

SECTION 00300  
LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: City of Mandeville  
3101 East Causeway Blvd.  
Mandeville, LA 70448

BID FOR: City of Mandeville  
WTP Headworks Modification &  
Sluice Gate Replacement

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 project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Principal Engineering, Inc. and dated: April 2014.

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following ADDENDA: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) 001 4/27

**TOTAL BASE BID:** For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:

Three hundred Sixty-Four thousand and 00/100 Dollars (\$ 364,000 )

**ALTERNATES:** For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (NONE) for the lump sum of: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

Alternate No. 2 (NONE) for the lump sum of: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

Alternate No. 3 (NONE) for the lump sum of: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

NAME OF BIDDER: Circle K  
ADDRESS OF BIDDER: 1209 Crepehairs Rd  
Bellevue, Louisiana 70037

LOUISIANA CONTRACTOR'S LICENSE NUMBER: 2074  
NAME OF AUTHORIZED SIGNATORY OF BIDDER: Michael J. Viole  
TITLE OF AUTHORIZED SIGNATORY OF BIDDER: VP

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*:   
DATE: 5/7/14

\* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

\*\* If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(A)(1)(c) or RS 38:2212(O).

**BID SECURITY** in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218, A is attached to and made a part of this bid.

**LOUISIANA UNIFORM PUBLIC WORK BID FORM**  
**UNIT PRICE FORM**

TO: City of Mandeville  
3101 East Causeway Blvd.  
Mandeville, LA 70448

BID FOR: City of Mandeville  
WWTP Headworks Modification & Sluice  
Gate Replacement

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

DESCRIPTION:	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
Mobilization				
REF. NO.	1	Lump Sum	22,000	22,000
Lump Sum				

DESCRIPTION:	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
40" Sluice Gates				
REF. NO.	2	Each	26,000	130,000
Each				

DESCRIPTION:	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
46" Sluice Gates				
REF. NO.	3	Each	27,000	81,000
Each				

DESCRIPTION:	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
36" Sewer Pipe				
REF. NO.	4	Lump Sum	17,000	17,000
Lump Sum				

DESCRIPTION:	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
Concrete Junction Box				
REF. NO.	5	Lump Sum	36,000	36,000
Lump Sum				

DESCRIPTION:	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
Flow Control & Dewatering				
REF. NO.	6	Lump Sum	76,000	76,000
Lump Sum				

DESCRIPTION:	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
Site Restoration				
REF. NO.	7	Lump Sum	2,000	2,000
Lump Sum				



1204 Engineers Road  
Belle Chasse, LA 70037  
p: 504.394.7611  
f: 504.394.7626

**RESOLUTION OF THE BOARD OF DIRECTORS AND MANAGERS  
OF  
CIRCLE, LLC**

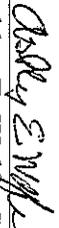
RESOLVED, that M.J. Wolfe, Jr., the President of this limited liability company (the "Company") or Michael J. Wolfe, the Vice-President of this Company, hereby is authorized, empowered, and directed to execute any and all contracts on behalf of this Company, containing such terms and conditions as the President or Vice-President of this Company shall deem to be in the best interests of this Company, the authority of such officer and the exercise of such discretion to be conclusively evidenced by his execution and deliver of such instruments.

\*\*\*\*\*

I hereby certify that the foregoing is a true copy of a resolution duly adopted by the Board of Directors of Circle, LLC, a Louisiana limited liability company, by Unanimous Consent dated October 1, 2008, that said resolution has neither been rescinded nor modified, and that said resolution is in full force and effect.

I further certify that I am the duly elected and qualified Secretary of said Company.

April 7, 2014

  
\_\_\_\_\_  
Ashley E. Wolfe, Secretary  
Circle, LLC

SECTION 00410

**BID BOND FORM**  
FOR

**WWTP HEADWORKS MODIFICATION & SLUICE GATE REPLACEMENT**

Date: May 7, 2014

KNOW ALL MEN BY THESE PRESENTS:

That Circle, L.L.C. of Belle Chasse, LA, as  
Hartford Fire Insurance Company, as Surety, are  
held and firmly bound unto the City of Mandeville (Obligee),  
in the full and just sum of 5% of the price bid, lawful money of the United States, for payment of which sum,  
well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly  
and severally firmly by these presents.

