



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**October 19, 2023**

Please find the following addendum to the below-mentioned QUOTE.

**Addendum No.:** 2

**Quote#:** 23-41-1

**Project Name:** Installation of Fuel Tanks and Removal of the Existing Fuel Tanks at  
Department of Public Works Facilities

**Quote Due Date:** **Thursday, November 2, 2023**

### **GENERAL INFORMATION:**

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1. Please note that the Quote due date has been pushed to **Thursday, November 2, 2023**. Time and location remain the same.
2. The Inquiry deadline is **Thursday, October 26, 2023**.
3. The Addendum deadline is **Monday, October 30, 2023**.
4. Please remove Pages 5 – 8 from the package and replace it with Pages 5-8 –Revised 10/19/2023. (Attached).
5. Please remove Attachment A – Pricing Sheet and Project Specifications from the package and replace with Attachment A – Revised 10/19/2023 (attached).

### **ATTACHMENTS:**

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1. Pages 5-8 – Revised 10/19/2023.pdf
2. Attachment A – Revised 10/19/2023.pdf

**End of Addendum # 2**

## QUOTE REQUEST

### FOR

Installation of Fuel Tanks and Removal of the Existing Fuel Tanks at  
Department of Public Works Facilities

### **PART I: OVERVIEW**

#### **1.1 Background**

To supply all equipment, materials, and labor to place two (2) five thousand (5,000) gallon above ground fuel tanks at each location with all required equipment to supply diesel fuel and unleaded gasoline for governmental equipment usage.

#### **1.2 Definitions**

- A. Shall – The term “shall” denotes mandatory requirements.
- B. Must - The term “must” denotes mandatory requirements.
- C. May - The term “may” denotes an advisory or permissible action.
- D. Should – The term “should” denotes a desirable action.
- E. Contractor – A Respondent who contracts with the Parish.
- F. Parish - St. Tammany Parish Government.
- G. Discussions- For the purposes of this Quote Request, a formal, structured means of conducting written or oral communications/presentations with responsible Respondents who submit quotes in response to this Quote Request.
- H. Quote Request – The Quote Request and any attachments and amendments thereto.
- I. Respondent – Person or entity responding to this Quote Request.
- J. Agreement – A contract between the Contractor and the Parish.

**1.3 Schedule of Events**

	<u>Date</u>	<u>Time (CT)</u>
Quote Due Date	November 2, 2023	2:00 PM
Inquiry Deadline	October 26, 2023	2:00 PM
Contract Initiation	To Be Determined	

**NOTE: The Parish reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the Quote Request.**

**1.4 Quote Submittal**

The Quote package is available online [www.bidexpress.com](http://www.bidexpress.com) or LaPAC <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm>. It is the Vendor's responsibility to check Bid Express or LaPAC frequently for any possible addenda that may be issued. The Parish is not responsible for a Vendor's failure to download any addenda documents required to complete a submission.

All quotes shall be in writing and shall be received by the Procurement Department **no later than the date and time shown in the Schedule of Events.**

**Important - - Clearly mark outside of the sealed envelope, box or package with the following information and format. Quotes without this information may be deemed non-responsive:**

- X **Name and Address of the Quoter**
- X **The State Contractor's License Number of the Quoter (if the work is estimated at \$50k or more)**  
**Quote Request Name:** Installation of Fuel Tanks and Removal of the Existing Fuel Tanks at  
Department of Public Works Facilities
- X **Quote Request #: 23-41-1**
- X **Quote Due Date: Thursday, November 2, 2023**

Quotes may only be sent via certified mail, hand-delivery or courier service to our physical location at:

St. Tammany Parish Government Procurement Department  
21454 Koop Drive, Suite 2F  
Mandeville, Louisiana 70471

Respondent is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The Parish is not responsible for any delays caused by the Respondent's chosen means of proposal delivery.

Respondent is solely responsible for the timely delivery of its proposal. Failure to meet the Quote Due Date shall result in rejection of the quote.

In the event that Contractor is a member of a corporation, partnership, L.L.C., L.L.P., or any other juridical entity, as an additional provision, Contractor should supply a certified copy of a corporate resolution or other written evidence of authority of person signing the quote/proposal.

**QUOTES SHALL BE OPENED PUBLICLY AT THE PHYSICAL LOCATION IDENTIFIED ABOVE AND ONLY RESPONDENTS SUBMITTING QUOTES SHALL BE IDENTIFIED ALOUD.**

## **PART II: SCOPE OF WORK/SERVICES**

### **2.1 Scope of Work/Services**

#### **Locations:**

##### Location 1

Hwy 59 Maintenance Barn  
1699 North Ln  
Mandeville, LA

##### Location 2

Airport Rd Maintenance Barn  
34783 Grantham College Rd  
Slidell, LA

#### **Scope of Work:**

To supply all equipment, materials, and labor to place two (2) five thousand (5,000) gallon above ground fuel tanks at each location with all required equipment to supply diesel fuel and unleaded gasoline for governmental equipment usage. **Requirements:**

- Submit all fire marshal paperwork for the scope of work for the project.
- Form up a properly sized concrete footing for tank saddlers with welded anchoring.
- Install bollards for each tank that is properly sized and meets all regulations.
- Pour tank pad and bollards with four thousand (4,000) PSI ready mix concrete.
- Supply and install two (2) five thousand (5,000) gallon cylinder Fireguard UL2085, or equal, above ground fuel tank with all required fittings and piping from the fuel tank to the fuel delivery system or approved equal per location.  
If not bidding as specified, specify Make/Model: \_\_\_\_\_
- Properly ground the fuel tank
- Supply and install split containment and overfill protection.
- Supply and install a Green Leaf Gauge, or equal, level gauge.  
If not bidding as specified, specify Make/Model: \_\_\_\_\_
- Install a cap to manually test the fuel level.
- Supply an atmospheric vent cap to meet regulations.
- Connect and modify to existing fuel delivery system for complete/functional installation comparable with Petrovend software that communicates with Phoenix fuel system.
- All waste/debris will be removed from the site and disposed of properly by the completion of the job.
- All work should be Monday thru Friday between 7 am and 3 pm unless prior approval from DPW Director.

