

DATE: 8/28/2015

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00114346

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

VENDOR: Arcco Company Services, Inc

BUYER: LFRANCIS

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

DELIVERY: FOB JEFFERSON PARISH	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>30 Days ARO</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>30 Days ARO</u>
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>30 Days ARO</u>

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____
 NUMBER: _____
 NUMBER: _____
 NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 48159

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>Arcco Company Services, Inc</u>	
SIGNATURE: <u>[Signature]</u> (Must be signed here)	TITLE: <u>CFO/Secretary</u>
PRINT OR TYPE NAME: <u>Thomas Sanders</u>	
ADDRESS: <u>9424 N Interstate Dr</u>	
CITY, STATE: <u>Baton Rouge, LA</u>	ZIP: <u>70809</u>
TELEPHONE: <u>(225) 275-2722</u>	FAX: <u>(225) 275-1198</u>
EMAIL ADDRESS: <u>TSANDERS@Arcco.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 29,575.00

DATE: 8/28/2015

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00114346

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	5.00	YR	<p>600KW GENERATOR FOR THE JEFFERSON PARISH GENERAL SERVICES DEPARTMENT</p> <p>FIVE (5) YEAR WARRANTY- 600KW GENERATOR- GENERAL SERVICES</p> <p>TO PROVIDE A FIVE (5) YEAR PARTS, LABOR, LOAD BANK TESTING, AND PREVENTATIVE MAINTENANCE WARRANTY FOR THE 600KW GENERATOR LOCATED AT THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY ST., GRETNA, LA, FOR THE DEPARTMENT OF GENERAL SERVICES, AS PER THE ATTACHED SPECIFICATIONS.</p> <p>*BELOW IS THE FIRST ITEM TO BE BID*</p> <p>0010 PROVIDE A PRICE FOR ALL PART REPLACEMENT AND ALL LABOR FOR ALL WORK NECESSARY FOR REPAIRS AND MAINTENANCE, AS PER THE ATTACHED SPECIFICATIONS.</p> <p>MANDATORY PRE-BID MEETING: DATE - SEPTEMBER 08, 2015 TIME - 10:00AM LOCATION - 200 DERBIGNY ST SUITE 4400 GRETNA, LA 70053</p>	1625. ⁰⁰	8125. ⁰⁰
2	5.00	YR	<p>0020-PROVIDE A PRICE FOR ANNUAL LOAD BANK TESTING (ONE TEST PER YEAR) AS PER THE ATTACHED SPECIFICATIONS.</p>	1995. ⁰⁰	9975. ⁰⁰
3	5.00	YR	<p>0030-PROVIDE A PRICE FOR PREVENTIVE MAINTENANCE TO INCLUDE ALL LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO PROVIDE ALL PREDICTIVE-PREVENTIVE SERVICES PER MANUFACTURER STANDARDS AND GUIDELINES, AS PER THE ATTACHED SPECIFICATIONS.</p>	2295. ⁰⁰	11,475. ⁰⁰

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

2. COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

3. COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

**Provide parts & labor warranty, load bank testing and preventative maintenance on the 600
KW generator at the
Jefferson Parish General Government Building**

Section 1.0 Pre-Bid Conference:

A **Mandatory** Pre-Bid Conference and inspection of the site shall be held:

Facility Name: Jefferson Parish General Government Building
Address: 200 Derbigny Street Gretna, Louisiana 70053
Date: SEPTEMBER 08, 2015
Time: 10:00AM

All bidders are required to attend the **Mandatory** Pre-Bid Conference. Failure to attend this conference shall preclude vendors from submitting a bid.

Section 2.0 Scope:

We extend this bid to cover the following:

- Five (5) year parts and labor warranty.
- Five (5) years of load bank testing.
- Five (5) years of preventative maintenance.

All work is to be performed on an existing:

- Generac Industrial Stationary Stand-By Diesel Generator Set
- 600 kw
- Model No.- S6R-Y2PTAW
- Serial No. 689151: 600 KW

Section 3.0 –License Requirements:

The following licenses will be required for this project:

- Louisiana State Contractors License
and/or
- A specialty license in Installation of Equipment, Machinery, and Engines
and
- A Louisiana State Electrical License.

The Louisiana State License number shall be displayed on the outside of the bid envelope.