Surety represents that it is listed on the current U. S. Department of the Treasury Financial  
Management Service list of approved bonding companies as approved for an amount equal to or greater than  
the amount for which it obligates itself in this instrument or that it is a Louisiana domiciled insurance company  
with at least an A - rating in the latest printing of the A. M. Best's Key Rating Guide. If surety qualifies by  
virtue of its Best's listing, the Bond amount may not exceed ten percent of policyholders' surplus as shown in  
the latest A. M. Best's Key Rating Guide.

Surety further represents that it is licensed to do business in the State of Louisiana and that this Bond is  
signed by surety's agent or attorney-in-fact. This Bid Bond is accompanied by appropriate power of attorney.

THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas said Principal is herewith  
submitting its proposal to the Oblige on a Contract for:

*WWTP Headworks Modification & Sluice Gate Replacement*  
*Project No. 1301A21*

NOW, THEREFORE, if the said Contract be awarded to the Principal and the Principal shall, within  
such time as may be specified, enter into the Contract in writing and give a good and sufficient bond to secure  
the performance of the terms and conditions of the Contract with surety acceptable to the Oblige, then this  
obligation shall be void; otherwise this obligation shall become due and payable.

Circle, L.L.C.  
PRINCIPAL (BIDDER)

Hartford Fire Insurance Company  
SURETY

BY:   
AUTHORIZED OFFICER-OWNER-PARTNER

  
AGENT OR ATTORNEY-IN-FACT (SEAL)  
William H. Ellsworth  
Attorney-in-Fact

\*\*\*END OF SECTION\*\*\*



SECTION 00480  
AFFIDAVITS

NON-COLLUSION AFFIDAVIT

STATE OF LOUISIANA  
PARISH OF Plaquemine

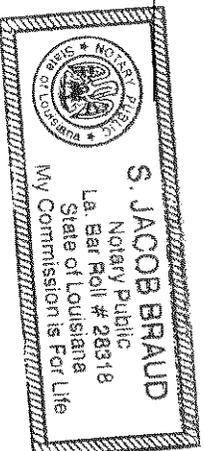
BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED Michael Wolfe, WHO AFTER BEING BY ME DULY SWORN, DEPOSED AND SAID THAT HE IS THE FULLY AUTHORIZED Vice President OF Circle K (HEREIN AFTER REFERRED TO AS BIDDER) THE PARTY WHO SUBMITTED A BID FOR City of Mandeville BID NO. \_\_\_\_\_ AND SAID AFFIANT FURTHER SAID:

- 1) That bidder employed no person, corporation, firm, association or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the bidder whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for bidder; and
- 2) That no part of the contract price received by bidder was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the bidder whose services in connection with the construction of the public building or project were in the regular course of their duties for bidder.
- 3) Said bid is genuine and the bidder has not colluded, conspired or agreed directly or indirectly with any other bidder to offer a sham or collusive bid.
- 4) Said bidder has not in any manner, directly or indirectly, agreed with any other person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to induce any other person to refrain from bidding.
- 5) Said bidder is not intended to secure an unfair advantage of benefit from the City of Mandeville or in favor of any person interested in the proposed contract.

Michael Wolfe  
AUTHORIZED SIGNATURE

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS 7th  
DAY OF May, 2014

[Signature]  
NOTARY PUBLIC



**NON-CONVICTION AFFIDAVIT**

STATE OF LOUISIANA  
PARISH OF Terrebonne

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED  
Michael Wolfe, WHO AFTER BEING BY ME DULY SWORN,  
DEPOSED AND SAID THAT HE IS THE FULLY AUTHORISED VP OF  
Circle K (HEREIN AFTER REFERRED TO AS BIDDER) THE  
PARTY WHO SUBMITTED A BID FOR City of New Orleans, BID  
NO. \_\_\_\_\_ AND SAID AFFIANT FURTHER SAID:

He/she personally has not been convicted of, nor has he/she entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. No individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the bidding entity, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below.

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery (R.S. 14:118).
- (b) Corrupt influencing (R.S. 14:120).
- (c) Extortion (R.S. 14:66).
- (d) Money laundering (R.S. 14:230).

