



Invitation for Bids (IFB) 2024-04

Waste Disposal Services

All Bids Must Be Submitted To:

Port of Port Arthur Navigation District

Attn: Larry Kelley

221 Houston Avenue

Port Arthur, Texas 77640

Attention: IFB 2024-04 Waste Disposal Services

All Bids must be received:

03/18/2024 2:00 PM

Bids received after the bid date and time will not be considered.

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1. IFB Overview

1.1. Purpose of IFB

It is the intent of this specification to describe services needed by the Port of Port Arthur (the Port) from Waste Disposal providers at the Port's various sites in Port Arthur, Texas. The General Specifications set out the requirements for Waste Disposal services required and the information that must be submitted with the bid.

1.2. Port of Port Arthur Background

The Port is a multi-berth operating public Port on the Sabine Neches Waterway with annual operating revenues of approximately \$16 million supplemented with property tax revenue and currently manages 15 Federal and State grant funded projects. These projects are a component of the five-year capital program comprised of 27 projects in total, valued at approximately \$188 million.

The port also owns certain tracts of real estate that are leased. Background information about the port is available on the website, <https://portpa.com/>.

1.3. Procurement Schedule

Event	Date
IFB Issued	02/28/24
Mandatory Pre Bid Conference	03/07/24, 2:00 PM
Deadline for submissions	03/18/24, 2:00 PM

** The schedule may be adjusted, as necessary at the discretion of the Port.*

1.4. IFB Coordinator

All communications concerning this IFB must be submitted via email to Rebecca Underhill, Director of Accounting at bids@portpa.com. Bidder's contact with anyone else in the Port is expressly forbidden and may result in disqualification of the Bid. Further, any oral communications will be considered unofficial and non-binding on the Port. Bidders should rely only on written statements issued by the IFB coordinator.

1.5. Mandatory Pre Bid Conference

The Port will conduct a **mandatory** pre-bid conference:

Thursday, March 7, 2024
2:00 PM – Sign in will start at 1:30 PM
Port Executive Office
221 Houston Avenue
Port Arthur, Texas 77640

1.6. IFB Amendment and Cancellation

The Port reserves the unilateral right to amend this IFB in writing at any time. The Port also reserves the right to cancel or reissue the IFB at its sole discretion. If an amendment is issued, notification shall be posted on the Port's website at: <https://portpa.com/>

1.7. Bid Submittal

- Bids are to be received by the Port no later than the date and time indicated in schedule. A Bidder's **failure to submit a bid as required before the deadline will cause the bid to be disqualified.**
- Bidders must submit three (3) bound copies and 1 .pdf copy on a flash drive.
- An authorized representative of the Bidder must sign the bid form.
- A bid bond in the amount of 5% of the total bid.
- All required certifications signed by an authorized representative.
- Any portion of the bid that is considered proprietary information must be clearly marked "confidential." Vague and general claims as to confidentiality will be considered public information.
- **Facsimile and e-mail transmittals cannot be accepted.**

The bid package should be clearly labeled with the following:

- Bid for IFB 2024-04 Waste Disposal Services
- Bid Due Date and Time
- Bidder Name
- Bidder Address
- Bidder Phone Number

There is no expressed or implied obligation of the Port of Port Arthur to reimburse responding Bidders for any expenses incurred in preparing Bids in response to the IFB and the Port of Port Arthur will not reimburse responding Bidders for such expenses.

All Bids must be received in the offices of the Port of Port Arthur, 221 Houston Avenue, Port Arthur, Texas 77640, no later than 2:00 PM Central Time, March 18, 2024. The Port of Port Arthur is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/stamp in the offices of the Port of Port Arthur shall be the official time of receipt. **Late submissions cannot be considered and will be returned unopened.**

2. Contractor Requirements

2.1. General Information

The pricing / billing rate portion on the bid is to be submitted on the enclosed **Bid Form For Waste Disposal Services**. The pricing will be inclusive: the contractor will absorb any and all costs associated with complying, on an on-going basis, with the General Specifications set out in this package. The Port will not pay additional charges (i.e. demurrage, taxes, other fees, etc.).

2.2. Bonds

If the final contract exceeds Twenty-Five Thousand Dollars (\$25,000.00), Performance and Payment Bonds shall be furnished on prescribed forms in the amount of one hundred percent (100%) of the Contract price with corporate surety duly authorized to do business in the State of Texas. Attorneys-in-fact who sign Bonds must file with each Bond a certified and effective dated copy of their Power of Attorney.