A copy of the bidders Louisiana State Electrical License shall be included in the bid package.

Section 4.0 – Quantities/Inspection:

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project.

Section 5.0 – Standards:

All work must meet or exceed the following agencies standards and guidelines.

- National Fire Protection Association (NFPA)
- National Electrical Manufacturers Association (NEMA)
- International Organization for Standardization (ISO)
- Underwriters Laboratory (UL)
- Electrical Generating Systems Association (EGSA)
- Local, State, and Federal agencies

Section 6.0 – Qualification:

All bidders must be an Authorized/Certified Generac Dealer and experienced in performing the type and quantity of work listed in these specifications.

Within ten (10) days of the bid opening date the successful bidder shall furnish a letter from Generac stating they are an authorized/certified Generac Dealer or their bid will be deemed non-responsive.

Section 7.0 – Bid Specifications:

The successful bidder shall supply all parts, labor, tools, equipment, materials, transportation, shipping, and all other incidentals necessary to provide and perform the following:

- Five (5) years all part replacement warranty.
- Five (5) years for all labor for all work necessary for repairs and maintenance.
- Five (5) annual load bank tests.
- Five (5) years of preventive maintenance to include all labor, materials, and equipment necessary to provide all predictive-preventive services per manufacturer standards and guidelines
- All work shall be performed as per manufacturer standards and guidelines.
- All parts and supplies shall be new and original equipment manufacturer (OEM) or manufacturer approved parts and supplies.
- Within twenty four (24) of receiving notification from the owner the successful bidder shall report to the site with a qualified technician to trouble shoot and begin repairs of the warrantied generator.

- In the event the generator is out of service for more than two (2) days the successful bidder shall supply and connect a loaner generator at no additional cost to Jefferson Parish until all repairs are complete.

The successful bidder must complete after each visit the attached "Site Survey Pre-Inspection Report Form" attachment "B" and the "Field Service Warranty Report Form" attachment "D".

The components covered under the parts and labor warranty shall include but are not limited to the following:

- Enclosure
- Doors, hinges, Locks, handles
- Fuel tank
- Engine
- Generator
- Electrical
- Software
- Electronics

Section 7.1 – Parts and Labor Warranty:

Repair or replace all worn and defective components of the packaged engine generator and associated auxiliary components of the packaged engine generator for a period of five (5) years. This warranty shall have no limitations or exclusions.

Section 7.2 – Maintenance:

An annual full service maintenance and inspection must be performed which will include but is not limited to the following items.

- Supply and replace all belts.
- Supply and replace all fluids, oil, antifreeze, etc. with manufacturer approved fluids.
- Supply and replace all oil filters.
- Properly disposal of all fluids and filters.
- Supply and replace all fuel filters.
- Supply and replace all water filters.
- Supply and replace all batteries as needed. Battery must meet or exceed manufacturer recommendations.
- Perform a full spectrum oil analysis and provide owner with a typed written report of the test results.
- Perform a full spectrum fuel analysis and provide owner with a typed written report of the test results.
- Perform a full spectrum coolant analysis and provide owner with a typed written report of the test results.

- Perform fuel maintenance cleaning and polishing on generators using diesel as a fuel source. This includes all fuel in day tanks and external tanks.
- Inspect the operation and function of all safety shut downs, alarms, and all other operating functions including the remote enunciator panel.
- Test emergency shutdown function.
- Inspect and test emergency stop.
- Calibrate fuel level sensors (if applicable).
- Complete the attached Field Service Report Form Attachment "A" and the Site Survey Pre-Inspection Report Form Attachment "B"

Section 7.3 – Load Bank Test:

Perform an annual three (3) hour load bank test as per the following guidelines:

- Run generator at half load for the first hour
- Run generator at full load for the remaining two hours.
- Follow all manufacturers' recommended procedures for cool down period after the load test is complete.
- Load test shall be performed without any disruption or disconnecting of the building load from the generator.
- Load bank testing shall be performed after normal business hours Saturday and Sunday Only.
- Load bank readings are to be recorded at a minimum of every five (5) minutes.
- Complete the attached Site Survey Pre-Inspection Report Form. Attachment "B" and the Emergency generator Load Bank Test Report Form Attachment "C"

Section 7.4 – Reports:

The successful bidder shall provide the following at the conclusion of each service:

