

March 8, 2012

[Name of Contact Person]

[Company's name]

[Company's Address]

**Re: Bid Number 241
Equipment Rental**

Dear Sir/Madam:

West Jefferson Levee District is soliciting bids for an equipment rental contract for daily operations as well as during a state of emergency when normal business is or has been interrupted. These events can include hurricanes, levee breaks, floods, tornados, or any man-made disaster such as an act of terrorism or any other type of emergency or disaster, and may occur at anytime. This is a non-exclusive contract. The contract will be valid for a period of one (1) year beginning July 1, 2012 through June 30, 2013. It is understood that this contract shall be utilized on an as-needed basis, as well as to emergency response.

A pre-bid conference will be held on Thursday, March 15, 2012 at 9:00 AM at West Jefferson Levee District, 7001 River Road, Marrero, LA 70072.

Bids will be opened on Monday, April 9, 2012 at 9:00 AM. Bids must be received in our office at the above address before 9:00 AM on Monday, April 9, 2012. All bids must be sealed and marked "Bid Number 241."

Contract(s) will be awarded to the lowest responsible bidder, on an item by item basis.

It is our intention that the proposed bidders will provide labor, operators, equipment and any other support needed to assist with operations. It is imperative that all bidders ensure that they can be totally self-sufficient and provide for its employees during these events including but not limited to supplying their own food, water, shelter, shower and restroom facilities, transportation in and out of town, fuel, supplies, and any other items to completely be self-reliant.

Such preparations shall take into consideration that local stores, restaurants, fueling depots, hospitals and other businesses may not be operable, and utilities may not be available.

West Jefferson Levee District will contact the contractor within 24 hours of landfall of a hurricane/tropical storm to provide instructions (as necessary). In the event that the district is unable to contact the contractor, it shall be the responsibility of the contractor to contact appropriate levee district personnel for instructions at the address above or either by phone at (504)-340-0318, or in person within 24 hours after the eye of the storm has reached landfall.

The contractor shall provide contact information for two (2) employees who will be available at all times and have authority to authorize work.

The contractor must be prepared to activate personnel and equipment within 24 hours of initial district contact.

The district reserves the right to retain the services of other companies, if necessary. The parties intend the district to procure other services from contractors when to do so would result in services being obtained in a more prompt and economic manner due to the emergency nature of the work. The district is not restricted from utilizing its own personnel and equipment or the personnel or equipment of other government entities or of any other entities or contractors when the services performed by these entities can be performed with greater speed or less cost to the district.

The bid items shall be for the equipment and supplies that may be needed.

Each bidder is to provide a detailed inventory of equipment they are proposing, showing the equipment, type, number of pieces available, manufacturer, size, capacity, and any other features that will be necessary to evaluate the proposals. The district may ask for additional information prior to bid award.

It is expected that the equipment provided by the successful bidder will be in good working order and ready to perform its intended function. Failure to provide such equipment or excessive down time of equipment may result in termination of this contract.

All equipment supplied by the contractor shall comply with all federal state and local codes and safety standards.

Bidder is to fill out the attachments as well as to provide a statement as to the qualifications and size of staff to properly execute this work using the proposed resources. Bidder can bid on any specific line item but preference would be given to those who provide a response to all items. The district may ask for additional information prior to bid award.

Supervision, mobilization and demobilization shall be included in the pricing of this bid and shall be included in the hourly cost.

Supervision shall be provided for the duration of the project. Each supervisor shall supervise no more than ten (10) pieces of equipment with operators at any given time. If more than ten (10) pieces of equipment (operator occupied) are needed, then additional supervision will be required. The successful contractor may subsidize its bid by the use of subcontractors; however, contractor must have the minimum quantities in its fleet and equipment available for initial callout by the district.

