



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000118021 TWO YEAR CONTRACT FOR THE SUPPLY OF LUBE OIL
ANALYSIS FOR THE DEPARTMENT OF DRAINAGE PUMP STATION
OPERATIONS**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

02-Nov-2016 04:39:30 PM



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

October 26, 2016

ADDENDUM # 1

Bid No.: 50-00118021

Bid Opening Date: November 03, 2016

For: Two Year Contract for the supply of Lube Oil Analysis for the Department of Drainage Pump Station Operations and all of Jefferson Parish agencies and municipalities

CLARIFICATIONS of SPECIFICATIONS:

BID SUBMISSION IS DUE ON NOVEMBER 03, 2016 AT 2:00 PM- BID PACKET HAS BEEN REVISED TO REFLECT THE CORRECTION. PLEASE SUBMIT THE REVISED BID PACKET WITH YOUR BID SUBMISSION.

Sincerely,

Donna M. Evans, Buyer II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.



Bid Number 50 - 118021

Two Year Contract for the supply of Lube Oil Analysis for the Department of Drainage Pump Station operations and all of Jefferson Parish agencies and municipalities

NOVEMBER 03, 2016 AT 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Evans
DMEvans@Jeffparish.net
504-364-2684**

DATE: 10/26/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00118021

JEFFERSON PARISH

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

BUYER: DMEVANS@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 11/03/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from www.purchasing.jeffparish.net and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

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.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement 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.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. 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. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). 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. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: 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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. 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.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part 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 any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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 A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

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

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy 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 <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
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.

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 indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
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 Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. 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, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. 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, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

5 days after receiving samples

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: LUBRIPORT LABORATORIES, INC.

ADDRESS: 1650 AIRLINE DRIVE

CITY, STATE: KENNER LA ZIP: 70062

TELEPHONE: (504) 464-1734 FAX: (504) 464-1292

EMAIL ADDRESS: ffriloux@lubriport.com

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: #1
NUMBER: _____
NUMBER: _____
NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 28,858.00

AUTHORIZED SIGNATURE: *Floyd J. Friloux, Jr.*

FLOYD J. FRILOUX, JR.

Printed Name

TITLE: PRESIDENT

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118021

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1,882.00	ONLY	<p>TWO YEAR CONTRACT FOR THE SUPPLY OF LUBE OIL ANALYSIS FOR THE DEPARTMENT OF DRAINAGE PUMP STATION OPERATIONS</p> <p>0010 TWO YEAR CONTRACT FOR SAMPLE OIL ANALYSIS FOR EXISTING IN-SERVICE DIESEL ENGINES CONSISTING OF THE FOLLOWING</p> <ol style="list-style-type: none"> 1) Viscosity, SSU @210 degrees F 2) Fuel dilution-value derived from physical characteristics and confirmed by flash point or gas chromatography 3) Total solids (ASTM D-893 OR D4055) 4) Water 5) SAE weight 6) T.B.N. (By ASTM D-2896) 7) Spectrochemical analysis -20 Elements <p>TWO(2) YEAR CONTRACT FOR SUPPLY OF LUBE OIL ANALYSIS FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS-DRAINAGE PUMP STATIONS OPERATIONS AND ALL OF JEFFERSON PARISH AGENCIES AND MUNICIPALITIES.</p>	\$15.00	\$28,230.00
2	37.00	ONLY	<p>0020 SAMPLE LUBE OIL ANALYSIS FOR EXISTING GEAR DRIVES AND/OR EXISTING BEARINGS CONSISTING OF THE FOLLOWING</p> <ol style="list-style-type: none"> 1) Viscosity SSU @100 Degrees F 2) Viscosity SSU @ 210 degree F 3) Water-parts per million 4) Total solids-(ASTM D893 or D4055) 5) T.A.N. (by ASTM-D664) 6) Spectrochemical analysis -20 Elements 	\$15.00	\$555.00
3	3.00	ONLY	<p>0030 SAMPLE LUBE OIL ANALYSIS FOR STOCK OIL CONSISTING OF THE FOLLOWING</p> <ol style="list-style-type: none"> 1) Viscosity @ 100 degree F 2) Viscosity @ 210 degree F 3) Viscosity Index 4) Flash point (ASTM D92) 5) Pour point (ASTM D97) 6) Sulphated ash (Comparable to ASTM D874) 7) Spectrochemical analysis -20 Elements 8) Appearance 	\$16.00	\$48.00
4	1.00	ONLY	<p>0040 Sample Fuel Oil Analysis consisting of the following</p> <ol style="list-style-type: none"> 1) API Gravity 2) Distillation Test 3) Cetane Index 4) Sulphur Index 	\$25.00	\$25.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118021

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			5) Water and Sediment 6) Appearance		

Two (2) year contract for the supply of lube oil analysis for the Department of Drainage Pump Station operations and all of Jefferson Parish agencies and municipalities.