- At the conclusion of each visit the successful bidder must present to the owner before departing the job site a hand written copy listing all work performed and a list of all parts (Including part numbers) replaced or repaired.
- Within 5 working days after work is performed the successful bidder must provide to the owner a typed copy listing all work performed, a list of all parts (Including part numbers) replaced or repaired, all readings recorded, and a typed copy of the following reports:
 1. Field Service Report Form Attachment "A"
 2. Site Survey Pre-Inspection Report Form. Attachment "B"
 3. Emergency generator Load Bank Test Report Form Attachment "C"
 4. Field Service Warranty report Form Attachment "D"

Section 8.0 – Hours of Work:

Work shall be performed during normal working hours (7:00 a.m. – 6:00 p.m. Monday thru Friday) Work that will affect the normal operation of this facility shall be scheduled after normal working hours, weekends, or holidays.

Seventy Two (72) hours prior to any power disruption to the facility the successful bidder shall coordinate all work needing to be performed with the owner.

Section 9.0 – Cleaning Area and Safety:

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

Section 10.0 – Permits:

The successful bidder must obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement and the City of Gretna Inspection and Code Enforcement Department. The successful bidder shall also be responsible for payment of these permits. All permits must be obtained prior to the start of any work.

Section 11.0 – Pre-Construction Conference and Notice to Proceed:

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences; no work shall be performed until the successful bidder receives a written Notice to Order Equipment or Notice to proceed to begin work, from the Department of General Services.

Attachment "A"

PM1 Load Bank
 PM2 Troubleshoot
 PM3 Repair

Field Service Report
Work Order

Technician: **RANDY** Date: _____

Customer:	Contact:	Telephone:
Location: _____		
EQUIPMENT INFORMATION		
OPENED		
GenSet Model:	GenSet Serial:	Equipment ID:
Engine Model:	Engine Serial:	Service Meter Start:
ATS Model:	ATS Serial:	Service Meter Stop:

DESCRIPTION OF WORK

S = Satisfactory	U = Unsatisfactory	R = Replaced	C = See Comment N = Not applicable
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Radiator Core Radiator Cap Coolant Level Freeze Protection SCA Level Water Filters Water Pump Fan Drive Pulley & Fan Fan Belts Thermostats Hoses & Connections Jacket Water Heater Leaks Starting System: Batteries Charger & Charge Rate Electrolyte Level Specific Gravity Connections Battery Load Test Starter Motor Alternator Belts	Air Filter Air Inlet Piping Turbocharger Exhaust Manifold Exhaust Piping Muffler Condensate Drain Rain Cap Fuel System: <input type="checkbox"/> LP <input type="checkbox"/> Gas <input type="checkbox"/> NG <input type="checkbox"/> D Fuel Filters Fuel/Water Separator Lines & Connections Flex Lines & Hoses Fuel Pump Primer Day Tank Float Level Fuel Transfer Pump Main Tank Level Fuel Solenoid Fuel Pressure Sample	Oil Level Oil Filters Crankcase Oil Saver Leaks Controls: Meters / Gauges Indicators Switches Fuses / Breakers Solid State PCBs Generator: PMG Exciter Rotor & Stator Bearings Rotating Diodes Slip Rings & Brushes Commutator Space Heaters Voltage Regulator	Spark Plugs Plug Wires Distributor ATS: Inspection Connectors Contacts Exercise Clock Transfer Test Operating Checks: Oil Pressure Water Temp DC Alternator L-L Voltage Frequency Switches & Alarms Remote Alarms final check Output Breaker Remote Position House Keeping General Condition
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COMMENTS: _____

Customer Signature: _____

Attachment "B"

Site Survey Pre-Inspection Report

Customer Name: _____
 Technician Name: _____
 Unit Identification: _____
 Location Of The Unit: _____
 GPS Coordinates: _____

Customer Number: _____
 Site Contact: _____
 Phone Number: _____
 E-Mail: _____

GENERATOR INFORMATION

Generator Make: _____
 Model Number: _____
 Serial Number: _____
 Spec Number: _____
 Service Rating: _____
 KW/KVA Rating: _____
 Voltage Rating: _____
 Amperage Rating: _____
 Single/3 Phase: _____
 Service Meter Hours: _____

