



Bid Number 50-00147462

**Labor, Materials, Equipment, and all Incidentals Necessary to
Provide Testing and Preventative Maintenance Services on Existing
Generators for the Jefferson Parish Department of Drainage**

**BID DUE:
March 26th, 2025 AT 11:00 AM**

**RETURN BID TO:
Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Purchasing Specialist: Ruby Tran
Email: ruby.tran@jeffparish.gov
Phone: 504-364-2687**

**Response From:
ARCCO COMPANY SERVICES, INC
9424 N Interstate Dr
Baton Rouge, La 70809
PHONE: 225-275-2722
FAX: 225-275-5750
State of Louisiana Contractors License No: 48159**



Bid Number 50-00147462

**LABOR, MATERIALS, EQUIPMENT, AND ALL INCIDENTALS NECESSARY
TO PROVIDE TESTING AND PREVENTATIVE MAINTENANCE SERVICES
ON EXISTING GENERATORS FOR THE JEFFERSON PARISH
DEPARTMENT OF DRAINAGE**

BID DUE: March 26, 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.gov , 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 II: Ruby Tran
Email: ruby.tran@jeffparish.gov
Phone: 504-364-2687**

BID # 50-00147462 – SPECIFICATIONS

LABOR, MATERIALS, EQUIPMENT, AND ALL INCIDENTALS NECESSARY TO PROVIDE TESTING AND PREVENTATIVE MAINTENANCE SERVICES ON EXISTING GENERATORS FOR THE JEFFERSON PARISH DEPARTMENT OF DRAINAGE

SECTION 1.0 - SITE VISITS:

All prospective bidders can schedule a site visit thru Jamal Singleton with the Department of Drainage between the hours of 7:00 a.m. to 3:00 p.m., Monday Thru Friday. Mr. Singleton can be reached at 504-453-9395.

SECTION 2.0 -LICENSE REQUIREMENTS:

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

- Commercial Contractor
- Electrical Statewide

AND

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 3.0 - SCOPE:

We extend this bid to provide labor, materials, supplies, equipment, and all incidentals necessary to provide the following services on existing 4160 Volt generators for the Jefferson Parish Drainage Department:

- ▶ Level 1 Preventative Maintenance Inspection followed by a 3-hour load bank outlined in Section 8

SECTION 4.0 - 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 # 50-00147462 – SPECIFICATIONS

SECTION 5.0 GENERATOR LOCATIONS/INFORMATION:

Make	kw	Model	Serial#/VIN	Location	Fuel Source
KATO	1600	1600-887361121	88227	Ames Pump Station 5100 Rochester Drive, Marrero, LA 70072	Diesel
KATO	1660	A22J6700000	89086-2	Duncan Pump Station 1800 Joe Yenni Boulevard, Kenner, La 70065	Diesel
KATO	2865	AA28600000	24410-01	Westminster Pump Station 2050 Watling Drive, Marrero, LA 70072	Diesel

SECTION 6.0 SPECIFICATIONS:

6.1 Preventative Maintenance and Inspection of 4160 Volt Generators

A; Tasks Required for the Preventive Maintenance and Inspection:

- A ***"Level 1 Generator Maintenance Report"*** shall be completed on each generator.
- The completed ***"Level 1 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 1 Generator Maintenance Report"*** is sent to the requesting department.

B: Level 1 PM shall include the following items:

- Engine Lubrication System: visually check for leaks.
- Engine Air Cleaners: visually inspect.
- Ignition System: inspect spark plugs as needed; check magneto as needed.
- Engine Cooling System: check general condition; check antifreeze, check belts and hoses.
- Engine Electric System: hydrometer test battery; clean and lubricate battery posts and cables, load test batteries, check alternator belts; check battery charger for proper operation.
- Engine Fuel System: visually check for leaks; check all visible connections and flexible hoses; clean fuel strainers; check for water in day fuel tank and main tank.
- Engine Exhaust System: visually check for leaks or corrosion; check condensation trap and

BID # 50-00147462 – SPECIFICATIONS

- muffler condition.
- AC Generator: visually inspect generator condition; check slip rings and commutator for wear; check lubrication of rear generator bearing.
- Miscellaneous: tech(s) will check all instruments for proper operation; check timers and relays for proper operation; check all connections for tightness; check safety circuits, shutdowns and alarm systems. Run engine unloaded; at customer's request and in his presence if requested, transfer load to generator set and make adjustments if requested. Clean up and wipe down unit; remove used fluids and materials from Customer location and dispose of them in accordance with EPA regulations at our facility, Check Block heaters, fuel/water separator, fuel day tank.
- Submit a written report of the entire inspection, with recommendations for any additional parts/repairs that may be required.

