



P.O. BOX 6097
HOUMA, LOUISIANA 70361
868-5050



P.O. BOX 2768
HOUMA, LOUISIANA 70361
868-3000

TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

INVITATIONS TO BIDDERS

Sealed bids will be received on **Monday, October 21, 2013** by the Terrebonne Parish Consolidated Government Purchasing Division, at the City of Houma Service Complex, 301 Plant Road, in Houma Louisiana until 2:00 P.M. At 2:00 P.M. as shown on the Purchasing Division Conference Room Clock, all bids will be publicly opened and read aloud for the sale of item/items listed, in the Conference Room at the City of Houma Service Complex at 301 Plant Road. Subsequent to the opening, the bid/bids will be evaluated by the appropriate party/parties and will be presented to the Terrebonne Levee & Conservation District Board of Commissioners for awarding, rejecting, or holding for further advisement and/or evaluation.

Bid documents will be posted on <http://www.centralbidding.com>. To view these, download, and receive bid notices by e-mail, you will have to register with Central Auction House (CAH). Vendors/Contractors will have the option to submit their bids & bid bonds electronically or by paper copy. For information about the electronic submittal process, contact Ted Fleming with Central Auction House at 1-866-570-9620.

Bids received prior to the time of the scheduled bid opening will be securely kept unopened. No bid received after the scheduled time for opening will be considered. Failure of the U. S. Mail or of any express carrier or delivery service to deliver bids timely shall not be considered due cause for the scheduled time of the bid opening to be extended.

Surplus Sale of One (1) 1998 Dodge Ram 1500 4x4 ST Pickup Truck

Specifications and proposal forms are on file at the City of Houma Service Complex, Purchasing Division, 301 Plant Road, in Houma, Louisiana, and may be obtained by prospective bidders at no cost. Bid Forms cannot be picked up after 2:00 P.M. on **Friday, October 18, 2013**. Please contact Jayne Chapman, Property Clerk at (985) 873-6765 to receive a copy of this bid, for any clarifications or information with regard to the Bid documents or to schedule an appointment to view the surplus item.

The HIGHEST qualified bid will be the one determined to offer the best advantage to the Terrebonne Levee & Conservation District. The Terrebonne Levee & Conservation District reserves the right to reject all bids for any reason in the best interest of the Terrebonne Levee & Conservation District.

The envelope shall be marked with the Bid title, Bid number and the name, address of the Bidder.

/s/ Reggie Dupre, Jr.

Reggie Dupre, Jr., Executive Director
Terrebonne Levee & Conservation District

Advertise on: October 7, 2013
To Courier: October 2, 2013

REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS FOR THE

Surplus Sale of One (1) 1998 Dodge Ram 1500 4x4 ST Pickup Truck

GENERAL: The BIDDER (S) awarded agrees to purchase the surplus described herein. The sale of subject surplus equipment shall be "as is" with no warranties whatsoever as to the quality, condition or fitness for its intended use. The purchaser shall be obligated to make a thorough inspection of the surplus prior to bidding to satisfy himself of the condition and fitness of the subject surplus. No sale will be invalid due to defects discovered in the item after the sale. Terrebonne Levee & Conservation District assumes no responsibility once the items are sold. Bidders may inspect the equipment. **For an appointment to view surplus item/items, please contact Jayme Chapman in the Purchasing Department @ (985) 873-6765. Viewing hours are: 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:00 p.m. Monday through Friday, excluding legal holidays.**

BID OPENING: Bidders may attend the bid opening but no information or opinions concerning the ultimate bid award will be given at the opening or during the evaluation process. Actual bid documents will not be available until after the award of the bid. However, bid tabulations may be examined or copied 72 hours after a request is made. Anyone who makes such a request must fill out a Request for Public Record Form. Information pertaining to complete files may be secured by making an appointment during normal working hours with the TPCG Purchasing Division.

PROPOSAL FORM: Proposals shall be made on the blank forms furnished (Official Bid Forms Sections "A") with this package. No bidder may withdraw their proposal for forty-five (45) calendar days after the time scheduled from the opening of bids. Amounts shall be in words and figures, and in case of discrepancy, words shall govern. All Signatures shall be in longhand, executed by principal or officer authorized to make contracts. Bidder's legal name and address shall be fully stated.

Bids by individuals shall be signed by the person making such bid or by an authorized representative of said individual.

