

JEFFERSON PARISH  
DEPT OF PURCHASING

**BID NO: 50-00137820**

DESCRIPTION OF BID: Three (3) Year Contract to perform Annual Load Bank Testing & Preventative Maintenance on Various Generators for Jefferson Parish Department of General Services

**CLOSING DAY AND TIME:**  
**2:00 P.M. CST MONDAY MAY 3<sup>rd</sup>, 2022**

**RETURN RESPONSE TO:**  
Jefferson Parish Purchasing Dept  
Donna Reamey  
200 Derbigny St.  
Gretna, LA 70053  
504-364-2684

Response From:  
**ARCCO COMPANY SERVICES, INC**  
**9424 N INTERSTATE DRIVE**  
**BATON ROUGE, LA 70809**  
**PHONE: 225-275-2722**  
**FAX: 225-275-5750**  
**Attn: Tom Sanders**  
**Email: [tsanders@arcco.com](mailto:tsanders@arcco.com)**

**Louisiana CONTRACTORS LICENSE NO. 48159**



**Bid Number 50-00137820**

**Three (3) Year Contract to perform Annual Load Bank Testing & Preventative Maintenance on Various Generators for Jefferson Parish Department of General Services.**

**BID DUE: May 3, 2022 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 on the Purchasing Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Donna Reamey  
Email: [Dreamey@jeffparish.net](mailto:Dreamey@jeffparish.net)  
Phone: 504-364-2684**

DATE: 4/26/2022

BID NO.: 50-00137820

**BID FORM**  
Non Public Works

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 ✓

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

30-45 days ARO  
48159

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

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Arcco Company Services, Inc

ADDRESS: 9424 N Interstate Dr

CITY, STATE: Baton Rouge, LA ZIP: 70809

TELEPHONE: (225) 275-2722 FAX: (225) 275-1198

EMAIL ADDRESS: TSANDERS@ARCCO.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 by placing the addendum number 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: \$ 318,287.99

AUTHORIZED SIGNATURE: [Signature]

Tom Sanders

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.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	3.00	EA	THREE YEAR CONTRACT TO PERFORM ANNUAL LOAD BANK TESTING & PREVENTATIVE MAINTENANCE ON VARIOUS GENERATORS FOR JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES.  0010 500 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #DX101520670  1ST PARISH COURT 924 DAVID DRIVE METAIRIE, LA 70003	2129. <sup>56</sup>	6,388. <sup>68</sup>
2	3.00	EA	0020 - 250 KW GENERATOR DETROIT - NATURAL GAS  SERIAL #782208  2ND PARISH COURT 100 HUEY P. LONG AVENUE GRETNA, LA 70053	1193. <sup>77</sup>	3,581. <sup>31</sup>
3	3.00	EA	0030 - 2000 KW GENERATOR BALDOR - DIESEL  SERIAL #1C9CK4031BA681091  CENTRAL PLANT 960 1ST STREET GRETNA, LA 70053	4,204. <sup>04</sup>	12,606. <sup>12</sup>
4	3.00	EA	0040 - 250 KW GENERATOR ONAN - NATURAL GAS  SERIAL #25272806  DISTRICT ATTORNEY BUILDING 100 DERBIGNY STREET GRETNA, LA 70053	1165. <sup>44</sup>	3,496. <sup>32</sup>
5	3.00	EA	0050 - 240 KW GENERATOR CATERPILLAR - NATURAL GAS  SERIAL #CBM00142  EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD METAIRIE, LA 70001	1267. <sup>71</sup>	3,803. <sup>13</sup>
6	3.00	EA	0060 - 1250 KW GENERATOR BALDOR - DIESEL  SERIAL #P0910290001	3984. <sup>79</sup>	11,954. <sup>37</sup>
REVISED AS PER ADDENDUM # 1					

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	3.00	EA	J P CORRECTIONAL CENTER 100 DOLHONDE STREET GRETNA, LA 70053  0070 - 1000 KW GENERATOR CUMMINS - DIESEL  SERIAL #J090038498  EOCC 910 3RD STREET GRETNA, LA 70053	4,112. <sup>01</sup>	12,336. <sup>03</sup>
8	3.00	EA	0080 - 100 KW GENERATOR CUMMINS - DIESEL  SERIAL #J090038500  EOCC 910 3RD STREET GRETNA, LA 70053	4,112. <sup>01</sup>	12,336. <sup>03</sup>
9	3.00	EA	0090 - 155 KW GENERATOR MAGNUM - DIESEL  SERIAL #1408225  EOCC 910 3RD STREET GRETNA, LA 70053	1,139. <sup>03</sup>	3,417. <sup>09</sup>
10	3.00	EA	0100 - 174 KW GENERATOR MAGNUM - DIESEL  SERIAL #1406685  EOCC 910 3RD STREET GRETNA, LA 70053	1,139. <sup>03</sup>	3,417. <sup>09</sup>
11	3.00	EA	0110 - 1000 KW GENERATOR CATERPILLAR - DIESEL  SERIAL #G5D00237  JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BLVD. JEFFERSON, LA 70121	4,413. <sup>30</sup>	13,239. <sup>90</sup>
12	3.00	EA	0120 - 1000 KW GENERATOR CATERPILLAR - DIESEL  SERIAL #G5D00238  JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BLVD.	4,413. <sup>30</sup>	13,239. <sup>90</sup>

REVISED AS PER ADDENDUM # 1

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	3.00	EA	JEFFERSON, LA 70121 0130 - 350 KW GENERATOR CUMMINS - DIESEL  SERIAL #H0700969889  JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE METAIRIE, LA 70003	2,026. <sup>50</sup>	6,079. <sup>50</sup>
14	3.00	EA	0140 - 600 KW GENERATOR GENERAT DIESEL  SERIAL #P1408110005  GG/DONELON BUILDINGS 200 DERBIGNY STREET GRETNA, LA 70053	2,750. <sup>01</sup>	8,250. <sup>03</sup>
15	3.00	EA	0150 - 750 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #00911002  JUVENILE JUSTICE CENTER 1550 GRETNA BOULEVARD HARVEY, LA 70058	3,054. <sup>72</sup>	9,164. <sup>16</sup>
16	3.00	EA	0160 - 150 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #M15C109334  EAST BANK FIRE DEPARTMENT J P FIRE TRAINING CENTER 3221 RIVER ROAD BRIDGE CITY, LA 70094	1,040. <sup>28</sup>	3,120. <sup>84</sup>
17	3.00	EA	0170 - 530 KW GENERATOR KOHLER - NATURAL GAS  SERIAL #P0101187-TF-B  FIRE HEADQUARTERS 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70123	2,051. <sup>39</sup>	6,154. <sup>17</sup>
18	3.00	EA	0180 - 70 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #G106978778  EAST BANK FIRE DEPARTMENT STATION 11 3525 JEFFERSON HIGHWAY	880. <sup>77</sup>	2,642. <sup>31</sup>

REVISED AS PER ADDENDUM # 1

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
19	3.00	EA	JEFFERSON, LA 70121 0190 - 40 KW GENERATOR ENERGY PAC - DIESEL  SERIAL #M07D207281-03  EAST BANK FIRE DEPARTMENT STATION 12 968 JEFFERSON HIGHWAY JEFFERSON, LA 70121	1034.48	3,103.44
20	3.00	EA	0200 - 100 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #R910365001  EAST BANK FIRE DEPARTMENT STATION 13 968 CALUMET STREET METAIRIE, LA 70001	943.06	2,829.18
21	3.00	EA	0210 - 200 KW GENERATOR GENERAC - NATURAL GAS  SERIAL #SG0206-G36133N18HPSY  EAST BANK FIRE DEPARTMENT STATION 14 1714 EDINBURGH STREET METAIRIE, LA 70001	1064.29	3,192.87
22	3.00	EA	0220 - 125 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #C050753471  EAST BANK FIRE DEPARTMENT STATION 15 1101 N. I-10 SERVICE ROAD METAIRIE, LA 70001	930.06	2,791.68
23	3.00	EA	0230 - 200 KW GENERATOR GENERAC - NATURAL GAS  SERIAL #SG-0260-G26133N18MPSYC  EAST BANK FIRE DEPARTMENT STATION 16 5200 LAFRENIERE STREET METAIRIE, LA 70005	1064.29	3,192.87
24	3.00	EA	0240 - 150 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #M151399107	979.17	2,937.51