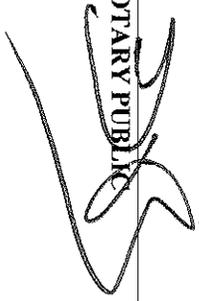
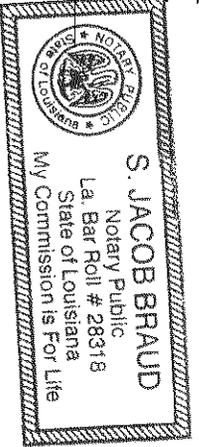
A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere:

- (a) Theft (R.S. 14:67).
- (b) Identity Theft (R.S. 14:67.16).
- (c) Theft of a business record (R.S. 14:67.20).
- (d) False accounting (R.S. 14:70).
- (e) Issuing worthless checks (R.S. 14:71).
- (f) Bank fraud (R.S. 14:71.1).
- (g) Forgery (R.S. 14:72).
- (h) Contractors; misapplication of payments (R.S. 14:202).
- (i) Malfeasance in office (R.S. 14:134).

The five-year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS 7th  
DAY OF May, 2014

  
\_\_\_\_\_  
NOTARY PUBLIC  
  
S. JACOB BRAUD  
Notary Public  
La. Bar Roll # 28318  
State of Louisiana  
My Commission is For Life  
00480-2

## CODE OF CONDUCT

### A. POLICY STATEMENT.

The citizens of the City of Mandeville rightfully expect elected municipal officials, unclassified employees and appointed personnel to adhere to the highest standards of professional and ethical conduct in the performance of their duties and responsibilities. The City of Mandeville Personnel Policies and Police Standard Operating Procedures Manual specifies the conduct of the classified civil service employee so that this code does not apply to this class of city employees. This code applies to the following persons:

1. Elected municipal officials of the City of Mandeville.  
Unclassified employees of the City of Mandeville.
3. Persons appointed or elected to the various boards and commissions of the City of Mandeville.
4. Contractors as described in Section D of this code. Contractors are not obligated to participate in the training requirements of this code but will be required to demonstrate that they are familiar with this code and the Louisiana State Code of Ethics.

While this document in and of itself is not punitive in nature, it complements the existing laws incorporated in the Louisiana State Code of Ethics and other existing policies that cover persons employed by the City of Mandeville. All elected municipal officials, unclassified employees and appointed personnel of the city in whatever capacity should know that infractions of this Code of Conduct may also be violations prohibited by state ethical rules and regulations which do carry punitive provisions.

Every person covered by this Code has a unique position of trust in the community and, therefore, assumes a special responsibility to act with the highest standards of honesty, fidelity and fairness. Said persons should conduct themselves in a manner that merits public trust and confidence.

### B. PURPOSE OF THIS POLICY.

Section 7-02 of the City Charter for the City of Mandeville provides that "All officers and employees of the city government shall comply with the provisions of the Louisiana State Code of Ethics pertaining to local government." The purpose of the Code of Conduct is to complement the Code of Ethics with a code that requires conduct over and above the strict adherence to the letter of the general law and the Louisiana State Ethics Code. To establish a set of guidelines for the behavior of the persons covered by this code which will enhance the effectiveness of city government while maintaining the high standards of quality and professionalism necessary for the city to successfully project the best image possible.

**C. CITY OF MANDEVILLE CODE OF CONDUCT FOR ELECTED, UNCLASSIFIED EMPLOYEES AND APPOINTED PERSONNEL.**

All persons in each category as defined by the above title shall sign a copy of this Code of Conduct thereby acknowledging that they have received a copy and understand that it is therefore their responsibility to comply with this Code of Conduct and any revisions to it as follows:

1. Adhere to the principle that all activities undertaken by persons covered by this code shall be in the best interests of the citizens of the city and with the goal of perfection of city government. That no personal gain or benefit, except for compensation and benefits accompanying applicable personnel, should be accepted.
2. Accept the responsibility that any improper conduct can reflect negatively on the public image of the city and bring embarrassment and discontent to the citizens of the city. It is the intent of this Code of Conduct to make the persons covered by this code aware, through training, of the existing laws and city rules and regulations of employment that are designed to respond to any improper conduct in whatever context.
3. Participate in a comprehensive training program regarding the Louisiana State Code of Ethics and this Code of Conduct for all levels of personnel defined by this Code of Conduct except Contractors. This training shall include, but not be limited to, ongoing small and large group training sessions highlighting general rules of conduct and specific rules of conduct pertaining to elected municipal officials, unclassified employees or appointed personnel. This training shall amplify what personnel can or cannot do in complying with the Louisiana State Code of Ethics and this Code of Conduct. It shall also identify and help personnel recognize potential conflicts of interest and provide mechanisms for alerting the proper officials of such potential conflicts. Each person covered by this code, except Contractors, shall be required to participate in at least two hours of training per calendar year. These hours shall be certified to the Personnel Director and be a part of the person's record.
4. Always be in full compliance with all applicable federal, state and local laws and regulations.
5. Direct all requests for documents under the Public Records law to the City Attorney for response. All requests for documents under the Public Records law shall be in writing.
6. Respect the confidentiality of information concerning the City, City personnel or proceedings of the City.