1.0 GENERAL

1.1 These specifications describe, (1) the lube oil trend analysis required to set preventative maintenance operation of the drainage and water district's engines and other oil lubricated machinery; (2) to check quality of new stock lube oil; (3) to check the quality of new purchased fuel oil; (4) to check the quality of existing fuel oil stocks. Oil analysis shall run for an annual period in accordance with the specifications and requirements prepared for the department of public works.

1.2 The bidder is requested to quote a unit price for each specific type of oil sample analysis to be performed. In the case of a discrepancy between the unit price stated in "words" compared to the price stated in "numbers", the "words" shall govern.

1.3 This contract shall be for two years starting upon the date of execution of this contract.

1.4 Samples shall be collected by parish personnel in bottles provided by the contractor.

1.5 The bid price shall include all costs for providing and reporting the required laboratory analytical services, including the furnishings of all sample bottles, labels, and pre-addressed mailing containers for shipment of batches of the samples to an out of town laboratory (if applicable.)

1.6 The parish will bear the cost of hand delivering the samples to a local address within the metropolitan area, and said address shall be either the laboratory's place of business; or a designated local express delivery firm (in the event of an out of town laboratory). All costs of further transportation and delivery of the samples, and thereafter delivering the written results of the analysis back to the parish at 1221 Elmwood Park Blvd., suite 907, shall be included in the unit bid price.

1.7 The contractor will provide a pre-printed label for the samples of oil from existing engines, gears, and bearings which will contain the following information.

Sender's name: **Jefferson Parish Drainage**

Unit location:

Unit identification:

Make/Type:

Sample data:

Type of lube oil:

Hour since change:

Oil product name and number:

1.8 The pre-printed label provided by the contractor for new stock lube oil will contain the following information:

Sender's name: **Jefferson Parish Drainage**
Stock location
Type of lube oil
Product name and number

1.9 The pre-printed label provided by the contractor for new fuel oil for stock or for existing fuel in storage will contain the following information:

Sender's name: **Jefferson Parish Drainage**
Fuel stock location
Type of fuel oil

1.10 All items will be awarded to single bidder.

1.11 Bidder shall submit (within 10 days of acceptance as low bidder) a sample typical report sheet for each type of analysis requested, indicating the elements analyzed by spectrochemical methods, physical properties, operating data (such as unit run hours, hours since oil change, oil added, etc.), identification data maintenance recommendations etc. the sample sheet shall also provide for printout of the results of at minimum the last five samples for the particular unit in question

1.12 Bidder is required to submit (within 10 days of acceptance as low bidder) detailed information of the test procedures, method/means of transporting samples, testing equipment, test facilities, a listing of other clients (contractual or otherwise) - all as necessary for the parish to determine the ability of the bidder to perform the work requested.

1.13 Upon the basis of a normal batch of up to thirty (30) samples delivered in accordance with paragraph 1.5, to the laboratory, or his agent, or his express delivery firm, the parish must receive, at its office, 1221 Elmwood Park Blvd., suite 907, the written results of the analysis of the thirty (30) sample batch within 120 hours (5 days). If Drainage Department deems testing an emergency, a batch of two (2) samples, also delivered in accordance with paragraph 1.5, to the laboratory, or his agent, or his express delivery firm, the parish must receive, at its office, 1221 Elmwood Park Blvd., suite 907, the written results of the analysis of the two (2) samples within 18 hours.

1.14 The stated quantity of test reports is approximate and for comparison of bids only, and the parish reserves the right to either increase or decrease the amount of work at its sole discretion.

- 1.15 A listing of the various engines, gears, and other machinery, for which oil testing is desired is available for bidder review. However, it is to be observed that additions are periodically made thereto, as projects under construction are made operational. Various other older units will be de-commissioned. Therefore, the listings are not static, and constant change is to be envisioned.
- 1.16 The contractor and the parish shall meet shortly after award in order to coordinate and schedule sample intervals, sample collection, identifications, provision of an adequate supply of sample bottles and shipping containers, reporting procedures, billing procedures, and similar details. Thereafter, the contractor shall meet with parish staff on a quarterly basis to discuss general results and interpretations thereof. It is to be understood that such costs incurred by the contractor shall be included in the unit bid price for the various items of work.