6.2 ANNUAL THREE-HOUR LOAD BANK TEST ON 4160 VOLT GENERATORS:

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

- Twenty-One (21) days prior to the scheduled load bank test the successful bidder shall obtain a coolant, fuel, and oil sample from existing generators.
- Perform a full spectrum analysis to identify any contamination or deficiencies in the samples of coolant, fuel, and oil obtained.
- Prior to the start of the scheduled load bank test, owner shall be provided a full report listing all findings of the coolant, fuel, and oil analysis.
- Before each scheduled load test, the generator's radiator shall be pressure washed and cleaned using a purple power degreaser, or equal.

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

- All manufacturers' recommended 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:
 - ▶ 30% load for the first 30 minutes
 - ▶ Half load for the following 30 minutes
 - ▶ 80% load for the remaining two hours.
- Thermal Images of the phase terminals on the generator, on the ATS, on the station switchgears, and 4160 breakers shall be taken during the load test while the generator is under 80% load. Images shall be included with the report.
- 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 as well as all thermal images shall be sent to the Drainage Department within five (5) working days of all tests performed. No payments will be made until all reports are received.

BID # 50-00147462 – SPECIFICATIONS

SECTION 7.0- 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 8.0 - HOURS OF WORK:

Work that shall not affect the normal operation of a facility. Work 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 9.0- 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 Drainage.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of Drainage.

DATE: 3/20/2025

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00147462

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:
RUBY.TRAN@jeffparish.gov

Bids will be received until 11:00 AM, 3/26/2025 via online at www.jeffparishbids.net.

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. 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 warranty, 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

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 A117.1-1961).

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.

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.

3, 4, 5, 6, 10, 13

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 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.
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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. Written approval for any deviation, must be submitted with your bid submission. 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 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. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 as per the appendix instructions. Failure to submit applicable certifications as per the appendix instructions 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 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.

DATE: 3/20/2025

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00147462

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:
RTRAN

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

30 Days And

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

30 Days And

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

60 Days And

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) _____

48159

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

FIRM NAME:

Arcco Company Services Inc

SIGNATURE:

(Must be signed here)

[Signature]

TITLE:

President

PRINT OR TYPE NAME:

Tom Sanders

ADDRESS:

9424 N Inkshore Dr

CITY, STATE:

Baton Rouge LA

ZIP:

70809

TELEPHONE:

(225) 275-2722

FAX:

(225) 275-1198

EMAIL ADDRESS:

TSANDERS@Arcco.com

TOTAL PRICE OF ALL BID ITEMS: \$

29,250.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147462

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>LABOR, MATERIALS, EQUIPMENT, AND ALL INCIDENTALS NECESSARY TO PROVIDE TESTING AND PREVENTATIVE MAINTENANCE SERVICES ON EXISTING GENERATORS FOR THE JEFFERSON PARISH DEPARTMENT OF DRAINAGE</p> <p>0010 PREVENTATIVE MAINTENANCE AND INSPECTION OF GENERATOR</p> <p>KATO - DIESEL 1600 KW MODEL# 1600-887361121 SERIAL# 88227</p> <p>SERVICE LOCATION: AMES PUMP STATION 5100 ROCHESTER DR. MARRERO, LA 70072</p>	\$ 9750. ⁰⁰	\$ 9750. ⁰⁰
2	1.00	JOB	<p>0020 PREVENTATIVE MAINTENANCE AND INSPECTION ON GENERATOR</p> <p>KATO - DIESEL 1660 KW MODEL# A22J6700000 SERIAL# 89086-2</p> <p>SERVICE LOCATION: DUNCAN PUMP STATION 1800 JOE YENNI BLVD. KENNER, LA 70065</p>	\$ 9750. ⁰⁰	\$ 9750. ⁰⁰
3	1.00	JOB	<p>0030 PREVENTATIVE MAINTENANCE AND INSPECTION ON GENERATOR</p> <p>KATO - DIESEL 2865 KW MODEL# AA28600000 SERIAL# 24410-01</p> <p>SERVICE LOCATION: WESTMINSTER PUMP STATION 2050 WATLING DR. MARRERO, LA 70072</p>	\$ 9750. ⁰⁰	\$ 9750. ⁰⁰