**D. CONTRACTORS.**

Any individual or business entity that enters into a contract with the City of Mandeville shall be subject to this code and be referred to herein as a "Contractor". Every Contractor shall be mindful of the principles of law relating to the Code of Governmental Ethics of the State of Louisiana. The Contractor shall not make or authorize any payment or give anything of value directly or indirectly to an official of this government for the purpose of influencing an act or decision of official capacity or for assisting in obtaining or retaining business for or with, or for direction of business to any person. Likewise, the Contractor will not make or authorize any payment to anyone for the purpose of influencing any official

act or decision, or inducing such entity or person to use any influence with this government to assist anyone in obtaining or retaining business for or with, or directing business to, any person. Any breach or violation of this clause by the Contractor shall be considered a substantial and material breach of its contract with the City of Mandeville.

That all Contractors shall sign an affidavit in the form attached hereto as Attachment A as a condition of their contract with the City of Mandeville.

#### **E. COMPLAINTS.**

All complaints shall be in writing and signed by the person making the complaint. There shall be no "anonymous complaints". Any person wishing to file a complaint regarding any person covered by this code shall send the complaint to the City Attorney's Office where a log will be kept of such complaints. A copy of any complaint regarding any person covered by this code shall be sent to the person complained of within three days of the receipt of the complaint. The person complained of shall have five days to respond in writing to the complaint and his or her response shall be part of the complaint record. If such complaint alleges ethical violations, then the City Attorney shall recommend to the person making the complaint that he or she forward a copy of the complaint to the Louisiana Board of Ethics for further action.

Any person who wishes to make a complaint to the Louisiana Board of Ethics may do so by sending the complaint to: Louisiana Ethics Administration Program, P.O. Box 4368, Baton Rouge, LA, 70821 or call the Board office at (225) 219-5600.

ATTACHMENT "A"  
CODE OF CONDUCT AFFIDAVIT

STATE OF LOUISIANA

PARISH OF Plaquemine

AFFIDAVIT

BEFORE ME, the undersigned Notary Public personally came and appeared: Michael F. Wolfe;  
if a corporation, LLC, or partnership, then the affidavit may be signed by corporate officer, member or partner stating that  
the subject organization is aware of the Code of Governmental Ethics.

Who, after first being duly sworn did depose and say he/she is the president, corporate officer, or designee of  
Circle LLC and that he/she is familiar with the Code of Governmental Ethics contained in  
Louisiana Revised Statutes at Title 42, Chapter 15 and is familiar with and has a copy of the Code of Conduct for the City  
of Mandeville, and

That, Circle LLC will conform to the provisions in the Code of Environmental Ethics and the  
Code of Conduct as a condition of any contract between the company and the City of Mandeville, Louisiana, and

That, the provisions of the Code of Governmental Ethics and the Code of Conduct shall apply to any subcontract that the  
contractor has with any other entity in the performance of its contract with the City of Mandeville, Louisiana and there  
shall be a statement in every subcontract to that effect.

WITNESSES:

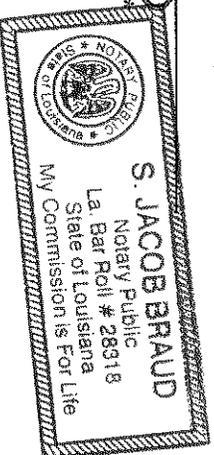
CONTRACTOR:

By: M. Wolfe

[Signature]

Sworn to and subscribed before me this 7<sup>th</sup> day of May, 2014

[Signature]  
\*\*END OF SECTION\*\*



00480-6