



CENTRALBIDDING
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**5000147839 PURCHASE OF ROTORK ACTUATOR FOR JEFFERSON
PARISH DRAINAGE DEPARTMENT**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

27-May-2025 06:30:05 PM



Bid Number 50-00147839

**PURCHASE OF ROTORK ACTUATOR FOR JEFFERSON PARISH DRAINAGE
DEPARTMENT**

BID DUE: May 28, 2025 AT 11:00 AM

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, 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
Purchasing Specialist 1: Tony Tran
Email: tony.tran@jeffparish.gov
Phone: 504-364-2810**

Purchase of Electric Actuator

The intent of this specification is to define the minimum requirements of the Parish of Jefferson for the purchase, testing, and delivery for one (1) new electric actuator that will be connected to an existing gearbox and sluice gate (2B) at the Cousins 2 pump station.

Submittals:

Any exception to this specification requires the vendor submit a letter attached to the documents listing in detail how it differs from the specifications. Mere attachment of brochures covering standard manufactured equipment when such differs from these specifications shall not be adequate to satisfy the letter of exceptions requirement. Such items may include

- A complete specification and submittal of all major components for the proposed valve
- One copy of all pump "Bill of Materials" of the unit's construction, cutaway drawings, and dimensions as offered to confirm compliance with the specifications.
- One descriptive brochure showing photographs and/or describing the valve.

Any bidder not able to supply information shall be considered non-responsive and shall not be accepted.

Vendor must submit specifications on "equal" with bid submission. Complete drawings are required with bid submission.

Qualifications:

1. Actuator must be assembled and tested in the United States.
2. Full assembly and delivery of actuator shall be maximum twenty-five weeks upon receipt of Parish purchase order.

Quality Assurance:

The vendor shall furnish a qualified field representative for a minimum of two working hours before Jefferson Parish personnel installs units, and two hours after installation to provide guidance and train Owner's personnel in routine maintenance and troubleshooting procedures. This will be conducted at the Cousins 2 pump station located at 2466 Destrehan Avenue, Harvey, LA 70058. All inspection and consulting shall be done during operating hours between 8:00 AM and 4:00 PM Monday through Friday.

It is the responsibility of the vendor to verify field information and conformity which meets or exceeds this specification.

Vendor is responsible for field site visit to verify a seamless integration into the current system. Appointments may be scheduled by emailing Jamal Singleton (jamal.singleton@jeffparish.gov) or calling 504-349-5037.

Delivery & Installation:

Installation of actuator shall be completed by Jefferson Parish personnel and delivery shall be at the Cousins 2 pump station located at 2466 Destrehan Avenue, Harvey, LA 70058. All deliveries shall be made during normal operating hours between 8:00 AM and 4:00 PM Monday through Friday. Deliveries will not be accepted on Jefferson Parish holidays. All freight shall be included in base bid.

Warranty:

All components shall have a 12-month warranty from the date of delivery.

Specifications:**Item 0010: Electric Actuator****General specification multi-turn electric actuators****1. General**

The actuators shall be suitable for use on a nominal 460-volt, 3 phase, 60 Hz power supply and are to incorporate motor, integral reversing starter, local control facilities and terminals for remote control and indication connections housed within a self-contained, sealed enclosure.

As a minimum the actuators should meet the requirements set out in EN15714-2 and ISA SP96.02

In order to maintain the integrity of the enclosure, setting of the torque levels, position limits and configuration of the indication contacts etc. shall be carried out without the removal of any actuator covers and without mains power over an Infra-red or *Bluetooth*® wireless interface. Sufficient commissioning tools shall be provided with the actuators and must meet the enclosure protection and certification levels of the actuators. Commissioning tools shall not form an integral part of the actuator and must be removable for secure storage / authorized release. In addition, provision shall be made for the protection of configured actuator settings by a means independent of access to the commissioning tool. Provision shall be made to disable *Bluetooth*® communications or only allow a *Bluetooth*® connection initiated by an Infra-Red command for maximum security.

The actuator shall include a device to ensure that the motor runs with the correct rotation for the required direction of valve travel irrespective of the connection sequence of the power supply.

All stem machining shall be coordinated with the Drainage Department.

Complete drawings and O&M information shall be provided upon delivery.

Maximum 230 rpm input to gearbox.

Actuator shall be Rotork IQ70 series or engineer approved equal.

2. Actuator Sizing

The actuator shall be sized to guarantee gate closure at the specified differential pressure and temperature. The safety margin of motor power available for seating and unseating the gate shall be sufficient to ensure torque switch trip at maximum torque with the supply voltage 10% below nominal.

3. Environmental

Actuators shall be suitable for indoor and outdoor use. The actuator shall be capable of functioning in an ambient temperature ranging from -33°C (22°F) to 70°C (140°F), up to 100% relative humidity. Actuators for hazardous area applications shall meet the area classification, gas group and surface temperature requirements specified in data sheet.