- All equipment shall have a minimum one (1) year manufacturer's warranty. Workmanship shall be covered by a one (1) year warranty for all installation work.

This project time will be for ninety (90) calendar days.

Any work that may be reasonably inferred from the specifications or drawings as being required to produce the intended result shall be supplied whether or not it is specifically called for. Work, materials or equipment described herein which so applied to this project are covered by a well-known technical meaning or specification shall be deemed to be governed by such recognized standards unless specifically excluded.

If the contractor **has not** done business with the Parish, the contractor should submit a **W-9** with their response.

## **2.2 Period of Agreement**

The term of any contract resulting from this solicitation shall begin on the date of the Parish President's signature or approval in writing by the Parish President or designee. The contract shall terminate pursuant to the terms and conditions of section 5.30 herein, the terms and conditions of the contract, operation of law, as agreed between the parties, or upon satisfactory completion of all services and obligations described in the contract.

## **2.3 Price Schedule**

Prices quoted by the Respondent shall be firm for the term of the contract.

## **2.4 Deliverables**

The deliverables listed in this section are the minimum desired from the successful Respondent. Every Respondent should describe what deliverables will be provided per their quote and how the proposed deliverables will be provided.

## **2.5 Licensing Required**

If the estimated cost of the work is \$50k or more a Contractor licensed by the State to do the type of work indicated in Section 2.1 may submit a quote. The Respondent's signature on the quote certifies that he holds an active license under the provisions of Chapter 24 of the Louisiana Revised Statutes, Title 37. Failure to be properly licensed constitutes authority for the Parish to reject the quote. The Parish reserves the right to require a Contractor licensed for less than \$50k depending on the requirements set forth in Section 2.1 and shall provide within 10 days after being notified of an Award.

Attachment A - Revised 10/19/2023

Quote Pricing Sheet

Installation of Fuel Tanks and Removal of the Existing Fuel Tanks at Department of Public Works Facilities

Quote# 23-41-1

Contractor agrees to abide by all St. Tammany Parish Government (Parish) General Conditions (furnished upon request), and acknowledges receipt of and has reviewed a copy of the Parish's Insurance Requirements (as attached) and agrees to maintain such insurance coverage(s) throughout the duration of the project, as well as for any subsequent warranty periods. If awarded the project, Contractor agrees that no work is to commence under any circumstance until the Contractor is provided a notice to proceed by the Parish.

Contractor must acknowledge all addenda. Enter the number the Parish has assigned to each of the addenda that the Contractor is acknowledging.

The Contractor acknowledges receipt of the following: ADDENDA: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Total quote amount (Dollars): \$** \_\_\_\_\_

**Total quote amount (Written):** \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Printed Name: \_\_\_\_\_

# LOUISIANA UNIFORM PUBLIC WORK BID FORM UNIT PRICE FORM

Attachment A - Revised 10/19/2023

TO:

St. Tammany Parish Government  
 21454 Koop Drive, Suite 2F  
 Mandeville, LA. 70471  
(OWNER TO PROVIDE NAME AND ADDRESS OF OWNER)

BID FOR:

Installation of Fuel Tanks and Removal of the  
 Existing Fuel Tanks at Department of Public  
 Works Facilities - Quote # 23-41-1  
(OWNER TO PROVIDE PROJECT NAME & OTHER IDENTIFYING INFO)

**UNIT PRICES: This form shall be used for any & all work required by the Bidding Documents & described as unit prices. Amounts shall be stated in figures & only in figures.**

<b>Description:</b>	<input checked="" type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT # 5000 gallon Fuel Tanks			
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>
1	4	EA		
<b>Description:</b>	<input checked="" type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT # Pump & Meter			
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>
2	4	EA		
<b>Description:</b>	<input checked="" type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT # Concrete Slab			
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>
3	1	LS		
<b>Description:</b>	<input checked="" type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT # Bollards			
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>
4	1	LS		

**Wording for "description" is to be provided by the Owner. All Quantities Estimated. The Contractor will be paid based upon actual quantities as verified by the Owner.**

**Attachment A - Revised 10/19/2023**

**UNIT PRICES:** This form shall be used for any & all work required by the Bidding Documents & described as unit prices. Amounts shall be stated in figures & only in figures.

<b>Description:</b> <input checked="" type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT # Freight				
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>
5	1	LS		
<b>Description:</b> <input type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT #				
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>
<b>Description:</b> <input type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT #				
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>
<b>Description:</b> <input type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT #				
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>
<b>Description:</b> <input type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT #				
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>
<b>Description:</b> <input type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT #				
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>
<b>Description:</b> <input type="checkbox"/> BASE BID OR <input type="checkbox"/> ALT #				
<b>REF NO.:</b>	<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>UNIT PRICE EXTENSION (Quantity times unit price)</b>

Version 2017 Q2

**Wording for "description" is to be provided by the Owner. All Quantities Estimated. The Contractor will be paid based upon actual quantities as verified by the Owner.**