJECT: DRAINAGE MAINTENANCE
July 1, 2011 through June 30, 2014

DELIVER SEALED BID(S) TO: City of Central
ATTN: Drainage Maintenance Bid
13421 Hooper Road, Suite 8
Central, Louisiana 70818-9200

DEADLINE FOR RECEIPT OF BID(S): Friday, April 29, 2011 at 2:00 p.m. CST

	PERIOD	AMOUNT PER YEAR
DRAINAGE MAINTENANCE	YEAR 1	
	YEAR 2	
	YEAR 3	
	YEAR 4	
	YEAR 5	

	AMOUNT
DRAINAGE MAINTENANCE – Excavation Per Mile in addition to 20 Acres of off-road drainage required in Scope of Services.	
DRAINAGE MAINTENANCE – Cleaning Per Mile in addition to 20 Acres of off-road drainage required in Scope of Services.	
Basic Labor for additional services per hour (Equivalent 4-man crew hourly rate, during normal working hours*)	
After-hour/Emergency Labor for additional services per hour (Equivalent 4-man crew hourly rate, outside normal working hours*)	

*Normal working hours are 8 hours per day on weekdays, excluding holidays.

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

TELEPHONE OF BIDDER: _____

**SIGNATURE OF INDIVIDUAL
AUTHORIZED BY ENTITY:** _____

NAME AND TITLE OF SIGNER: _____

DATE: _____

If anyone other than a corporate officer listed on the official records of the Louisiana Secretary of State signs Bid, documentation of the authorization **MUST** be attached to Bid Form.