4. Enclosure

Actuators shall be o-ring sealed, watertight to IP66/IP68 7m for 72hrs, NEMA 4, 6. The motor and all other internal electrical elements of the actuator shall be protected from ingress of moisture and dust when the terminal cover is removed for site for cabling, the terminal compartment having the same ingress protection rating as the actuator with the terminal cover removed.

Enclosure must allow for temporary site storage without the need for electrical supply connection.

All external fasteners shall be plated stainless steel. The use of un-plated stainless steel or steel fasteners is not permitted.

5. Motor

The motor shall be an integral part of the actuator, designed specifically for valve actuator applications. It shall be a low inertia high torque design, class F insulated with a class B temperature rise giving a time rating of 15 minutes at 40°C (104°F) at an average load of at least 33% of maximum valve torque. Temperature shall be limited by 2 thermostats embedded in the motor end windings and integrated into its control. Electrical and mechanical disconnection of the motor should be possible without draining the lubricant from the actuator gearcase.

6. Motor Protection

Protection shall be provided for the motor as follows:

- Stall - the motor shall be de-energized within 8 seconds in the event of a stall when attempting to unseat a jammed valve.
- Over temperature - thermostat will cause tripping of the motor. Auto-reset on cooling
- Single phasing - lost phase protection.
- Direction – phase rotation correction.

7. Gearing

The actuator gearing shall be totally enclosed in a oil-filled gearcase suitable for operation at any angle. Grease lubrication is not permissible. All drive gearing and components must be of metal construction and incorporate a lost-motion hammer blow feature. For rising spindle valves the output shaft shall be hollow to accept a rising stem, and incorporate thrust bearings of the ball or roller type at the base of the actuator. The design should be such as to permit the opening of the gearcase for inspection or disassembled without releasing the stem thrust or taking the valve out of service. For 90° operating type of valves drive gearing shall be self-locking to prevent the valve back-driving the actuator.

8. Hand Operation

A handwheel shall be provided for emergency operation, engaged when the motor is declutched by a lever or similar means, the drive being restored to electrical operation automatically by starting the motor. The handwheel or selection lever shall not move on restoration of motor drive. Provision shall be made for the hand/auto selection lever to be locked in both hand and auto positions. It should be possible to select hand operation while the actuator is running or start the actuator motor while the hand/auto selection lever is locked in hand without damage to the drive train.

Clockwise operation of the handwheel shall give closing movement of the valve unless otherwise stated in the data sheet. For linear valve types the actuator handwheel drive must be mechanically independent of the motor drive and should be such as to permit valve operation in a reasonable time with a manual force not exceeding 400N through stroke and 800N for seating/unseating of the valve.

9. Drive Interface

The actuator shall be furnished with a drive bushing easily detachable for machining to suit the valve stem or gearbox input shaft. The drive bush shall be positioned in a detachable base of the actuator. Thrust bearings shall be sealed for life and the base shall be capable of withstanding five times the rated thrust of the actuator.

10. Local Controls

The actuator shall incorporate local controls for Open, Close and Stop and a Local/Stop/Remote mode selector switch lockable in any one of the following three positions: local control only, stop (no electrical operation), remote control plus local stop only. It shall be possible to select maintained or non-maintained local control.

The local controls shall be arranged so that the direction of valve travel can be reversed without the necessity of stopping the actuator. The local controls and display shall be rotatable through increments of 90 degrees to suit valve and actuator orientation.

11. Torque and Limits

Torque and turns limitation to be adjustable as follows:

- Position setting range – multi-turn: 2.5 to 8,000 turns, with resolution to 7.5 deg. of actuator output.
- Position setting range – direct drive part turn actuators: 90° +/-10°, with resolution to 0.1 deg. of actuator output.
- Torque setting: 40% to 100% rated torque.

Position measurement – Absolute position measurement should be incorporated within the actuator. The technology must be capable of reliably measuring position even in the case of a single fault. The design must be simple with the minimum amount of moving parts (no more than 5). Technologies such as LEDs or potentiometers for position measurement are considered unreliable and therefore not preferred.

Measurement of torque shall be from direct measurement of force at the output of the actuator. Methods of determining torque-using data derived from the motor such as motor speed, current, flux etc are not acceptable

A means for automatic “torque switch bypass” to inhibit torque off during valve unseating and “latching” to prevent torque switch hammer under maintained or repeated control signals shall be provided.

The electrical circuit diagram of the actuator should not vary with valve type remaining identical regardless of whether the valve is to open or close on torque or position limit.

12. Remote Valve Position and Status Indication

Four contacts shall be provided which can be selected to indicate any position of the valve; Provision shall be made for the selection of a normally closed or open contact form. Contacts shall maintain and update position indication during handwheel operation when all external power to the actuator is isolated.