REVISED AS PER ADDENDUM # 1

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
25	3.00	EA	EAST BANK FIRE DEPARTMENT STATION 17 6616 KAWANEE STREET METAIRIE, LA 70003  0250 - 50 KW GENERATOR GENERAC - NATURAL GAS  SERIAL #3005005002	800. <sup>16</sup>	2,400. <sup>48</sup>
26	3.00	EA	EAST BANK FIRE DEPARTMENT STATION 18 3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002  0260 - 150 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #M15A023897	979. <sup>17</sup>	2,937. <sup>51</sup>
27	3.00	EA	EAST BANK FIRE DEPARTMENT STATION 19 455 EDWARDS AVENUE HARAHAN, LA 70123  0270 - GENERATOR CUMMINS - NATURAL GAS  SERIAL #K090065283	943. <sup>06</sup>	2,829. <sup>18</sup>
28	3.00	EA	EAST BANK FIRE DEPARTMENT STATION 20 4110 HUDSON STREET METAIRIE, LA 70006  0280 - 125 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #C110200440	930. <sup>56</sup>	2,791. <sup>68</sup>
29	3.00	EA	EAST BANK FIRE DEPARTMENT LAMBERT STREET 5512 S. LAMBERT STREET JEFFERSON, LA 70121  0290 - 50 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #J200826071	843. <sup>27</sup>	2,529. <sup>81</sup>
30	3.00	EA	EAST BANK FIRE DEPARTMENT STATION 12B 968 JEFFERSON HIGHWAY JEFFERSON, LA 70121  0300 - 2000 KW GENERATOR CUMMINS - DIESEL	5,629. <sup>18</sup>	16,887. <sup>54</sup>
REVISED AS PER ADDENDUM # 1					

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
31	3.00	EA	SERIAL #D090242878  PUBLIC WORKS 1400 HIGHWAY 90 BRIDGE CITY, LA 70094  0310 - 1750 KW GENERATOR MTU - DIESEL	6,521.34	19,564.02
32	3.00	EA	SERIAL #345552-1-1-0512  PUBLIC WORKS 2343 PAILET AVENUE HARVEY, LA 70058  0320 - 4 MEGAWATT GENERATOR CUMMINS - DIESEL	11,637.01	34,911.03
33	3.00	EA	SERIAL #K150897146  PUBLIC WORKS 2 HUMANE WAY HARAHAN, LA 70123  0330 - 1500 KW GENERATOR MAGNA MAX - DIESEL	6,837.64	20,512.98
34	3.00	EA	SERIAL #WA-582661-0913  PUBLIC WORKS SEWERAGE 6250 LAPALCO BLVD. MARRERO, LA 70072  0340 - 80 KW GENERATOR CUMMINS - DIESEL	1,255.23	3,765.69
35	3.00	EA	SERIAL #D200753535  PUBLIC WORKS SEWERAGE 6250 LAPALCO BLVD. MARRERO, LA 70072  0350 - 250 KW GENERATOR CUMMINS - DIESEL	1,521.50	4,564.50
36	3.00	EA	SERIAL #K180455102  PUBLIC WORKS SEWERAGE 702 EISEMAN AVENUE MARRERO, LA 70072  0360 - 200 KW GENERATOR KATELIGHT - NATURAL GAS	1,059.69	3,179.07
			SERIAL #135869-03077		
			REVISED AS PER ADDENDUM # 1		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
37	3.00	EA	PUBLIC WORKS 1450 RIVER PARK ROAD BRIDGE CITY, LA 70094  0370 - 350 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #2239910091PSN2231	1504. <sup>17</sup>	4512. <sup>51</sup>
38	3.00	EA	PUBLIC WORKS PAILET AVENUE & BATHIA STREET HARVEY, LA 70058  0380 - 660 KW GENERATOR CUMMINS - DIESEL  SERIAL #X20B093611	2,994. <sup>85</sup>	8,984. <sup>55</sup>
39	3.00	EA	PUBLIC WORKS 3602 CONLEE CANAL GRETNA, LA 70053  0390 - 1000 KW GENERATOR KOHLER - DIESEL  SERIAL #SGM 3268R4	3353. <sup>19</sup>	10,059. <sup>57</sup>
40	3.00	EA	PUBLIC WORKS 500 WALL BLVD. GRETNA, LA 70056  0400 - 1060 KW GENERATOR MAGNAMAX - DIESEL  SERIAL #WA-578538-0611	4,449. <sup>10</sup>	13,347. <sup>30</sup>
41	3.00	EA	PARK & RECREATION ALARIO CENTER 2000 SEGNETTE BLVD. WESTWEGO, LA 70098  0410 - 500 KW GENERATOR ONSITE ENERGY - DIESEL  SERIAL #335243-1-1-0811	2,141. <sup>39</sup>	6,424. <sup>17</sup>
42	3.00	EA	PARKS & RECREATION ALARIO CENTER 2000 SEGNETTE BLVD. WESTWEGO, LA 70098  0420 - 200 KW GENERATOR GENERAC - NATURAL GAS  SERIAL # N/A	1,131. <sup>29</sup>	3,393. <sup>87</sup>
REVISED AS PER ADDENDUM # 1					

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PARKS & RECREATION 7437 LAPALCO BLVD. MARRERO, LA 70072		
43	1.00	HR	0430 - TECHNICIAN NORMAL HOURLY RATE  (7:00AM TO 5:00PM, MONDAY THRU FRIDAY)	109. <sup>00</sup>	109. <sup>00</sup>
44	1.00	HR	0440 - HELPER NORMAL HOURLY RATE  (7:00AM TO 5:00PM, MONDAY THRU FRIDAY)	99. <sup>00</sup>	99. <sup>00</sup>
45	2.00	HR	0450 - TECHNICIAN BEFORE/AFTER HOURS WEEKDAY RATE  (5:00PM TO 12:00AM, MONDAY THRU FRIDAY & 12:00AM TO 7:00AM TUESDAY THRU FRIDAY)	119. <sup>00</sup>	238. <sup>00</sup>
46	2.00	HR	0460 - HELPER BEFORE/AFTER HOURS WEEKDAY RATE  (5:00PM TO 12:00AM, MONDAY THRU FRIDAY & 12:00AM TO 7:00AM, TUESDAY THRU FRIDAY)	99. <sup>00</sup>	198. <sup>00</sup>
47	2.00	HR	0470 - TECHNICIAN AFTER HOURS WEEKEND RATE  (FRIDAY 5:00PM TO 12:00AM, SATURDAY AND SUNDAY ALL DAY & MONDAY 12:00AM TO 7:00AM) AUTHORIZATION REQUIRED	149. <sup>00</sup>	298. <sup>00</sup>
48	2.00	HR	0480 - HELPER AFTER HOURS WEEKEND RATE  (FRIDAY 5:00PM TO 12:00AM, SATURDAY AND SUNDAY ALL DAY & MONDAY 12:00AM TO 7:00AM) AUTHORIZATION REQUIRED	109. <sup>00</sup>	218. <sup>00</sup>
49	1.00	HR	0490 - TECHNICIAN HOLIDAY RATE (12:00AM TO 11:59PM)	149. <sup>00</sup>	149. <sup>00</sup>
50	1.00	HR	0500 - HELPER HOLIDAY RATE (12:00AM TO 11:59PM)	109. <sup>00</sup>	109. <sup>00</sup>
REVISED AS PER ADDENDUM # 1					



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

April 26, 2022

### ADDENDUM # 1

Bid Number: 50-00137820

Bid Opening Date: May 3, 2022

Description of Bid: Three year contract to perform annual load bank testing & preventative maintenance on various generators for Jefferson Parish Department of General Services.

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**REMOVE PAGES 6 THRU 14 OF THE BID FORM. YOU MUST USE THE ATTACHED REVISED AS PER ADDENDUM # 1 BID FORM PAGES.**

#### **Answer vendor questions:**

1.) On the preventative Maintenance service, I want to confirm , you want the Oil, all filters and belts replaced on each service.