AUTOMATIC TRANSFER SWITCH INFORMATION

ATS Make: _____
 Model Number: _____
 Serial Number: _____
 Spec Number: _____
 Voltage Rating: _____
 Amperage Rating: _____
 Single/3 Phase: _____
 240 High-Leg Position: _____
 Utility Phase Rotation: _____
 Exercise Timer: _____

ENGINE INFORMATION

Engine Make: _____
 Model Number: _____
 Serial Number: _____
 Spec No: _____
 RPM: _____
 Fuel Type: _____
 12/24 vdc: _____
 Fuel Tank Capacity: _____
 Block Heater Rating: _____

ADDITIONAL INFORMATION:

Operating Manuals: _____
 Service Records: _____
 Equipment Keys: _____
 Startup Date: _____

PM PARTS & MAINTENANCE INFORMATION

Primary Oil Filter: _____ Oil Type: _____
 Bypass Oil filter: _____ Coolant: _____
 Primary Fuel Filter: _____ Batteries: _____
 Secondary Fuel Filter: _____
 Water Separator: _____
 Coolant Filter: _____
 Primary Air Filter: _____
 Secondary Air Filter: _____
 Fan Belts: _____
 Alternator Belts: _____
 Water Pump Belts: _____
 Upper Radiator Hose: _____
 Lower Radiator Hose: _____
 Water Pump Bypass Hose: _____
 Block Heater Hoses: _____

Attachment "D"

GenSet
ATS

Field Service Warranty Report
Work Order:

Technician:	Date:	
Customer:	Contact:	Telephone:
Location:		

EQUIPMENT INFORMATION

GenSet Model:	GenSet Serial:	GenSet Spec:
Engine Model:	Engine Serial:	Engine Spec:
ATS Model:	ATS Serial:	ATS Spec:

WARRANTY STATEMENT

I agree to be responsible for all charges incurred while repairing the above listed equipment should it not be covered under the Manufacturer's Warranty.

Customer or Representative Signature: _____ Date: _____

REPORT INFORMATION

Problem reported by the Customer: _____

What was the problem? _____

What caused the problem? (Be specific): _____

What's needed to correct the problem? _____

What actions were taken? _____

Was the problem caused by a defective part? _____

Technician Signature: _____ Date: _____

May 14, 2015

Mr. Ryan Babcock
Facilities Superintendent
Jefferson Parish Department of General Services
1221 Elmwood Park Blvd.
Jefferson, LA 70123

Mr. Babcock,

Arcco Power Systems at 9424 N. Interstate Drive, Baton Rouge, LA is a Generac authorized distributor in the state of Louisiana.

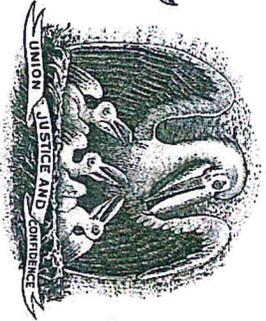
Any and all Generac warranty repairs and/or concerns must be performed and/or addressed by an Authorized/Certified Generac Service Dealer. Repairs or diagnostics performed by individuals other than Authorized/Certified Generac Service Dealers not authorized in writing by Generac will not be covered.

Sincerely,



Kyle Raabe
VP Industrial Sales Distribution
Generac Power Systems, Inc.
Office – 262-544-4811, x6496
Mobile – 262-349-0129
kyle.raabe@generac.com

STATE OF LOUISIANA



State Licensing Board for Contractors

This is to Certify that:

ARCCO COMPANY SERVICES INCORPORATED
9424 North Interstate Drive
Baton Rouge, LA 70809

is duly licensed and entitled to practice the following classifications

ELECTRICAL WORK (STATEWIDE); SPECIALTY: INSTALLATION OF EQUIPMENT, MACHINERY AND ENGINES



Expiration Date: September 20, 2018

License No: 48159

Witness our hand and seal of the Board dated,
Baton Rouge, LA 21st day of September 2015


Director


Chairman

This License Is Not Transferrable


Secretary-Treasurer

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Arthur J. Gallagher Risk Management Services, Inc.		NAMED INSURED Arcco Company Services, Inc. 9424 North Interstate Dr. Baton Rouge, LA 70809	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Blanket Additional Insured provided if required by written contract as respect General Liability - Primary and Non Contributory (AES 3206 05/10 & CG2037 04/13); Auto Liability (CA8841 10/11); Excess Umbrella (Follow Form)

Blanket Waiver of Subrogation provided if required by written contract as respect General Liability; Auto Liability; and Workers Compensation, if required by written contract.