2.3. Scope of Work

The Port requires a minimum of 4 – 40 Cubic Yard (CY) containers on site at all times at 100 W. Lakeshore Drive. These containers are to be emptied on an as needed basis. Response is required within 24 hours of notification.

The Port requires additional 40 CY containers at other sites, as needed.

On occasion, the Port may have the need for 1) smaller, 30 CY, containers at various sites, and 2) the removal of specialty type waste, specifically tires.

2.3 Invoicing

Invoicing for services provided to the Port shall be submitted on a monthly basis. Invoices shall be sent to:

Port of Port Arthur, Accounts Payable at ap@portpa.com

The Port will pay invoices within 30 days of receipt.

2.4 Insurance

The contractor shall maintain, at its sole cost and expense for the duration of the contract, insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work hereunder by contractor, its agents, representatives or employees.

The following is a list of standard insurance policies along with their respective minimum coverage amounts required during the entire course of the contract.

1. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, and bodily injury with limits no less than **\$1,000,000** per occurrence, **\$2,000,000** aggregate. The Port of Port Arthur must be named as an “Additional Insured” to this coverage and be shown on the certificate of insurance.
2. Automobile Liability: Commercial auto insurance with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
3. Workers’ Compensation: Insurance as required by the State of Texas with Statutory Limits. Employers’ Liability insurance with a limit of no less than **\$1,000,000** per accident for bodily injury or disease.

All policies are required to be on a per occurrence policy limit.

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A:VII if admitted in the State of Texas.

The Port will be named as additional insured to all liability policies to the extent allowed by law. The Port requires that a waiver of subrogation be provided on all policies to the extent allowed by law.

The contractor shall provide copies of insurance certificates required hereunder to the Port on or before the effective date of the agreements.

Submit a copy of your insurance certificate showing the above coverage to:

Port of Port Arthur ap@portpa.com

2.5 References

Submit a minimum of three (3) references where your organization has provided similar services for similar clients.

2.6 Sales Tax

The Port is exempt from Sales Tax. No sales tax shall be included on the prices bid.

2.7 Diversity in Contracting

Bidder agrees to use its best efforts to implement the Port's Diversity in Contracting Program in connection with this contract. The Port's Policy Directive on Diversity in Contracting has been provided to the Bidder as a part of these specifications and can also be found on the Port's website at

<https://www.portpa.com>.

2.8 Contract Duration

The Contract Period shall be for one (1) year period beginning from the date of acceptance by the Board of Commissioners. The Port retains the option to extend to the bidder awarded this bid, an extension at the end of the above period, upon agreement with the bidder and the Port. Said optional extension and renewal of contract for up to four years, one year at a time will be subject to the annual contract renewal price established on the bid form.

3. Bid Format and Content

Bids should include the following:

- Completed and Signed Bid Form (2.1)
- Bid Bond (1.7)
- References (2.9)
- Questionnaire Form CIQ
- Required Certifications (Exhibit E)

Failure to follow the specified format, to label the responses correctly, or to address all the subsections may result in the rejection of the bid.

4. General Terms and Conditions

Gratuities

No person will offer, give, or agree to give, any Port employee or its representatives any gratuity, discount, or offer of employment in connection with the award of contract by the Port.

Nondiscrimination

No person will be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Port’s contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by law; nor will they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the Port or in the employment practices of the Port’s contractors. Accordingly, all entities entering into contracts with the Port will, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Bid Preparation Costs

The contractor is responsible for any and all costs associated with the preparation, submittal, and presentation of any bid.

Bid Errors

Bidders are liable for all errors or omissions contained in the bid as submitted. No changes or alterations will be allowed after the deadline for submitting the bid. The Port, at its discretion, has the right to accept or reject a bid in part or whole due to errors and/or omissions of the response.

Conflict of Interest

The Texas Local Government Code chapter 176 requires that any vendor or person who enters into or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person’s employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with the local government entity. Questionnaire Form CIQ is included in the IFB and must be submitted with the response.

At the time the vendor submits the signed contract, the vendor must complete a “Disclosure of Interested Parties”, Form 1295 online with the Texas Ethics Commission at www.ethics.state.tx.us/file. An example of the form is attached as Exhibit B. DO NOT SEND THE FORM TO THE PORT. The form must be completed online with the Texas Ethics Commission.

Attachments –

- Exhibit A - Pricing Form
- Exhibit B - Form CIQ
- Exhibit C - Form 1295
- Exhibit D - Port of Port Arthur Diversity in Contracting Policy
- Exhibit E - Required Certifications