**ANSWER:** Yes

2.) Are the Air filters to be changed as well on the preventative maintenance service, or will the vendor submit that as a repair item.

**ANSWER:** Replace all filters including air filters.

3.) If the Coolant analysis comes back that the coolant needs to be changed , will this be an expense submitted for repair, or is this cost to be included in the line item for that site.

**ANSWER:** Coolant change out shall be submitted as a repair.

4.) For work verification , Should the vendor submit with the report, digital photos verifying the work and parts replaced , along with infrared photos of the ats's or applicable switchgear.

**ANSWER:** Yes.

5.) For the Fuel Polishing on all Diesel unit. Please confirm, you would like the vendor to treat the diesel fuel specified with enough biocide to treat the entire tank, then clean and polish the fuel through a Fuel polishing system, rotating the fuel through the fuel polishing system a minimum of 5 cycles of the total tank volume, or until the fuel is clear and free of water.

**ANSWER:** The fuel is to be polished then treated with enough biocide for the entire tank.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)



# JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

Page Two

6.) On item numbers 1-14, is the requested quantity of 2 correct ?

ANSWER: It should read 3.

7.) The KW on the unit at Public Works 2 humane way , showed 35,000kw . Is that correct ?

ANSWER: 4 megawatt.

*Acknowledged*

Sincerely,

*Donna Reamey*

Donna Reamey  
Buyer II

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form 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.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)

CORPORATE RESOLUTION

A meeting of the Board of Directors of Arcco Company Services Inc a corporation organized under the laws of the State of Louisiana and domiciled in East Baton Rouge Parish was held this 30 day of June, 20 21 and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

**BE IT RESOLVED**, that Thomas Saunders is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, Jamie Coats, hereby certify that I am the Secretary of Arcco Company Services Inc a corporation created under the laws of the State of Louisiana domiciled in East Baton Rouge Parish that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the 30 day of June, 20 21 as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This 30 day of June, 2021.

  
\_\_\_\_\_  
SECRETARY

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF EBRP

BEFORE ME, the undersigned authority, personally came and appeared: Thomas Sanders, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of Arcco Company Services Inc (Entity), the party who submitted a bid in response to Bid Number 50-00137820 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  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.

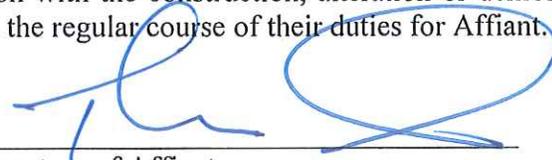
**Choice B**  There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

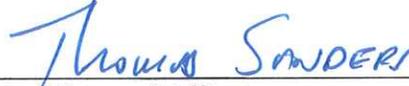
That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration 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.



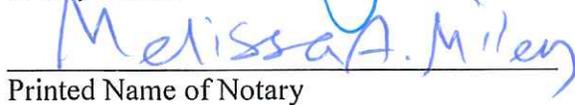
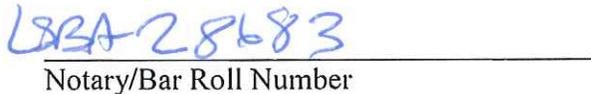
Signature of Affiant



Printed Name of Affiant

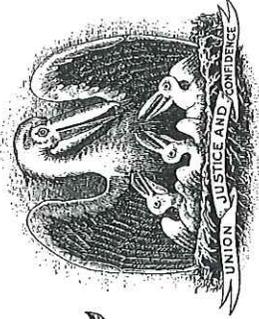
SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 19 DAY OF April, 2022

  
Notary Public  
Printed Name of Notary  
Notary/Bar Roll Number

My commission expires at death

# 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, 2024

License No: 48159

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 21st day of September 2021

Will B. McCoy Director

See Malott Chairman

Andy Rameau Treasurer

This License Is Not Transferrable

**Jefferson Parish**  
Inspection and Code Enforcement  
Regulatory Inspection's Division

**Active Electrical # 60670**

This is to certify that **DENNIS BOURG** having qualified in accordance with Jefferson Parish Ordinances is hereby granted authorization to engage in the above field as authorized by law.

Issue Date: 4/1/2022

Expiration Date: 3/31/2023



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Electrical Section Chief

**THIS LICENSE IS NOT TRANSFERABLE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/10/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 231432 Hub International Gulf South 8550 United Plaza Blvd Suite 500 Baton Rouge, LA 70809	CONTACT NAME: PHONE (A/C, No, Ext): (800) 789-7365 E-MAIL ADDRESS:	FAX (A/C, No): (225) 218-2401
	INSURER(S) AFFORDING COVERAGE	
INSURED  Arcco Company Services, Inc. 9424 N. Interstate Dr. Baton Rouge, LA 70809	INSURER A : Zurich American Insurance Company	16535
	INSURER B : Lexington Insurance Company	19437
	INSURER C : Markel American Insurance Company	28932
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GLO038145506	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP038145606	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			011448830	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WC038145406	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Leased/Rented			MKLM2IM0000240	7/1/2021	7/1/2022	\$750,000/\$1,000K
C	Equipment Floater			MKLM2IM0000240	7/1/2021	7/1/2022	\$5,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Additional Named Insureds: Pala Group, Inc.; Pala, LLC; Pala-Interstate, LLC; Smart Profitability Solutions, LLC (SMART Safety, Gulf Coast), Elite Helical Solutions, a division of PALA Interstate, Arcco Company Services, Inc.

General Liability and Auto Liability include Blanket Additional Insured and Blanket Waiver of Subrogation where required by written contract. General Liability and Auto Liability is Primary & Non Contributory for Additional Insured where required by written contract. Workers Compensation includes Blanket Waiver of Subrogation and Alternate Employer endorsement where required by written contract. Workers Comp includes USL&H Blanket Alternate Employer. Umbrella is follow form to the underlying policies. 30 day notice of cancellation.  
SEE ATTACHED ACORD 101

<b>CERTIFICATE HOLDER</b>  Jefferson Parish Department of Purchasing Stella Vasquez P.O. Box 9 Gretna, LA 70054	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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AGENCY CUSTOMER ID: PALAGRO-01

BFOREMAN

LOC #: 1

## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY <b>Hub International Gulf South</b>		License # 231432	NAMED INSURED Arcco Company Services, Inc. 9424 N. Interstate Dr. Baton Rouge, LA 70809
POLICY NUMBER <b>SEE PAGE 1</b>			
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>	EFFECTIVE DATE: <b>SEE PAGE 1</b>	

## ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:  
Maritime Liability 07/01/2021 - 07/01/2022 Lloyd's of London  
Policy #B1368W202007 -  
Limit of Liability \$1,000,000

Pollution 01/01/2021 - 07/01/2022 Crum & Foster Specialty Insurance Company  
Policy #PKC110715- Limit of Liability \$10,000,000; General Aggregate Limit \$10,000,000  
Pollution Liability Each Limit \$10,000,000. Blanket Additional Insured is included where required by written contract.

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

**Previous Names**

**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**

16347 OLD HAMMOND HIGHWAY  
BATON ROUGE, LA 70816

**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:** 4/19/2021

**Type:** Business Corporation

**Registered Agent(s)**

<b>Agent:</b>	BARRY J. ABSHIRE
<b>Address 1:</b>	16347 OLD HAMMOND HIGHWAY
<b>City, State, Zip:</b>	BATON ROUGE, LA 70816
<b>Appointment Date:</b>	7/13/2021

**Officer(s)**

Additional Officers: No

<b>Officer:</b>	BARRY J. ABSHIRE
<b>Title:</b>	Director
<b>Address 1:</b>	16347 OLD HAMMOND HIGHWAY
<b>City, State, Zip:</b>	BATON ROUGE, LA 70816

<b>Officer:</b>	SCOTT BARRINGER
<b>Title:</b>	Director
<b>Address 1:</b>	16347 OLD HAMMOND HIGHWAY

**City, State, Zip:** BATON ROUGE, LA 70816

**Officer:** CRAIG PIERCE  
**Title:** Vice-President, Director  
**Address 1:** 16347 OLD HAMMOND HIGHWAY  
**City, State, Zip:** BATON ROUGE, LA 70816