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 136353 or No. 141125, 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 her designee, with the concurrence of the Director of Risk Management or her 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.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. **Failure to comply will cause the 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 Parish of Jefferson, 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.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it 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.

With a Waiver of Subrogation in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and any other entities who may require waivers by specific contract.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. 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**

Limits of not less than the following: \$1,000,000.00 Combined Single Limit Per Occurrence; 2 million General Aggregate for bodily injury and property damage.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

☒ **BUSINESS AUTOMOBILE LIABILITY**

Limits of not less than the following: Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence. Liability coverage to be provided for Any Auto or for ALL Owned Autos and Hired and Non-owned Autos.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. 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. Certificate of Insurance must state which coverage the Umbrella sits over.

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.

Seal of the 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; LIMITED SPECIALTY SERVICES



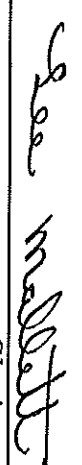
Expiration Date: September 20, 2027

License No: 48159

Witness our hand and seal of the Board dated,
Baton Rouge, LA 21st day of September 2024

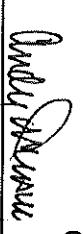


Director



Chairman

This License Is Not Transferrable



Treasurer

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: 4/15/2024

Type: Business Corporation

Registered Agent(s)

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

Officer(s)

Additional Officers: No

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

Officer:	SCOTT BARRINGER
Title:	Director
Address 1:	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](#)



PALAGRO-01

BFOREMAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/2/2024

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 600 Baton Rouge, LA 70809	CONTACT NAME:	FAX (A/C, No): (225) 218-2401
	PHONE (A/C, No, Ext): (800) 789-7365	
INSURED Arcco Company Services, Inc. 9424 N. Interstate Dr. Baton Rouge, LA 70809	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Zurich American Insurance Company	NAIC # 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 SUBR INSD WYD	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:		GLO038145509	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BAP038145609	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		011448830	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC038145409	7/1/2024	7/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 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/Rental		MKLM2IM0002629	7/1/2024	7/1/2025	\$500,000/\$2,000K
C	Equipment Floater		MKLM2IM0002629	7/1/2024	7/1/2025	\$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-Interstate, LLC; Elite Helical Solutions, a division of PALA Interstate, Arcco Company Services, Inc.

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

Commercial Umbrella 07/01/24-07/01/2025 Aspen Specialty Insurance Company
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

Jefferson Parish
Department of Purchasing
200 Derbligny Street-Suite 4400
Gretna, LA 70053

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



AGENCY CUSTOMER ID: PALAGRO-01

BFOREMAN

LOC #: 1

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

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

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:

Policy #EX00RUD24 - Limit of Liability \$10,000,000 per Occurrence/Per Aggregate over General, Auto, Employer's, Umbrella, Sudden & Accidental Pollution and Contractors Pollution Liability Policies shown above. Policy is Following Form over Lexington Umbrella.

Maritime Liability 07/01/2024 - 07/01/2025 Markel International Insurance

Policy #B1230NG03123A24 - Limit of Liability \$1,000,000

Pollution 07/01/2024 - 07/01/2025 Westchester

Policy #SAT000070124 - Limit of Liability \$6,000,000; General Aggregate Limit \$6,000,000

Blanket Additional Insured is included where required by written contract.



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000147462 Labor, Materials, Equipment, and all Incidentals Necessary to
Provide Testing and Preventative Maintenance Services on Existing
Generators for the Jefferson Parish Department of Drainage
Jefferson Parish Government**

Project documents obtained from www.CentralBidding.com

21-Mar-2025 10:25:36 AM