2.0 Technical Information, Lube Oil Analysis:

2.1 General:

The purpose of this program is to provide periodic reports and recommendations, as yielded by spectrochemical analysis and physical property tests done upon lube oil samples, as will allow determination of the condition of the lubricant, as well as allow indication information as to the physical condition of the machinery (and components thereof). The results of individual tests, when compared against previous tests, all for the same batch of lubricant in the same machines, allows the determination of trends and patterns as are of value in maintenance. All testing shall be done in accordance to ASTM standards. For results to be meaningful, it is important for sampling technique to be such as to yield representative samples, particularly when dealing with samples that may contain suspended solids or liquids. In general, samples will be taken immediately after appropriate circulation of the lubricant.

2.2 Spectrochemical analysis:

The presence of various metallic elements such as iron, lead, copper chromium, aluminum, tin, antimony, and silver indicate the wear of metal components of machinery such as pistons, engine liners, bearings, and gearing.

The presence of silicon indicates contamination of the lubricant by air borne dust and dirt, and thus the effectiveness of air intake cleaning components.

The presence of boron and sodium indicate coolant system leakage as compounds of these elements are used as additives to coolants for corrosion protection.

Molybdenum, phosphorus, zinc, calcium, barium, magnesium, and silicon are elements commonly blended into various lubricants as additives for specific functions such as anti-wear characteristics, detergents, and dispersants, and their presence can identify the lubricant and its suitability for the application.

2.3 physical properties;

The physical property tests such as tests for fuel dilution, total solids, water, viscosity, viscosity index, flash point, four point sulphated ash, t.a.n., t.b.n., are of value to indicate the type of lubricant, its suitability for usage in specific machinery, and possible contamination.

2.4 The number of elements to be checked by spectrochemical analysis shall be twenty (20). The exact elements shall be subject to change (subject to mutual agreement) in the case of those elements the determination of which are of marginal value in diagnosing potential problems.

2.5 The laboratory shall also report its recommendation relating to continued use of the oil product, and the possibility of coolant, fuel or air system problems.

3.0 Technical Information, Fuel Oil Analysis:

3.1 The purposes of the analysis of fuel oils in stock is to Determine the adequacy of said fuels for use in Various engines and/or to determine the compliance of said fuels with various purchase specifications.

3.2 fuel oil testing shall be done by broadly accepted analytic methods as will yield the following:

(1) api gravity

(2) distillation test results to indicate the boiling point and other percentage distillation points, thus yielding "cetane index".

(3) sulphur content

(4) centrifuge test results to yeild information on water content and other sediment

(5) appearance

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
LUBRIPORT LABORATORIES,
INCORPORATED.

AT THE MEETING OF DIRECTORS OF LUBRIPORT LABORATORIES,
INCORPORATED, DULY NOTICED AND HELD ON OCTOBER 31, 2016,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT FLOYD J. FRILOUX, JR., BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.


ANNE S. FRILOUX

SECRETARY-TREASURER

OCTOBER 31, 2016

DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: Floyd
J. Friloux, Jr., (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized President of Lubriport Laboratories, Inc (Entity),
the party who submitted a bid in response to Bid Number 50-00118021 to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

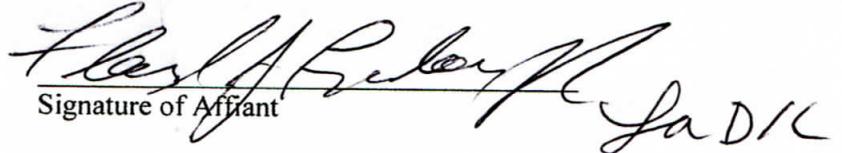
Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has 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 Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

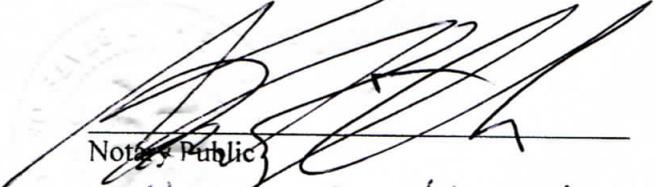
That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.


Signature of Affiant

Floyd J. Friloux, Jr.
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 3rd DAY OF November, 2016


Notary Public

Kevin G. Kytle
Printed Name of Notary

La Bar #2037
Notary/Bar Roll Number

My commission expires lifetime



Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) LUBRIPORT LABORATORIES, INC.	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.) 1650 AIRLINE DRIVE	Requester's name and address (optional)
City, state, and ZIP code KENNER LA 70062	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number
7 2 0 9 3 1 1 5 9

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ <i>Leanne S. Filous</i>	Date ▶ NOV 1, 2016
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,