Prior to award and as a condition of award, the successful bidder authorizing a representative to sign the bid must be prepared to submit within ten (10) days after bid opening, a power-of-attorney evidencing authority to sign the proposal in the name of the person for whom it is signed

Bidders who are corporations, partnerships, or other legal entities including limited liability operation, are required to comply with LA R.S. 38:2212 (O) as follows:

1. The signature on the bid is that of any corporate / entity officer / member 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.
2. 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 with certification as to the corporate principal, or other documents indicating authority which are acceptable to the public entity.
3. The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State or the Clerk of Court of the Parish in which the public entity is located, an affidavit, resolution, or other acknowledgment or authentic document indicating the names of all parties authorized to submit bids for public contract. Such document on file with the Secretary of State or the Clerk of Court shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the respective offices.

Failure to include a copy of the appropriate signature authorization, if required, shall result in rejection of the bid as non-responsive.

PREPARATION AND SUBMISSION OF BIDS: Bids shall be submitted at the time and place indicated in the Invitation to Bidders and shall be enclosed in an opaque sealed envelope. **The envelope shall be marked with the Bid title, Bid number and the name and address of the Bidder as set forth in the Invitation to Bidders.** If the Bid is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation **"SEALED BID ENVELOPE ENCLOSED"** on the face of it. BIDS MUST BE MAILED TO: TERREBONNE PARISH CONSOLIDATED GOVERNMENT P.O. BOX 2768, HOUMA LA 70361 ATTN: Property Clerk OR DELIVERED TO TERREBONNE PARISH CONSOLIDATED GOVERNMENT, 301 PLANT ROAD, HOUMA LA 70363.

INTERPRETATIONS AND ADDENDA: All questions about the meaning or intent of the Requirements and Bidding Documents are to be directed to Jayme Chapman, Property Clerk, 985-873-6765. Interpretations, clarifications, or modifications considered necessary by Jayme Chapman, Property Clerk in response to such questions will be issued by Addenda as set forth below.

Bidders shall promptly notify Jayme Chapman, Property Clerk in writing of any ambiguity, inconsistency, or error that they may discover upon examination of the Bid Documents. Bidders requiring clarification or interpretation of any of the Bid Documents shall make a written request to Jayme Chapman, Property Clerk at Terrebonne Parish Consolidated Government, Purchasing Division at P.O. Box 2768, Houma, LA 70361.

All requests pertaining to questions about the meaning or intent of the Bid Documents received less than seven days prior to the date for opening of Bids may not be answered unless, in the opinion of Jayme Chapman, Property Clerk the ambiguity in the Bid Documents is so significant that it may necessitate postponement of the Bid date and issuance of an addendum to respond to the Bidder's request.

Any interpretation, clarification, correction, or modification to the Bidding Documents shall be only by a written addendum. Interpretations, clarifications, corrections or modifications made by any other manner shall not be binding and shall not be relied upon by Bidders. Addenda shall be transmitted in accordance with Louisiana Bid Law and, as provided by law, may be used to extend the time for the opening of bids.

Addenda may also be issued to modify the Bidding Documents as deemed advisable by OWNER.

Prior to submittals of his bid, each Bidder shall ascertain that he has received all addenda issued. The Bidder shall acknowledge receipt of each Addendum by completing the acknowledgement space provided on the Bid Form. Failure by a Bidder to acknowledge receipt of each individual addendum shall render that Bidder's Bid proposal as non-responsive.

BID SURETY: No bid Surety Required

TIME FOR RECEIVING BIDS: Sealed bids shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, or such bid shall be sent by registered or certified mail with a return receipt requested. Bids may also be delivered by a package or express delivery service or carrier, however, if this form of delivery is utilized, the form of delivery receipt utilized by said carrier or service shall be considered as sufficient written receipt received by the bidder.

All bids must reach the Terrebonne Parish Consolidated Government's Purchasing Division at 301 Plant Road, Houma, LA by 2:00 P.M. At 2:00 P.M., as shown on the Purchasing Division Conference Room Clock, all bids will be publicly opened and read aloud for the sale of item/items listed, in the Conference Room at the City of Houma Service Complex at 301 Plant Road. Bids received prior to the time of opening will be securely kept, unopened. No bids received after the scheduled time for opening will be considered.

Bidders are cautioned to allow ample time for transmittal of bids by mail or otherwise, Bidders are urged to secure information relative to the probable time of arrival and distribution of mail at the place where bids are to be opened. Failure of the U.S. Mail or of any express carrier or delivery service to deliver the bids timely shall not be considered due cause for the scheduled time of the bid opening to be extended.