The contacts shall be rated for 5mA to 5A, 120V AC, 30V DC.

As an alternative to providing valve position indication any of the four above contacts shall be selectable to signal one of the following:

- Valve opening, closing or moving
- Thermostat tripped, lost phase
- Motor tripped on torque in mid travel, motor stalled
- Remote selected
- Actuator being operated by handwheel
- Actuator fault

Provision shall be made in the design for an additional eight contacts having the same functionality.

A configurable monitor relay shall be provided as standard, which can be used to indicate either Availability or Fault. The relay should be a spring return type with a Normally Open / Normally Closed contact pre-wired to the terminal bung.

The Monitor (availability or fault) relay, being energized from the control transformer will de-energize under any one or more the following conditions:

Available Mode

- Loss of main or customer 24V DC power supply
- Actuator control selected to local or stop
- Motor thermostat tripped
- Actuator internal fault

Fault Mode

- Loss of main or customer 24V DC power supply
- Motor thermostat tripped
- Actuator internal fault

Provision shall be made in the design for the addition of a contactless transmitter to give a 4-20mA analogue signal corresponding to valve travel and / or torque for remote indication when required. The transmitter will auto range to the set limits

13. Local Position Indication

The actuator display shall include a dedicated numeric/symbol digital position indicator displaying valve position from fully open to fully close in 0.1% increments. Valve closed and open positions shall be indicated by symbols showing valve position in relation to the pipework to ensure that valve status is clearly interpreted. With mains power connected, the display shall be backlit to enhance contrast at all ambient light levels and shall be legible from a distance of at least 5m (16ft).

Red, green, and yellow LEDs corresponding to open, closed and intermediate valve positions shall be included on the actuator display when power is switched on. The yellow LED should also be fully programmable for on/off, blinker and fault indication. The digital display shall be maintained and updated during handwheel operation when mains power to the actuator is isolated.

The actuator display shall include a fully configurable dot-matrix display element with a minimum pixel resolution of 168 x 132 to display operational, alarm, configuration and graphical datalogger information. The text display shall be selectable between English and other languages such as: Spanish, German, French, and Italian. Provision shall be made to upload a different language without removal of any covers or using specialized tools not provided as standard with the actuator.

Datalogger graphical displays should as a minimum be able to display log and trend graphs on the local LCD for the following:

- Torque versus Position
- Number of Starts versus Position
- Number of starts per hour
- Dwell Time
- Average temperature

The main display shall be capable of indicating 4 different home-screens of the following configuration:

- Position and status
- Position and torque (analogue)
- Position and torque (digital)
- Position and demand (positioning)

Provision shall be made for the addition of an optional environmental cover to protect the display from high levels of UV radiation or abrasive materials.

The local controls and display shall be rotatable through increments of 90 degrees to suit valve and actuator orientation.

14. Integral Starter and Transformer

The reversing starter, control transformer and local controls shall be integral with the valve actuator, suitably housed to prevent breathing and condensation. The starter shall be suitable for 60 starts per hour and of rating appropriate to motor size. The controls supply transformer shall be fed from two of the incoming three phases and incorporate overload protection. It shall have the necessary tapping and be adequately rated to provide power for the following functions:

- Energizing of the contactor coils.
- 24V DC or 110V AC output for remote controls (maximum 5W/VA)
- Supply for all the internal electrical circuits.

15. Remote Control Facilities

The necessary control, wiring and terminals shall be provided integral to the actuator enclosure. Open and close external interlocks shall be made available to inhibit local and remote valve opening / closing control. It shall be possible to configure the interlocks to be active in remote control only.

Remote control signals fed from an internal 24V DC (or 110VAC) supply and/or from an external supply between 20V and 60 VDC or 40V and 120VAC, to be suitable for any one or more of the following methods of control:

- Open, Close and Stop control.
- Open and Close maintained or "push to run" (inching) control.
- Overriding Emergency Shut-down to close (or open) valve from a normally closed or open contact.
- Two-wire control, energize to close (or open), de-energize to open (or close).

Additionally, provision shall be made for a separate 'drive enable' input to prevent any unwanted electrical operation.

It shall be possible to reverse valve travel without the necessity of stopping the actuator. The motor starter shall be protected from excessive current surges during rapid travel reversal. The internal circuits associated with the remote control and monitoring functions are to be designed to withstand simulated lightning impulses of up to 2kV.

Provision shall be made for operation by distributed control system utilizing the modbus network system as well as hard wired start/stop and open close status. A 4 to 20 ma output signal shall be available.

