

December

2020



Request for Proposal

To Provide Stevedoring Services at BT1
Submittal Deadline: December 29, 2020

Lake Charles Harbor & Terminal District
Lake Charles, Louisiana

1. Introduction

The Port of Lake Charles (Port) is soliciting for qualifications/proposals from stevedores capable of providing stevedoring services for the loading and unloading of all bulk cargo from ships and barges at its Bulk Terminal No. 1(BT1) facility. See 2021 anticipated bulk cargo handled at BT1 below.

Calcine Coke	90,000
Green Coke	1,400,000
Barite	200,000
Rutile	180,000

This RFP will provide the criteria to successfully select a stevedore based on best value to the Port, including various criteria such as experience, qualification of staff, cost, schedule, and past performance.

2. Scope of Services

- Stevedore to provide, only as it relates to bulk cargo, the labor services and supervision required to discharge and load bulk cargoes from ships and barges at the Port's BT 1 facility. Further, stevedore will provide and be responsible for all Personal Protective Equipment ("PPE") and other safety equipment for stevedoring labor and supervisor.
- Ship/Barge operations work 24 hours a day, 7 days a week as needed in accordance with shipping schedules. The only holidays not worked are New Year's Day, Christmas Day and Labour Day.
- All labor provided must possess a valid TWIC card.
- Stevedore must be licensed to work at the Port.

3. Evaluation Criteria:

The following criteria will form the basis for evaluating submitted qualifications:

Number	Criteria	Weight
1.	Training and experience of the company.	30
2.	Capacity for timely supplying labor.	10
3.	Nature, quantity, and value of work previously performed for public entities. <i>Identify any work your company has previously done for the Port or another public entity which involved bulk stevedoring services (last 5years)</i>	20
4.	Price per hour per man/position provided. <i>Cost shall include the necessary insurance, overhead, etc. to accomplish work.</i>	40

- Careful attention should be paid to addressing these evaluation criteria in the RFP.
- If requested by the Port, firm shall furnish additional evidence to satisfy the Port that stevedore has the necessary ability, experience and resources to perform the work.
- Incomplete RFPs will not be accepted.



4. Submission of RFP:

RFPs may be submitted via email to rfp@portlc.com.

RFPs must be received by 3:00 PM CST December 29, 2020. Each bidder shall submit one (1) electronic copy (*.pdf format) of their RFP for review. Each RFP will be evaluated. This is not a public call for bids; therefore, there shall be no public opening of RFPs. All materials provided to the Port shall become property of the Port and will not be returned to the bidder.

Schedule: Dates are tentative and subject to change:

<u>Task</u>	<u>Target Date</u>
Request Proposals	December 11, 2020
Proposals Due	December 29, 2020
Award Contract	February Board Meeting
Contract Execution	March 1, 2021

5. Terms and Conditions:

Liability for Errors and Omissions:

- While the Port has employed considerable effort to ensure an accurate representation of information in this RFP, the information is not guaranteed or warranted to be accurate by the Port, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Validity of Proposals:

- All Proposals must remain valid and open for acceptance by the Port for a period of ninety (90) days after the Closing Date.

Contract:

- Selection of a bidder's proposal does not guarantee a contract with the Port.
- The bidder whose response to this RFP has been selected must be prepared to negotiate a contract with the Port. The terms, conditions, specifications and undertakings of this RFP will form part of the contract between the Port and the selected bidder unless an agreement to the contrary provides otherwise. The Port reserves the right to negotiate terms in addition to those contemplated in this RFP.

Governing Law:

- This RFP is governed by, and is to be construed and performed in accordance with, the applicable laws of the State of Louisiana. If a bidder's proposal is accepted, the selected bidder must agree to submit to the irrevocable exclusive jurisdiction of the Fourteenth Judicial District Court, State of Louisiana.

Termination:

- Breach of the terms and conditions of the contract shall be just cause for termination without notice and without prejudice to any other rights and remedies available to the Port in connection with the breach. The Port may cancel any contract without cause upon providing thirty (30) days' written notice to the selected bidder.

6. Questions:

Questions pertaining to this RFP must be directed in electronic format via e-mail to rfp@portlc.com. All questions will be considered. Those that are considered to add clarity to the solicitation will be addressed in writing with the question and answer provided to all Firms.