Supervisors will be required to perform the following:

- A. Contractor must provide the district with emergency contact persons and phone numbers in charge of work under this contract. Two (2) names at minimum and phone numbers are to be provided.
- B. Provide the district with a certificate of insurance for the following coverage
 - a. General liability: Limit of coverage - \$1,000,000
 - b. Worker comp: Limit of coverage - \$1,000,000
- C. Prepare and review daily work logs showing activity of each piece of equipment, personnel, and location.
- D. Assign operators and equipment to specific tasks.
- E. Meet daily with district personnel to discuss scope of work, progress, problems, solutions, and any other pertinent information.
- F. Provide the self sufficient resources to operators.
- G. Any other related duties that may be required during the event.

Upon completion of the event, and at no additional cost to the district, the contractor shall provide detailed written documentation showing equipment and operator man hours, sites/locations worked or handled an incident report, and total bill which shall include photos of specific tasks during various stages of work.

Care shall be taken by the supervisors, operators, and other employees of the company to maintain the soundness of the utilities, infrastructure and provisions of undamaged trees, streets, gutters, curbs, catch basins, fire hydrants, lift stations, utility poles, street lighting, street signage, and other related items. Neglectful damage will be repaired or replaced by the contractor at no cost to the West Jefferson Levee District.

Should you require additional information, please contact Janis Rogers at (504) 371-6845.

Yours truly,

Giuseppe R. Miserendino
Regional Director

GRM/jmr

Attachment

ATTACHMENT A:

NOTE: Supervision, mobilization and demobilization shall be included in the pricing of this bid and shall be included in the hourly cost.

<u>ITEM NUMBER</u>	<u>QTY</u>	<u>U/M</u>	<u>DESCRIPTION OF ARTICLES</u>	<u>UNIT PRICE QUOTED</u>
1	1	HR	10 YARD DUMP TRUCK WITH OPERATOR/DRIVER	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
2	1	HR	24 YARD DUMP TRAILER WITH TRUCK/OPERATOR/DRIVER	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
2A	1	HR	18 YARD TRIAXLE TRUCK (INCL. TRUCK/OPERATOR/DRIVER)	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
3	1	HR	0007 LOWBOY TRAILER WITH TRUCK/OPERATOR/DRIVER	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
4	1	HR	0010 TANKER FUEL/WATER WITH OPERATOR/DRIVER	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
5	1	HR	0025 FRONT END LOADER WITH OPERATOR	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
6	1	HR	0028 BACKHOE (RUBBER TIRE) WITH OPERATOR	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	

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<u>ITEM NUMBER</u>	<u>QTY</u>	<u>U/M</u>	<u>DESCRIPTION OF ARTICLES</u>	<u>UNIT PRICE QUOTED</u>
7	1	HR	0031 TRACK EXCAVATOR WITH REGULAR REACH & OPERATOR	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
8	1	HR	0034 TRACK EXCAVATOR WITH LONG REACH AND OPERATOR	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
9	1	HR	0037 MARSH ACCESSIBLE TYPE EXCAVATOR WITH OPERATOR	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
10	1	HR	0040 DOZERS -SMALL WITH OPERATOR	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
11	1	HR	0043 DOZERS - LARGE WITH OPERATOR	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
12	1	HR	0049 BOBCATS (T-300 ONLY) WITH OPERATOR	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
13	1	HR	0052 TRUCK CRANES WITH OPERATOR	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	

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<u>ITEM NUMBER</u>	<u>QTY</u>	<u>U/M</u>	<u>DESCRIPTION OF ARTICLES</u>	<u>UNIT PRICE QUOTED</u>
14	1	HR	0055 CRAWLER CRANES WITH OPERATOR	\$
			STAND BY PAY	\$
			NUMBER OF UNITS AVAILABLE _____	
			NUMBER OF OPERATORS AVAILABLE _____	
15	1	DAY	0058 PORTABLE LIGHT SETS	\$
			(24 HOUR PERIOD)	
			NUMBER OF UNITS AVAILABLE _____	