**Officer:** GAY YOUNG  
**Title:** Director  
**Address 1:** 16347 OLD HAMMOND HIGHWAY  
**City, State, Zip:** BATON ROUGE, LA 70816

**Officer:** THOMAS SANDERS  
**Title:** President  
**Address 1:** 9424 N. INTERSTATE DRIVE  
**City, State, Zip:** BATON ROUGE, LA 70809

**Officer:** JAMIE COOTS  
**Title:** Secretary/Treasurer  
**Address 1:** 16347 OLD HAMMOND HIGHWAY  
**City, State, Zip:** BATON ROUGE, LA 70816

#### Amendments on File (4)

Description	Date
Amendment	5/17/2005
Domicile, Agent Change or Resign of Agent	2/26/2010
Disclosure of Ownership	10/16/2012
Domicile, Agent Change or Resign of Agent	7/13/2021

**Print**

DATE: 4/06/2022  
BID NO.: 50-00137820

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

## JEFFERSON PARISH

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

BUYER: DREAMMEY@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA [WWW.JEFFPARISHBIDS.NET](http://WWW.JEFFPARISHBIDS.NET) UNTIL 2:00 PM, 5/03/2022 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

### 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 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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 via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. 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.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners 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.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, 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 local 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).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

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.

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 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 our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.**

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 as amended. 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.

**3,4,5,6,8,9,10,11,12,13,15**

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.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- ✓ 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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
- ✓ 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. All sureties must be in original format (no copies) When 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

DATE: 4/06/2022

Page: 6

BID NO.: 50-00137820

*Replaced by ARS Escalation*

**BID FORM**  
Non Public Works

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

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

*30-45 Days ARO*

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

*48159*

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: *Arcco Company Services, Inc*

ADDRESS: *9424 N Interstate Dr*

CITY, STATE: *Baton Rouge, LA* ZIP: *70809*

TELEPHONE: ( *225* ) *275-2722* FAX: ( *225* ) *275-1198*

EMAIL ADDRESS: *Tom@arcco.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 by placing the addendum number 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: \$ \_\_\_\_\_

AUTHORIZED SIGNATURE: *[Signature]*

*Tom Sanders*

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.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	2.00	EA	THREE YEAR CONTRACT TO PERFORM ANNUAL LOAD BANK TESTING & PREVENTATIVE MAINTENANCE ON VARIOUS GENERATORS FOR JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES.  0010 500 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #DX101520670  1ST PARISH COURT 924 DAVID DRIVE METAIRIE, LA 70003		
2	2.00	EA	0020 - 250 KW GENERATOR DETROIT - NATURAL GAS  SERIAL #782208  2ND PARISH COURT 100 HUEY P. LONG AVENUE GRETNA, LA 70053		
3	2.00	EA	0030 - 2000 KW GENERATOR BALDOR - DIESEL  SERIAL #1C9CK4031BA681091  CENTRAL PLANT 960 1ST STREET GRETNA, LA 70053		
4	2.00	EA	0040 - 250 KW GENERATOR ONAN - NATURAL GAS  SERIAL #25272806  DISTRICT ATTORNEY BUILDING 100 DERBIGNY STREET GRETNA, LA 70053		
5	2.00	EA	0050 - 240 KW GENERATOR CATERPILLAR - NATURAL GAS  SERIAL #CBM00142  EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD METAIRIE, LA 70001		
6	2.00	EA	0060 - 1250 KW GENERATOR BALDOR - DIESEL  SERIAL #P0910290001		

*SEE ADDENDUM sheets*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	2.00	EA	<p>J P CORRECTIONAL CENTER 100 DOLHONDE STREET GRETNA, LA 70053</p> <p>0070 - 1000 KW GENERATOR CUMMINS - DIESEL</p> <p>SERIAL #J090038498</p> <p>ECCC 910 3RD STREET GRETNA, LA 70053</p>		
8	2.00	EA	<p>0080 - 100 KW GENERATOR CUMMINS - DIESEL</p> <p>SERIAL #J090038500</p> <p>ECCC 910 3RD STREET GRETNA, LA 70053</p>		
9	2.00	EA	<p>0090 - 155 KW GENERATOR MAGNUM - DIESEL</p> <p>SERIAL #1408225</p> <p>ECCC 910 3RD STREET GRETNA, LA 70053</p>		
10	2.00	EA	<p>0100 - 174 KW GENERATOR MAGNUM - DIESEL</p> <p>SERIAL #1406685</p> <p>ECCC 910 3RD STREET GRETNA, LA 70053</p>		
11	2.00	EA	<p>0110 - 1000 KW GENERATOR CATERPILLAR - DIESEL</p> <p>SERIAL #G5D00237</p> <p>JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BLVD. JEFFERSON, LA 70121</p>		
12	2.00	EA	<p>0120 - 1000 KW GENERATOR CATERPILLAR - DIESEL</p> <p>SERIAL #G5D00238</p> <p>JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BLVD.</p>		

*See Addendum  
1  
prices list*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	2.00	EA	JEFFERSON, LA 70121  0130 - 350 KW GENERATOR CUMMINS - DIESEL  SERIAL #H0700969889  JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE METAIRIE, LA 70003		
14	2.00	EA	0140 - 600 KW GENERATOR GENERAT DIESEL  SERIAL #P1408110005  GG/DONELON BUILDINGS 200 DERBIGNY STREET GRETNA, LA 70053		
15	1.00	EA	0150 - 750 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #00911002  JUVENILE JUSTICE CENTER 1550 GRETNA BOULEVARD HARVEY, LA 70058		
16	1.00	EA	0160 - 150 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #M15C109334  EAST BANK FIRE DEPARTMENT J P FIRE TRAINING CENTER 3221 RIVER ROAD BRIDGE CITY, LA 70094		
17	1.00	EA	0170 - 530 KW GENERATOR KOHLER - NATURAL GAS  SERIAL #P0101187-TF-B  FIRE HEADQUARTERS 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70123		
18	1.00	EA	0180 - 70 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #G106978778  EAST BANK FIRE DEPARTMENT STATION 11 3525 JEFFERSON HIGHWAY		

*See Attachment 1  
Price sheet*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
19	1.00	EA	JEFFERSON, LA 70121  0190 - 40 KW GENERATOR ENERGY PAC - DIESEL  SERIAL #M07D207281-03  EAST BANK FIRE DEPARTMENT STATION 12 968 JEFFERSON HIGHWAY JEFFERSON, LA 70121		
20	1.00	EA	0200 - 100 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #R910365001  EAST BANK FIRE DEPARTMENT STATION 13 968 CALUMET STREET METAIRIE, LA 70001		
21	1.00	EA	0210 - 200 KW GENERATOR GENERAC - NATURAL GAS  SERIAL #SG0206-G36133N18HPSY  EAST BANK FIRE DEPARTMENT STATION 14 1714 EDINBURGH STREET METAIRIE, LA 70001		
22	1.00	EA	0220 - 125 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #C050753471  EAST BANK FIRE DEPARTMENT STATION 15 1101 N. I-10 SERVICE ROAD METAIRIE, LA 70001		
23	1.00	EA	0230 - 200 KW GENERATOR GENERAC - NATURAL GAS  SERIAL #SG-0260-G26133N18MPSYC  EAST BANK FIRE DEPARTMENT STATION 16 5200 LAFRENIERE STREET METAIRIE, LA 70005		
24	1.00	EA	0240 - 150 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #M151399107		

*See Attachment 1  
price sheet*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
25	1.00	EA	EAST BANK FIRE DEPARTMENT STATION 17 6616 KAWANEE STREET METAIRIE, LA 70003  0250 - 50 KW GENERATOR GENERAC - NATURAL GAS  SERIAL #3005005002		
26	1.00	EA	EAST BANK FIRE DEPARTMENT STATION 18 3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002  0260 - 150 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #M15A023897		
27	1.00	EA	EAST BANK FIRE DEPARTMENT STATION 19 455 EDWARDS AVENUE HARAHAN, LA 70123  0270 - GENERATOR CUMMINS - NATURAL GAS  SERIAL #K090065283		
28	1.00	EA	EAST BANK FIRE DEPARTMENT STATION 20 4110 HUDSON STREET METAIRIE, LA 70006  0280 - 125 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #C110200440		
29	1.00	EA	EAST BANK FIRE DEPARTMENT LAMBERT STREET 5512 S. LAMBERT STREET JEFFERSON, LA 70121  0290 - 50 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #J200826071		
30	1.00	EA	EAST BANK FIRE DEPARTMENT STATION 12B 968 JEFFERSON HIGHWAY JEFFERSON, LA 70121  0300 - 2000 KW GENERATOR CUMMINS - DIESEL		