ACCEPTANCE OF BIDS: The OWNER will make the final decision regarding award of the bid within forty-five (45) days after the opening of bids. Owner reserves the right to reject all bids for any reason. In the event that a bid is awarded, a formal written notice of award of the bid will be given to the highest responsible bidder who bid according to the instructions and requirements to bidders. The bidder(s) to whom the bid is awarded shall, **within ten (10) days from the date of the notice of such award, execute a "Bill of Sale" with the Terrebonne Levee & Conservation District.**

In the event that said bidder fails or refuses to execute a "Bill of Sale" with the Terrebonne Levee & Conservation District, within the said period of ten (10) days from the date of the notice of award of the bid, Owner shall have the right to disqualify said bidder and award the bid to the next highest bidder who bid according to the instructions to bidders and specifications.

REMOVAL OF EQUIPMENT: Terrebonne Parish Consolidated Government desires removal of surplus as soon as possible. It is imperative that the surplus be removed within TEN (10) working days after the bid is awarded. If removal cannot be made within the time specified, bidder must notify the Terrebonne Parish Consolidated Government of such delay in writing explaining the reason(s) for said delay. Failure to remove the surplus within the specified time will result in the Terrebonne Parish Consolidated Government assessing its Storage Fees Clause. **Property may be removed between the hours of 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:00 p.m. Monday through Friday, excluding legal holidays.**

STORAGE FEES CLAUSE: For each calendar day beyond the specified removal date, including any approved extension thereof, that the surplus has not been removed, the **Bidder shall be liable for storage costs, in the amount of ten dollars (\$10.00) per calendar day, added to the bid price, as storage fees. Storage fees will be strictly enforced. Bidders failing to pay and/or pick up items by the date provided in the award letter will be disqualified from bidding on future surplus sales.**

The failure on the part of the Bidder to remove the surplus within the specified time, without any further notice or formal placing in default of the Bidder by the Owner, shall constitute Legal default of the Bid on the part of the Bidder and shall, in and of itself, automatically commence the accumulation of storage fees in favor of the Owner for which the Bidder shall be held liable. It is the intention of the parties hereto to specifically provide that formal placing in Legal default of the Bidder by the Owner is unnecessary, and occurs by the mere expiration of the term provided by this Bid for removal of the surplus.

The storage fees provided for herein are intended to compensate the Owner for all financial losses and the additional administrative burden caused by the failure of the Bidder to remove the surplus in the specified time. Storage fees shall be due without regard to whether or not Owner actually suffers any financial loss or incurs additional administrative burdens, but, on the contrary, shall be due solely as a result of the failure of the Bidder to remove the surplus in the time specified.

CODE OF ETHICS

(to be returned with official bid forms)

La. R.S.42:1112 et seq. Prohibits “public servants” (parish Employees or Levee & Conservation District employees) from entering into contracts and other transactions that are under the jurisdictions of the agency of that “public servant”. Therefore, the following people are prohibited from bidding on surplus it

All council/board members; The Parish President; All employees of the Purchasing Division and Terrebonne Levee & Conservation District; All employees of the department/agency from which the surplus items came, including all supervisors and department heads; Employees and staff of the Parish President and Administration; the children, spouses of children, brothers, sisters, parents, spouse, and the parents of the spouse, of the above listed persons; and any corporation, partnership, or other legal entity in which a person described above has a controlling interest.

Code of Ethics Form

THE FOLLOWING QUESTIONS MUST BE SUBMITTED WITH YOUR BID DOCUMENTS.

1. ARE YOU A PARISH EMPLOYEE: YES ___ or NO___
2. IF YES, WHAT DEPARTMENT DO YOU WORK IN? _____
3. DO YOU HAVE ANY FAMILY MEMBERS THAT WORK FOR THE PARISH OR LEVEE & CONSERVATION DISTRICT:
YES ___ or NO___
4. IF YES, WHAT PARISH DEPARTMENT DO THEY WORK IN _____, AND WHAT IS YOUR RELATIONSHIP TO THIS PARISH EMPLOYEE OR LEVEE & CONSERVATION DISTRICT EMPLOYEE _____.

**OFFICIAL BID FORM
SECTION "A"**

TO: Terrebonne Levee & Conservation District
Through Terrebonne Parish Purchasing Division
Post Office Box 2768
Houma, LA 70361

FROM: _____

Phone: _____

SURPLUS SALE OF ONE (1) 1998 DODGE RAM 1500 4X4 ST PICKUP TRUCK

The undersigned hereby declares and stipulates that his bid is made in good faith without collusion or in connection with any person or persons bidding for the same item(s) and that it is made in pursuance of and subject to all terms and conditions of the bid documents, Requirements and Instructions for Bidders.