Tom Schedler
Secretary of State

State of Louisiana
Secretary of State

COMMERCIAL DIVISION
225.925.4704



Fax Numbers
 225.932.5317 (Admin. Services)
 225.932.5314 (Corporations)
 225.932.5318 (UCC)

Name	Type	City	Status
ARCCO COMPANY SERVICES INCORPORATED	Business Corporation	BATON ROUGE	Active

Business: ARCCO COMPANY SERVICES INCORPORATED
Charter Number: 34380477D
Registration Date: 5/15/1991

Domicile Address
 9424 N.INTERSTATE DR
 BATON ROUGE, LA 70809

Mailing Address
 C/O BRUCE PAUL SMITH
 9424 N. INTERSTATE DR
 BATON ROUGE, LA 70809

Principal Office Address
 9424 N.INTERSTATE DR
 BATON ROUGE, LA 70809

Status

Status: Active
Annual Report Status: In Good Standing
File Date: 5/15/1991
Last Report Filed: 4/21/2015
Type: Business Corporation

Registered Agent(s)

Agent:	BRUCE PAUL SMITH
Address 1:	9424 N. INTERSTATE DR
City, State, Zip:	BATON ROUGE, LA 70809
Appointment Date:	5/15/1991
Agent:	PAUL E. O'NEILL
Address 1:	9424 N. INTERSTATE DR.
City, State, Zip:	BATON ROUGE, LA 70809
Appointment Date:	2/26/2010

Officer(s)

Additional Officers: No

Officer:	BRUCE PAUL SMITH
Title:	President
Address 1:	9424 N. INTERSTATE DR
City, State, Zip:	BATON ROUGE, LA 70809
Officer:	PAUL E. O'NEILL
Title:	Officer
Address 1:	9424 N. INTERSTATE DR
City, State, Zip:	BATON ROUGE, LA 70809
Officer:	THOMAS SANDERS
Title:	Secretary/Treasurer
Address 1:	9424 NORTH INTERSTATE DR.
City, State, Zip:	BATON ROUGE, LA 70809
Officer:	GEORGE BEVAN
Title:	Director
Address 1:	9424 NORTH INTERSTATE DR.
City, State, Zip:	BATON ROUGE, LA 70809

Amendments on File (3)

Description	Date
Amendment	5/17/2005
Domicile, Agent Change or Resign of Agent	2/26/2010
Disclosure of Ownership	10/16/2012

Print



**JEFFERSON PARISH
PURCHASING DEPARTMENT**

Suite 4400, 200 Derbigny Street
Gretna, LA 70053

504-364-2678

FAX 504-364-2693

fax

TO:

FROM: DANIEL L. FRANCIS

FAX: 504.364.2693

DATE: August 28, 2015

PHONE #: 504-364-2690

RE: BID NO. 50-00114346 -- TO PROVIDE PARTS, LABOR WARRANTY, AND
PREVENTATIVE MAINTENANCE ON THE 600KW GENERATOR

MANDATORY PRE-BID MEETING:

DATE - SEPTEMBER 08, 2015

TIME - 10:00AM

LOCATION - 200 DERBIGNY STREET SUITE 4400 GRETN LA 70053

The listed Bid Number will open on September 14, 2015 for 11am.

~~~~~  
**BID INVITATION TO  
FOLLOW:**

~~~~~  
Pages (4) and (5) must be submitted, in order for the bid submittal to be
valid.

Please respond according to the bid instructions.

Thank you for bidding with Jefferson Parish.

DATE: 8/28/2015

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00114346

JEFFERSON PARISHPURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678VENDOR: *Arcco Company Services, Inc*

BUYER: LFRANCIS

Bids will be received until 11:00 AM, 9/14/2015 via fax: 504-364-2693 or via online at www.jeffparish.net

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at www.purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A1 17.1-1961).

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

1,3,4,5,6,10,13

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: 200 DERBIGNY ST SUITE 4400 GRETN LA
 10:00AM
 ON 9/08/2015

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby noticed that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
16. Since a bid surety is required, bid response may not be faxed. Bid submission will only be accepted online or as delivered to the Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053 by 11am on the bid due date. All sureties must be in original format (no copies).

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.