*See Addendum  
price sheet*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
31	1.00	EA	SERIAL #D090242878  PUBLIC WORKS 1400 HIGHWAY 90 BRIDGE CITY, LA 70094  0310 - 1750 KW GENERATOR MTU - DIESEL		
32	1.00	EA	SERIAL #345552-1-1-0512  PUBLIC WORKS 2343 PAILET AVENUE HARVEY, LA 70058  0320 - 35000 KW GENERATOR CUMMINS - DIESEL		
33	1.00	EA	SERIAL #K150897146  PUBLIC WORKS 2 HUMANE WAY HARAHAN, LA 70123  0330 - 1500 KW GENERATOR MAGNA MAX - DIESEL		
34	1.00	EA	SERIAL #WA-582661-0913  PUBLIC WORKS SEWERAGE 6250 LAPALCO BLVD. MARRERO, LA 70072  0340 - 80 KW GENERATOR CUMMINS - DIESEL		
35	1.00	EA	SERIAL #D200753535  PUBLIC WORKS SEWERAGE 6250 LAPALCO BLVD. MARRERO, LA 70072  0350 - 250 KW GENERATOR CUMMINS - DIESEL		
36	1.00	EA	SERIAL #K180455102  PUBLIC WORKS SEWERAGE 702 EISEMAN AVENUE MARRERO, LA 70072  0360 - 200 KW GENERATOR KATELIGHT - NATURAL GAS		
			SERIAL #135869-03077		

*See Attachment 1  
Price sheet*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
37	1.00	EA	PUBLIC WORKS 1450 RIVER PARK ROAD BRIDGE CITY, LA 70094  0370 - 350 KW GENERATOR CUMMINS - NATURAL GAS  SERIAL #2239910091PSN2231		
38	1.00	EA	PUBLIC WORKS PAILET AVENUE & BATHIA STREET HARVEY, LA 70058  0380 - 660 KW GENERATOR CUMMINS - DIESEL  SERIAL #X20B093611		
39	1.00	EA	PUBLIC WORKS 3602 CONLEE CANAL GRETNA, LA 70053  0390 - 1000 KW GENERATOR KOHLER - DIESEL  SERIAL #SGM 3268R4		
40	1.00	EA	PUBLIC WORKS 500 WALL BLVD. GRETNA, LA 70056  0400 - 1060 KW GENERATOR MAGNAMAX - DIESEL  SERIAL #WA-578538-0611		
41	1.00	EA	PARK & RECREATION ALARIO CENTER 2000 SEGNETTE BLVD. WESTWEGO, LA 70098  0410 - 500 KW GENERATOR ONSITE ENERGY - DIESEL  SERIAL #335243-1-1-0811		
42	1.00	EA	PARKS & RECREATION ALARIO CENTER 2000 SEGNETTE BLVD. WESTWEGO, LA 70098  0420 - 200 KW GENERATOR GENERAC - NATURAL GAS  SERIAL # N/A		

*See Attachment 1  
Price sheet*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137820

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PARKS & RECREATION 7437 LAPALCO BLVD. MARRERO, LA 70072		
43	1.00	HR	0430 - TECHNICIAN NORMAL HOURLY RATE  (7:00AM TO 5:00PM, MONDAY THRU FRIDAY)		
44	1.00	HR	0440 - HELPER NORMAL HOURLY RATE  (7:00AM TO 5:00PM, MONDAY THRU FRIDAY)		
45	2.00	HR	0450 - TECHNICIAN BEFORE/AFTER HOURS WEEKDAY RATE  (5:00PM TO 12:00AM, MONDAY THRU FRIDAY & 12:00AM TO 7:00AM TUESDAY THRU FRIDAY)		
46	2.00	HR	0460 - HELPER BEFORE/AFTER HOURS WEEKDAY RATE  (5:00PM TO 12:00AM, MONDAY THRU FRIDAY & 12:00AM TO 7:00AM, TUESDAY THRU FRIDAY)		
47	2.00	HR	0470 - TECHNICIAN AFTER HOURS WEEKEND RATE  (FRIDAY 5:00PM TO 12:00AM, SATURDAY AND SUNDAY ALL DAY & MONDAY 12:00AM TO 7:00AM) AUTHORIZATION REQUIRED		
48	2.00	HR	0480 - HELPER AFTER HOURS WEEKEND RATE  (FRIDAY 5:00PM TO 12:00AM, SATURDAY AND SUNDAY ALL DAY & MONDAY 12:00AM TO 7:00AM) AUTHORIZATION REQUIRED		
49	1.00	HR	0490 - TECHNICIAN HOLIDAY RATE (12:00AM TO 11:59PM)		
50	1.00	HR	0500 - HELPER HOLIDAY RATE (12:00AM TO 11:59PM)		

See attached price sheet

## **Non-Public Works Bid Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

## STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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**For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected.** The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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### JEFFERSON PARISH REQUIRED STANDARD INSURANCE

**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.

**Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy 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.

**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.

**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.

**Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. 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.**

**DEDUCTIBLES** - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required if selected below. 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.



**Bid Number 50-00137820**

**Three (3) Year Contract to perform Annual Load Bank Testing & Preventative Maintenance on Various Generators for Jefferson Parish Department of General Services.**

**BID DUE: May 3, 2022 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 on the Purchasing Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Donna Reamey  
Email: [Dreamey@jeffparish.net](mailto:Dreamey@jeffparish.net)  
Phone: 504-364-2684**

**THREE (3) YEAR CONTRACT TO PERFORM ANNUAL LOAD BANK TESTING AND PREVENTATIVE MAINTENANCE ON EXISTING GENERATORS FOR VARIOUS JEFFERSON PARISH DEPARTMENTS**

**Section 1.0 – Site Visits:**

All prospective bidders can schedule a site visit thru Eric Folse with the Department of General Services between the hours of 8:00 a.m. to 3:00 p.m., Monday Thru Friday. Mr. Folse can be reached at 504-364-2675

**Section 2.0 – Scope:**

We extend this bid to provide labor, materials, supplies, chemicals, and all incidentals necessary to provide a three (3) year contract to provide the following on existing generators for various Jefferson Parish Departments:

- Annual load bank test
- Preventative maintenance
- Labor (Hourly Rate)

**Section 3.0 – License Requirements:**

The following Louisiana State licenses will be required for this bid:

- Commercial Contractor
- Electrical Statewide

and a

Louisiana State specialty license in the following category:

- Installation of equipment, machinery, and engines.

The above 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 electronic bid envelope.

**Failure to comply will cause the bid to be rejected.**

**Section 4.0 – Surety Bond:**

A Bid Surety will be required with Bid Submission in the amount of 5% of the total bid price. Vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

**Section 5.0 – Performance and Payment Bond:**

A performance and payment bond in the amount of 100% of the total contract amount will be required. Bonds shall be produced upon contract execution.

**Section 6.0 – Quantities/Inspections:**

Bidders must inspect the sites and perform their own measurements and surveys to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this contract.

