



Wilma Kelly  
Purchasing Manager

**City of Alexandria**  
Purchasing Department  
P.O. Box 71  
Alexandria, Louisiana  
71309-0071



Office: (318) 441-6180  
Fax: (318) 619-3412

<p>Proposal Prices will be received until <b>2:00 PM CDT, Monday, March 31, 2025</b> and opened at the City of Alexandria Purchasing Department.</p>	<p>City of Alexandria <b>RFP #1895P</b> Page: 1 of 8 Date RFP Prepared: March 4, 2025</p>
<p><u>Bid Bond Requirements:</u> A bid bond or check for <u>N/A%</u> of the total amount of bid.</p> <p><u>Performance Bond Requirements:</u> In the event bid is accepted, a performance bond shall be required in the amount of <u>N/A%</u>.</p>	<p><b><u>Please file quotations with the following:</u></b> <b><u>Joann Swain, Senior Buyer</u></b> <b>City of Alexandria - Purchasing</b> <b>2021 Industrial Park Road</b> <b>Building WH</b> <b>Alexandria, LA 71303</b> <b>Phone: 318-441-6182 Fax: 318-619-3412</b></p>

**INTRODUCTION**

**SALE OF SURPLUS ELECTRICAL EQUIPMENT**

It is the intent of the City of Alexandria to offer for sale to the **highest proposer, Surplus Electrical Equipment** owned by the City of Alexandria Electric Distribution Department and no longer needed by the Department. This sale of surplus electrical equipment, is being sold “AS IS” with no warranties by the City either written or implied. It shall be the responsibility of the awarded proposer to furnish all equipment, labor and personnel necessary to remove said surplus equipment from its present location at the Electric Distribution Department, located at 1015 N, Third Street, Alexandria, LA 71301.

Successful proposer shall be responsible for removing the surplus equipment from this location within thirty (30) days of Notice of Award.

Proposer should furnish with his offer, a current copy of his Certificate of Insurance indicating limits of General Liability, Automobile Liability and Worker’s Compensation in force at the time of this bidding. Certificate of Insurance shall have a General Liability Aggregate of Four Million (\$4,000,000) Dollars and a per person/per occurrence of Two Million (\$2,000,000) Dollars. Automobile Liability will have a Combined Single Limit of Two Million (\$2,000,000) Dollars. Pollution coverage in the amount of One Million (\$1,000,000) Dollars shall also be required. Also on Certificate, the City shall be named as an “additional insured” and a waiver of subrogation in favor of the City of Alexandria. On the Certificate of Insurance under Worker’s Compensation, it shall state that “This is a standard Worker’s Compensation Policy”, with statutory limits. Cancellation of any Certificate of Insurance should require sixty (60) day notice to the City of Alexandria, but under no circumstances less than thirty (30) day notice. Also, the following wording must be removed before acceptance of the Certificate: “Endeavor to” or “Bit failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives.” Certificate holder shall be the City of Alexandria, PO Box 71, Alexandria, LA 71309-0071, Attention: Purchasing Manager.

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(Continued)

**The successful proposer will be required to provide a Cashier's Check for the total amount of the purchase PRIOR to the pickup of the surplus equipment. The City of Alexandria will only accept proposals from companies authorized to purchase, maintain and repair this type of electrical equipment.**

Successful proposer is responsible for any damage to property and/or accidental spills resulting from the removal of surplus equipment.

Proposers wishing to make an "on site" inspection prior to making their offer, or proposers needing additional information may contact Mr. Jeff Reed, City of Alexandria Electric Distribution Department, between the hours of 8:00 AM and 3:00 PM, Monday – Friday, at (318) 449-1344.

The complete listing of the surplus equipment is found on the **Price Page**.

**Offers may be returned either by fax to (318)619-3412; or hand delivered to City of Alexandria Purchasing Department, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71303; or e-mailed to joann.swain@cityofalex.com , and must be received by 2:00 PM CDT, Monday, March 31, 2025.**

END OF SPECIFICATIONS

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
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**GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY**

1. Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
8. Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.

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**GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY**

12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but **SHALL NOT** be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
18. The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.
19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
  - (a) By mutual agreement and consent of each party upon thirty (30) days written notice to the other party;
  - (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
  - (c) By satisfactory completion of all services and obligations described in the contract.

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If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

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**GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY**

23. In-State preferences shall not apply to procurements involving federal funds.

24. Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website ([www.cityofalexandrialala.com](http://www.cityofalexandrialala.com)) and posted on Central Bidding's website ([www.centralauctionhouse.com](http://www.centralauctionhouse.com)) if applicable.

25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Master Agreement, to include all applicable federal clauses.

a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam) , under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.

26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT* Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder **shall** submit documentation of its bona fide effort to secure subcontractors that meet the City's *AFEAT* goals. Each bidder **shall** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

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**PRICE PAGE**

<b>SURPLUSED 2400V ELECTRICAL EQUIPMENT</b>						
<b>Item</b>	<b>Qty</b>	<b>Manufacturer</b>	<b>Size &amp; Voltage</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension Price</b>
1	3	Solomon	1250 KVA, 7200/12470Y	Single Phase Padmount Transformer		
2	3	Solomon	1000 KVA, 7200/12470Y	Single Phase Padmount Transformer		
3	2	Various	5 KVA, 2400/4160Y	Single Phase Pole Transformer		
4	1	Various	10KVA, 2400/4160Y	Single Phase Pole Transformer		
5	15	Various	15 KVA, 2400/4160Y	Single Phase Pole Transformer		
6	13	Various	25 KVA, 2400 4160Y	Single Phase Pole Transformer		
7	10	Various	37.5 KVA, 2400/4160Y	Single Phase Pole Transformer		
8	12	Various	50 KVA, 2400/4160Y	Single Phase Pole Transformer		
9	2	Various	75 KVA, 2400/4160Y	Single Phase Pole Transformer		
10	2	Various	50 KVA, 2400/4160Y	Single Phase Pole Transformer		
11	3	Various	50 KVA, 2400/4160Y	Single Phase Pole Transformer		
12	3	Various	167 KVA, 2400/4160Y	Single Phase Pole Transformer		
13	15	Various	3 KV Polymer Surge Arrester (New In Box)			
				<b>TOTAL LUMP EXTENSION PRICE OFFER</b>		

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**Proposer's Information:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Authorized Printed Name and Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Per LA R.S. 38:2212(A)(c)(i) - See General Conditions Item #22, Page 5 of these bid specifications