If written notice of the acceptance of this bid or any item therein is mailed, telegraphed, or delivered to the undersigned within forty-five (45) days after the date of the opening of the bids, the undersigned agrees that he will execute a "Bill of Sale" with the within ten (10) days from the date of the notice of such award.

The parties acknowledge that this sale is made "AS IS" which is acknowledged by the Purchaser. Vendor does not warrant that the above described property is free from environmental, redhibitory or latent defects or vices, or vices under Louisiana Civil Code Article 2520 through Article 2548. Purchaser waives the warranty of fitness for intended purpose and guarantees against hidden or latent redhibitory vices under Louisiana Civil Code Article 2520 through Article 2548, and that warranty imposed by Louisiana Civil Code Article 2475 (except as to the interruption of peaceable possession as a result of acts of Vendor), and does waive all rights of redhibition pursuant to Louisiana Civil Code Article 2520, et seq. as now existing or as hereafter amended.

Further, Purchaser agrees to save and hold harmless the Terrebonne Levee & Conservation District and Terrebonne Parish Consolidated Government and , all parish departments, agencies, boards, and commissions, its officers, agents, servants, employees, and agents, including volunteers, from and against any and all claims, demands, expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, which may occur or in any way grow out of the purchase of *Surplus Sale of One (1) 1998 Dodge Ram 1500 4x4 ST Pickup Truck*

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the equipment and hereby proposes to purchase said items, all in strict accordance with the Bidding Documents prepared by: Jayne Chapman, Property Clerk and dated October 1, 2013

Item	Description	Location	Minimum Bid Amount	Condition	Bid Amount
1	1998 Dodge Ram 1500 ST	301 Plant Road, Houma, LA 70356	\$3,995.00	FAIR	
	Mileage: 143,521 Color: White VIN: 1B7HF16Y9WS670809				

OFFICIAL BID FORM
SECTION "A"
(Continued)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following Addenda: *(Enter the number assigned to each of the addenda that the Bidder is acknowledging):*

NAME OF BIDDER: _____ **(print name of bidder)**

ADDRESS OF BIDDER: _____ **(complete mailing address)**

NAME OF AUTHORIZED SIGNATORY BIDDER _____ **(print)**

TITLE OF AUTHORIZED SIGNATORY BIDDER _____ **(if applicable)**

SIGNATURE OF AUTHORIZED SIGNATORY BIDDER ** _____ **(all bidders sign here)**

DATE: _____

**Bidders are required to comply with LA R.S. 38:2212(O) as may be amended (further described in the Instructions to Bidders). Failure to include copy of the appropriate signature authorization, if required, shall result in the rejection of the bid as non-responsive.

CORPORATE RESOLUTION

BE IT RESOLVED, by the Board of Directors of _____

_____ in a meeting duly assembled

that _____

Name

Title

of the Corporation, be, and he/she is hereby authorized, empowered and directed for and on behalf of the Corporation to negotiate for and sign any and all bid proposals and/or contracts which this Corporation might enter for the furnishing of services for the Corporation under such terms, conditions and stipulates, and for such consideration as he/she might deem to the best interest of the Corporation.

I, _____ (Name)

Secretary of _____

do hereby certify that the above and foregoing is a true and correct copy of resolution unanimously adopted at a meeting of the Board of Directors of said Corporation held on the _____ day of

_____, _____ at which

meeting all members of the Board of Directors were present and voted thereon and that said Resolution has been spread upon the minute books of the Corporation, and same is in full force and effect.

WITNESS MY SIGNATURE THIS _____ day of

_____, _____, at _____

Month

Year

Address

Secretary

Name Printed or Typed

Bidder's Check List

SURPLUS SALE OF ONE (1) 1998 DODGE RAM 1500 4X4 ST PICKUP TRUCK

This checklist is for your guidance only and does not necessarily constitute each and every requirement of this bid. Please read the entire bid thoroughly to ensure that your submission is complete.

Please check the box if you have completed the following:

1. Bid documents are enclosed in a sealed envelope bearing the

- full bid name on the outside of the envelope
- bidder's name
- bidder's address

2. Official Bid Forms Sections "A"

- completely filled out
- acknowledging receipt of each addendum (if applicable)
- signed and dated

ATTACHMENTS

1. Corporate Resolution (if applicable)

**Bidders are required to comply with LA R.S. 38:2212(O) as may be amended (further described in the Instructions to Bidders). Failure to include copy of the appropriate signature authorization, if required, shall result in the rejection of the bid as non-responsive.

2. Code of Ethics