BID SPECIFICATIONS FOR BID # 50-137820

**Section 7.0 Generator Locations/Information:**

Make	kw	Model	Serial#/VIN	Location	Fuel Source	Fuel Tank Size
Detroit	250	250GS	782208	Department of General Services 2nd Parish Court 100 Dolhonde Street Gretna, LA 70053	Natural Gas	N/A
ONAN	250	Stam 250	25272806	Department of General Services District Attorney 200 Derbigny Street Gretna, LA 70053	Natural Gas	N/A
Caterpillar	1000	SR4B	G5D00237	Department of General Services Yenni Building 1221 Elmwood Park Blvd. Jefferson, LA 70123	Diesel	500 Gallon Day Tank 12,500 Gallon Fuel Tank
Caterpillar	1000	SR4B	G5D00238	Department of General Services Yenni Building 1221 Elmwood Park Blvd. Jefferson, LA 70123	Diesel	200 Gallon Day Tank 12,500 Gallon Fuel Tank
Baldor	1250	IDLC-1250-2M	P0910290001	J P Correctional Center 100 Dolhonde Street Gretna, LA 70053	Diesel	1200 Gallon Fuel Tank
Magnum	155	MMG2015	1408225	Emergency Operations & Communications Center 910 3rd Street Gretna, LA 70053	Diesel	N/A
Magnum	174	MMG2015	1406685	Emergency Operations & Communications Center 910 3rd Street Gretna, LA 70053	Diesel	N/A
Cummins	1000	DQFAD-1208187	J090038498	Emergency Operations & Communications Center 910 3rd Street Gretna, LA 70053	Diesel	200 Gallon Day Tank 12,500 Gallon Fuel Tank
Cummins	1000	DQFAD-1208189	J090038500	Emergency Operations & Communications Center 910 3rd Street Gretna, LA 70053	Diesel	500 Gallon Day Tank 12,500 Gallon Fuel Tank
Caterpillar	240	SR4	CBM00142	Department of General Services East Bank Health 111 North Causeway Blvd. Metairie, LA 70001	Natural Gas	N/A
Baldor	2000	BW200	1C9CK4031BA681091	Department of General Services Central Plant 060 1st Avenue	Diesel	1500 Gallon Fuel Tank

BID SPECIFICATIONS FOR BID # 50-137820

Generac	600	IDLC600-2MU	P1408110005	Department of General Services General Government/ Donelon Buildings 200 Derbigny Street Gretna, LA 70053	Diesel	1200 Gallon Fuel Tank
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Make	kw	Model	Serial#/VIN	Location	Fuel Source	Fuel Tank Size
Cummins	750	C750N6	00911002	Juvenile Justice 1550 Gretna Boulevard Harvey, LA 70058	Natural Gas	N/A
Cummins	150	150GFPA	M15C109334	East Bank Fire Department J P Fire Training Center 3221 River Road Bridge City, LA 70094	Natural Gas	N/A
Kohler	530	Decision maker 8000	P0101187-TF-B	Fire Headquarters 834 S. Clearview Parkway Jefferson, LA 70123	Natural Gas	N/A
Cummins	70	C70NG	G106978778	East Bank Fire Department Station 11 3525 Jefferson Highway Jefferson, LA 70121	Natural Gas	N/A
Energy Pac	40	ML40INRD	M07D207281-03	East Bank Fire Department Station 12 968 Jefferson Highway Jefferson, LA 70121	Diesel	120 Gal.
Cummins	100	100ENTXL269850	R910365001	East Bank Fire Department Station 13 968 Calumet Street Metairie, LA 70001	Natural Gas	N/A
Generac	200	8805150200	SG0206- G36133N18HPSY	East Bank Fire Department Station 14 1714 Edinburgh Street Metairie, LA 70001	Natural Gas	N/A
Cummins	125	GGLA-5706485	C050753471	East Bank Fire Department Station 15 1101 N. I-10 Service Road Metairie, LA 70001	Natural Gas	N/A
Generac	200	8805150200	SG-0260- G26133N18MPSYC	East Bank Fire Department Station 16 5200 Lafreniere Street Metairie, LA 70005	Natural Gas	N/A
Cummins	150	150GFPA	M151399107	East Bank Fire Department Station 17 6616 Kawanee Street Metairie, LA 70003	Natural Gas	N/A
Generac	50	SG50	3005005002	East Bank Fire Department Station 18 3430 N. Causeway Blvd	Natural Gas	N/A

BID SPECIFICATIONS FOR BID # 50-137820

Cummins	125	GGLA-6862772	C110200440	East Bank Fire Department Lambert Street 5512 S. Lambert Street Jefferson, LA 70121	Natural Gas	N/A
Cummins	50	C50N6	J200826071	East Bank Fire Department Station 12B 968 Jefferson Highway Jefferson, LA 70121	Natural Gas	N/A

BID SPECIFICATIONS FOR BID # 50-137820

Make	kw	Model	Serial#/VIN	Location	Fuel Source	Fuel Tank Size
Cummins	2000	DQKAB-543035	D090242878	Public Works 1400 Highway 90 Bridge City, LA 70094	Diesel	4716 Gal.
MTU	1750	1750RXC6DT2	345552-1-1-0512	Public Works 2343 Paillet Avenue Harvey, LA 70058	Diesel	12,000 Gal.
Cummins	35,000	C3500D6E	K150897146	Public Works 2 Humane Way Harahan, LA 70123	Diesel	20,500 Gal.
Magna Max	1500	742RSL4050	WA-582661-0913	Public Works Sewerage 6250 Lapalco Blvd. Marrero, LA 70072	Diesel	10,000 Gal.
Cummins	80	C80 D6C	D200753535	Public Works Sewerage 6250 Lapalco Blvd. Marrero, LA 70072	Diesel	100 Gal.
Cummins	250	DQDAA-1874309	K180455102	Public Works Sewerage 702 Eiseman Avenue Marrero, LA 70072	Diesel	519 Gal.
Katelight	200	N200FRX4	135869-03077	Public Works 1450 River Park Rd. Bridge City, LA 70094	Natural Gas	N/A
Cummins	350	L350NG	2239910091PSN2231	Public Works Paillet Ave. & Bathia St. Harvey, LA 70058	Natural Gas	N/A
Cummins	660	HC1534F1	X20B093611	Public Works 3602 Conlee Canal Gretna, LA 70053	Diesel	1750 Gal.
Kohler	1000	1000 RE02DE	SGM 3268R4	Public Works 500 Wall Blvd. Gretna, LA 70056	Diesel	2400 Gal.
MAGNAMAX	1060	16V2000G85-TB	WA-578538-0611	Parks & Recreation Alario Center 2000 Segnette Blvd. Westwego, LA 70098	Diesel	3000 Gal.
Onsite Energy	500	DS00500D6SRAH1484	335243-1-1-0811	Parks & Recreation Alario Center 2000 Segnette Blvd. Westwego, LA 70098	Diesel	2000 Gal.
Generac	200	SG200	N/A	Parks & Recreation 7437 Lapalco Blvd. Marrero, LA 70072	Natural Gas	N/A

**Section 8.0 Specifications:**

**Annual Three Hour Load Bank Test on Various Existing Generators:**

**A: Tasks Required Prior To the Start of the Three Hour Load Bank Test:**

- Twenty One (21) days prior to the scheduled load bank test the successful bidder shall obtain a coolant sample from existing generators.
- Perform a full spectrum analysis to identify any contamination in the samples of coolant obtained.
- Prior to the start of the scheduled load bank test, owner shall be provided a full report listing all findings of the coolant analysis.

**B: Task Required During Each Three Hour Load Bank Test:**

- All manufacturers' recommended and procedures for the cool down period after the load test is complete shall be followed.
- Power shall not be disrupted to the building during the load bank test.
- Load test shall be performed without disruption
- Load bank test shall consist of the following:
  - Half load for the first hour
  - Full load for the remaining two hours.
- Readings are to be recorded at a minimum of every fifteen minutes. See Attachment A for Log Sheet.
- A hand written copy of the recorded data shall be presented to the owner at completion of the load bank test.
- A typed written copy of the recorded data shall be sent to the requesting department of within five (5) working days of all test performed. No payments will be made until all reports are received.
- Prior to performing the inspection and preventative maintenance work, owner shall be provided a full report listing all findings during the load bank test.

**SECTION INTENTIONALLY LEFT BLANK**

**8.1 Preventative Maintenance and Inspection on Various Existing Generators:**

**A: Tasks Required Prior To the Start of the Preventive Maintenance and Inspection.**

- Twenty one (21) days prior to the scheduled preventative maintenance, the successful bidder shall obtain an oil sample and fuel sample from existing generators.
- Perform a full spectrum analysis to identify any contamination in the samples of fuel and oil obtained.
- Prior to inspection and/or maintenance work, owner shall be provided a full report listing all findings of the fuel and oil analysis.