16. Monitoring Facilities

Facilities shall be provided for monitoring actuator operation and availability as follows:

Actuator text display indication of the following status/alarms:

- Closed Limit, open limit, moving open, moving closed, stopped
- Torque trip closing, torque trip opening, stalled
- ESD active, interlock active
- Thermostat trip, phase lost, 24V supply lost, Local control failure
- Configuration error, Position sensor failure, Torque sensor failure
- Battery low, power loss inhibit

Integral datalogger to record and store the following operational data:

- Opening last /average torque against position
- Closing last /average torque against position
- Opening motor starts against position
- Closing motor starts against position
- Total open/closed operations
- Maximum recorded opening and closing torque values
- Event recorder logging operational conditions (valve, control and actuator)

The datalogger shall record relevant time and date information for stored data.

Datalogger data shall be accessed via non-intrusive *Bluetooth®* communication and data displayed on the local LCD. Sufficient standard intrinsically safe tools shall be provided for downloading datalogger and actuator configuration files from the actuators and subsequent uploading to a PC. The actuator manufacturer shall supply PC software to enable datalogger files to be viewed and analyzed.

17. Wiring and Termination

Internal wiring shall be tropical grade PVC insulated stranded cable of appropriate size for the control and 3-phase power. Each wire shall be clearly identified at each end. The terminals shall be embedded in a terminal block of high tracking resistance compound.

The terminal compartment shall be separated from the inner electrical components of the actuator by means of a watertight seal and shall be provided with a minimum of 3 threaded cable entries with provision for an additional 5 extra conduit entries.

All wiring supplied as part of the actuator to be contained within the main enclosure for physical and environmental protection. External conduit connections between components are not acceptable. A durable terminal identification card showing a plan of terminals shall be provided attached to the inside of the terminal box cover indicating:

- Serial number
- External voltage values
- Wiring diagram number
- Terminal layout

The code card shall be suitable for the contractor to inscribe cable core identification alongside terminal numbers.

18. Commissioning Kit

Each actuator shall be supplied with a start-up kit comprising installation instruction manual, electrical wiring diagram and cover seals to make good any site losses during the commissioning period. In addition, sufficient actuator commissioning tools shall be supplied to enable actuator set up and adjustment during valve/actuator testing and site installation commissioning.

19. Performance and Test Certificate

Each actuator must be performance tested and individual test certificates shall be supplied free of charge. The test equipment should simulate a typical valve load, and the following parameters should be recorded.

- Current at maximum torque setting
- Torque at max. torque setting
- Flash test voltage
- Actuator output speed or operating time.

In addition, the test certificate should record details of specification such as gear ratios for both manual and automatic and second stage gearing if provided, drive closing direction, wiring diagram number.

DATE: 5/20/2025

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00147839

JEFFERSON PARISH

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

PURCHASING SPECIALIST:

TTran@jeffparish.net

VENDOR: 27118 BLANK BID COPY VENDOR

Bids will be received until 11:00 AM, 5/28/2025

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. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE AND MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.

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. 136353 as amended. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://www.jeffparish.gov/464/Purchasing> and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://www.jeffparish.gov/464/Purchasing> 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.

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 no more than four (4) decimal points. In the event there is a difference in unit prices and totals, the unit price shall prevail. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail

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

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.)

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

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Cyber Security Training: Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

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.

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

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 to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://www.jeffparish.gov/464/Purchasing>.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

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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(I), 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 Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. 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 L.R.S. 37:2150 et. seq. and such 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. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Proof of coverage will be required prior to award. 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. 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 an as needed basis contract. 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. **AFFIDAVIT - 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 GENERIC BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. 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 and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications as per the appendix instructions will result in bid rejection.
16. 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.
17. **Tech Affidavit:** The Tech Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

DATE: 5/20/2025

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00147839

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR 290486

PURCHASING SPECIALIST:
TTran

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

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

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

14-16 Weeks

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

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

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME: Innovative Flow Solutions, Inc.

SIGNATURE:

(Must be signed here)



TITLE:

Sales

PRINT OR TYPE NAME:

Tyler Mesman

ADDRESS:

300 Mariners Plaza Dr Suite 301

CITY, STATE:

Mandeville, La

ZIP:

70448

TELEPHONE:

(985) 626-5143

FAX:

(985) 626-5145

EMAIL ADDRESS:

tmesman@ifproducts.com

TOTAL PRICE OF ALL BID ITEMS: \$ \$17,550.00

DATE: 5/20/2025

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147839

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>PURCHASE OF ROTORK ACTUATOR FOR JEFFERSON PARISH DRAINAGE DEPARTMENT</p> <p>0010 ROTORK IQ70 SERIES, 230 RPM ACTUATOR</p> <p>DELIVER TO: COUSINS #2 PUMP STATION 2466 DESTREHAN AVE. HARVEY, LA 70058</p>	<u>\$17,550.00</u>	<u>\$17,550.00</u>