**B: Tasks Required for the Preventive Maintenance and Inspection.**

- A ***“Level 3 Generator Maintenance Report”*** shall be completed on each generator.
- The completed ***“Level 3 Generator Maintenance Report”*** shall be sent to the requesting department five days after the completion of each preventative maintenance and provided to the owner at the completion of each inspection and preventative maintenance.
- Final payment will not be made until the completed ***“Level 3 Generator Maintenance Report”*** is sent to the requesting department.
- All replaced fluids, filters, belts, etc. shall meet or exceed manufacturer recommendations and guidelines.
- Properly dispose of all removed oil and filters from the Parish site as per local, state and federal guidelines including EPA and OSHA.
- No factory setting or controls (operation and safety) shall be changed without the written approval of the owner.
- Successful bidder shall replace coolant if coolant analysis recommends replacement.
- If coolant analysis is not recommended the successful bidder shall add coolant as needed.
- Provide and replace all oil filters, fuel filters, engine belts, and water filters.
- Drain and inspect exhaust lines.
- Inspect all engine supports. Advise owner of any supports requiring adjustments or replacement.
- Inspect all hoses and clamps. Advise owner of any items needing replacement.
- Inspect coolant system for leaks. Advise owner of any leaks.
- Inspect fan shroud, fan guard, brackets, and blades. Advise owner of any items requiring adjustments or replacement.
- Inspect radiator supports. Advise owner of any discrepancies found.
- Inspect block heaters. Advise owner of any items requiring repair or replacement.
- Inspect batteries for proper water level, corrosion and condition. Advise owner of any items requiring repair or replacement.
- Perform load test on all batteries. Advise owner of any batteries requiring replacement.

**8.1 Preventative Maintenance and Inspection on Various Existing Generators: Continued**

**B: Tasks Required for the Preventive Maintenance and Inspection.**

- Inspect battery chargers adjust as needed. Advise owner of any items requiring repair or replacement.
- Inspect external radiators if applicable. Advise owner of any items requiring repair or replacement.
- Inspect exhaust system for leaks. Advise owner of any items requiring repair or replacement.
- Should any cutting of insulation be required, successful bidder shall replace all damaged insulation.
- Inspect silencer and plumbing lines Advise owner of any items requiring repair or replacement.
- Inspect manifolds, fuel tanks, day tanks, and diesel lines for leaks. Advise owner of any items requiring repair or replacement.
- Inspect all fuel transfer pumps. Advise owner of any items requiring repair or replacement.
- Inspect fuel fill sites for proper operation and leaks. Advise owner of any items requiring repair or replacement.
- Inspect and adjust engine timing.
- Inspect all gauges. Advise owner of any gauges requiring replacement.
- Inspect and lubricate governor actuator to rack and ball joints. Advise owner of any items requiring repair or replacement.
- Inspect louvers for proper operation. Advise owner of any items requiring repair or replacement.
- Inspect exhaust fans for proper operation. Advise owner of any items requiring repair or replacement.
- Inspect turbo outlet hoses and pipes. Advise owner of any items requiring repair or replacement.
- Inspect air dampers and lubricate same. Advise owner of any items requiring repair or replacement.
- Inspect blower by-pass actuators Advise owner of any items requiring repair or replacement.
- Inspect and service crankcase breathers and air box drain as required. Advise owner of any items requiring repair or replacement.
- Calibrate fuel level sensors (if applicable).

**Section 9.0 Maintenance, Cleaning, and Polishing of Diesel Fuel:**

**Task Required for Fuel Cleaning and Polishing:**

- After completion of the load bank test and preventative maintenance work on diesel generators only the successful bidder shall perform fuel maintenance, cleaning, and polishing of diesel fuel.

**Section 10.0 Labor only for the troubleshooting, repairing, and replacement of generators and generator equipment:**

- Labor, materials, transportation, supervisions, and equipment necessary for a three (3) year labor only contract to troubleshoot, repair, and replace existing generators and generator equipment.
- Troubleshooting, replacement, and repairing of equipment shall only be performed by a lead technician. The use of a "helper" will only be allowed upon approval from the requesting departments representative.
- All work shall be provided on an "as-needed" basis. There is no guarantee as to the amount of work given throughout this contract.
- There shall be no minimum call-out, work, service, etc. time in terms of hours charged under the terms of this contract.
- Time charged to contract shall be from the time personnel arrives on site to time personnel leaves the site.
- Hourly pricing for a technician and for a helper shall include the following:
  - Labor for troubleshooting
  - Labor for repair work
  - Labor for installation
  - Incidental equipment needed to perform troubleshooting and repairs
  - Tools needed to perform troubleshooting and repairs
  - Transportation/Travel time to and from work site and for picking up parts, tools, equipment, etc.
  - License(s) required to perform this type of work
- Technicians arriving to the work site to perform services shall verify start time by meeting with an owner's representative and sign in on an owner provided log book.  
*NOTE- Failure to sign in with a parish representative may be cause for non-payment of invoice for services.*
- Upon completion of work for the day started, technicians shall verify end time by meeting with an owner's representative and sign out on an owner provided log book.  
*NOTE- Failure to sign out with a parish representative may be cause for non-payment of invoice for services.*
- Bidder must receive a reference number from the requesting department prior to any work being performed. If the successful bidder proceeds without a reference, number issued by the department the bidder might not be compensated for his labor and parts.

BID SPECIFICATIONS FOR BID # 50-137820

**Section 10.0 Labor only for the troubleshooting, repairing, and replacement of generators and generator equipment: Continued**

- In case of excessive downtime Jefferson Parish may provide an additional purchase order, not to exceed \$5,000.00, to the successful bidder to obtain necessary part(s) to complete the repair work. Jefferson Parish will not allow any mark-up of invoice cost.

The below chart indicates normal, weekend and before/after hours. These times are to be used for pricing according to the times identified.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
12:00 AM	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
1:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
2:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
3:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
4:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
5:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
6:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
7:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
8:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
9:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
10:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
11:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
12:00 PM	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
1:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
2:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
3:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
4:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
5:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
6:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
7:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
8:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
9:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
10:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
11:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow

WEEK END WORK HOURS  
 BEFORE/AFTER WORK HOURS  
 NORMAL WORK HOURS

**Section 11.0 – Safety:**

Job site must be clean and free of all litter and debris caused by this work daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Storage of flammable materials will not be permitted on the premises and must be removed from the job site daily. Safety precautions must be exercised at all times to safeguard the welfare and safety of the building employees and public while any work is being performed.

**Section 12.0 - Hours of Work:**

Work that shall not affect the normal operation of a facility can be scheduled during normal working hours, Monday thru Friday, 7:00 a.m. – 4:00 p.m. Any work which may affect the safety of persons or damage to property will need to be scheduled after normal working hours or weekends at no extra cost to Jefferson Parish.

**Section 13.0 – Start of Work Conference and Notice to Proceed:**

A “Start of Work Conference” shall be held between the successful bidder and the owner prior to any work commencing.

No materials shall be ordered until the successful bidder receives a written “Notice to Order Materials” from the Department of General Services.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work, from the Department of General Services.

BID SPECIFICATIONS FOR BID # 50-137820

**Attachment A**

Emergency Generator Annual Load Test Log												
Location:										Generator Unit #		
Generator Model:					Generator Serial:							
KW:					Voltage:							
Engine Model:					Engine Serial:							
Readings shall be taken in fifteen minute increments												
Time	KW	Voltage A-B Phase	Voltage B-C Phase	Voltage C-A Phase	A-Phase Amperage	B-Phase Amperage	C-Phase Amperage	Frequency Hertz	Water Temp	Oil Pressure	Intake Air Temp	Exhaust Temp
Half Load For First Hour												
Full Load For Remaining Two Hours												
Comments:												

BID SPECIFICATIONS FOR BID # 50-137820

Attachment "B"

Level 3 Generator Maintenance Report									
Building:			Address:			Generator Number:			
SERVICE PERFORMED									
Engine Make and Model		GENERATOR MAKE:		GENERATOR MODEL #:		GENERATOR S/N:			
HR METER:		TRANSFER SWITCH MAKE:		TRANSFER SWITCH MODEL #:		TRANSFER SWITCH S/N:			
KW:			VOLTAGE:			# PHASES:			
IMMEDIATE ATTENTION REQUIRED									
OK									
1 TRANSFER SWITCH									
A.		CONTACTS / WIRING							
B.		CONNECTIONS CONDITIONS & TORQUE							
C.		NEUTRAL TO GROUND RESISTANCE							ohms
D.		MANUAL TRANSFER INTERLOCKS							
E.		CORROSION YES ( ) NO ( )				MOISTURE YES ( ) NO ( )			
F.		INFRARED TEMPERATURE 2F							
		NORMAL		A _____		B _____		C _____	
		EMERGENCY		A _____		B _____		C _____	
		LOAD		A _____		B _____		C _____	
2 TRANSFER TEST									
A.		TRANSFER TEST PERFORMED YES ( ) NO ( )							
B.		VOLTAGE, NO LOAD		VAC		A _____		B _____ C _____	
C.		VOLTAGE, LOAD		VAC		A _____		B _____ C _____	
D.		FREQUENCY, NO LOAD		_____		Hz		_____	
E.		FREQUENCY, LOAD		_____		Hz		_____	
F.		AMPERAGE, LOAD		_____		amps		_____	
G.		TIMER OPERATIONS							
3 ENGINE ELECTRICAL / MECHANICAL									
A.		BATTERIES		B1		B2		B3 B4	
B.		WATER LEVEL							
C.		AGE							
D.		SIZE							
E.		LOAD TEST		GOOD		GOOD		GOOD GOOD	
				FAIR		FAIR		FAIR FAIR	
				WEAK		WEAK		WEAK WEAK	
F.		CLEANLINESS							
G.		CABLES AND POSTS / RETIGHTEN							
H.		GROUNDING							
I.		OPERATION OF GLOW PLUGS							
J.		ALTERNATOR OUTPUT				VDC _____			
K.		TEST ENGINE SHUT-DOWN DEVICES							
L.		BAT. CHARGER OUTPUT							
M.		STARTING MOTOR[S]				VDC _____			
N.		ENGINE NOISE							
O.		LOAD BANK OPERATION							
QT.	DESCRIPTION					PART NO.			
	Fuel Filter								
	Fuel Filter								
	Oil Filter								
	Oil								
FOLLOW UP NEEDED (see comments)						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
CONTRACTOR SIGNATURE:									
CONTRACTOR PRINTED NAME:									
POC - NAME:									
ALARMS CLEARED						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
GENERATOR LEFT IN AUTO						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
WORK COMPLETE						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
COMMENTS:									

BID SPECIFICATIONS FOR BID # 50-137820

Attachment "B" Continued

Level 3 Generator Maintenance Report									
Building:			Address:				Generator Number:		
SERVICE PERFORMED									
ENGINE MAKE/MODEL:		GENERATOR MAKE:		GENERATOR MODEL #:		GENERATOR S/N:			
HR METER:		TRANSFER SWITCH MAKE:		TRANSFER SWITCH MODEL #:		TRANSFER SWITCH S/N:			
RW:			VOLTAGE:			# PHASEs:			
IMMEDIATE ATTENTION REQUIRED									
OK									
4. GENERATOR									
A.		WINDINGS							
B.		MEGGER TEST		A		B		C	
SERVICE VOLTAGE:				208 - 240 VOLT		480 VOLT			
TEST VOLTAGE:				250 VOLT		500 VOLT			
C.		LEADS / CONNECTIONS / CONDUITS							
D.		CIRCUIT BREAKER ON		YES		NO			
E.		MOUNTS/BOLTS							
F.		BEARINGS / NOISE							
G.		RODENT PROTECTION							
5. INSTRUMENTATION									
A.		OIL PRESSURE				PSI			
B.		WATER TEMP				°F			
C.		AMMETER				AMPS			
6. AIR INDUCTION & EXHAUST									
A.		CONDITION OF PRECLEANER							
B.		AIR FILTER CONDITION							
C.		AIR FILTER CHANGED		YES		NO			
D.		INLET PIPING, GASKETS, ETC.							
E.		BREATHER AND BLOW-BY TUBE							
F.		CONDITION/SOUND OF TURBO							
G.		TURBO OIL LEAKS							
H.		EXHAUST TEMP		LEFT		RT			
I.		EXHAUST PIPES							
J.		SILENCER DRAIN COND. TRAP							
K.		INLET PIPING, GASKETS, ETC.							
L.		RAIN CAP							
M.		EXHAUST MANIFOLD							
N.		EXHAUST SMOKE / WET STACKING							
7. IGNITION SYSTEM (IF EQUIPPED)									
A.		SPARK PLUG WIRES							
B.		SPARK PLUGS							
C.		COIL							
D.		OTHER IGNITION COMPONENTS							
FOLLOW UP NEEDED (see comments)						YES		NO	
CONTRACTOR SIGNATURE:									
CONTRACTOR PRINTED NAME:									
POC - NAME:									
ALARMS CLEARED						YES		NO	
GENERATOR LEFT IN AUTO						YES		NO	
WORK COMPLETE						YES		NO	
COMMENTS:									

BID SPECIFICATIONS FOR BID # 50-137820

Attachment "B" Continued

Level 3 Generator Maintenance Report									
Building:			Address:				Generator Number:		
SERVICE PERFORMED									
ENGINE MAKE/MODEL:		GENERATOR MAKE:		GENERATOR MODEL #:		GENERATOR S/N:			
HR METER:		TRANSFER SWITCH MAKE:		TRANSFER SWITCH MODEL #:		TRANSFER SWITCH S/N:			
kW:			VOLTAGE:			# PHASEs:			
Fuel Source::									
IMMEDIATE ATTENTION REQUIRED									
OK									
8. ENGINE LUBRICATION SYSTEM									
A.	OIL CHANGED			YES	<input type="checkbox"/>				
B.	OIL FILTER CHANGED			YES	<input type="checkbox"/>				
C.	OIL SAMPLE TAKEN			YES	<input type="checkbox"/>				
D.	TUBES, LINES, SEALS, AND LEAKS								
E.	GASKETS								
9. ENGINE COOLANT SYSTEM									
A.	RADIATOR CORE CONDITION								
B.	RADIATOR CAP								
C.	COOLANT LEVEL								
D.	ANTIFREEZE-FREEZE PT.								EF
E.	PH LEVEL								
F.	COOLANT CHANGED			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
G.	HOSES, CLAMPS AND LEAKS								
H.	GASKETS AND CONNECTIONS								
I.	PRESSURIZED (FOR 10 MIN.)								LBS
J.	BELTS / PULLEYS / TENSION								
K.	COOLANT SAMPLE			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
L.	FAN BEARINGS/BLADES								
M.	WATER PUMP								
N.	WATER FILTER CHANGED	YES			<input type="checkbox"/>	NO	<input type="checkbox"/>		
O.	BLOCK COOLANT HEATER								
P.	BLOCK HEATER THERMOSTAT								
Coolant Type added:									
10. FUEL SYSTEM									
A.	PRIMARY FILTER(S) CHANGED			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
B.	SECONDARY FILTER CHANGED			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
C.	LINES / CONNECTIONS / LEAKS								
D.	CLEAN & CHECK REMOTE PUMP OPERATION								
E.	FUEL SOLENOID/REGULATORS								
F.	OPERATION OF GOVERNOR / CONTROLS								
G.	FUEL TANK LEVEL				FULL	3/4	1/2	1/4	
H.	LEAKS / OPERATION / ALARMS/SIGNS								
I.	FUEL SAMPLE			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
J.	WATER IN TANK			YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
K.	Inspect Day Tanks								
L.	Fuel Injection Pump								
M.	Inspect for fuel leaks								
FOLLOW UP NEEDED (see comments)					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
CONTRACTOR SIGNATURE:									
CONTRACTOR PRINTED NAME:									
POC - NAME:									
ALARMS CLEARED					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
GENERATOR LEFT IN AUTO					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
WORK COMPLETE					YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
COMMENTS:									

# Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at [www.jeffparish.net](http://www.jeffparish.net) or [www.centralbidding.com](http://www.centralbidding.com). To access the bonding companies on Central Bidding, hover over the "Central Bidding" link at the top of the page and select the "Bid Bonds" link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.



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