Bid Number 50 - 119831

Two (2) year contract for various chemicals for the Jefferson Parish Department of Public Works – Water.

June 15, 2017 AT 2:00 PM

ATTENTION VENDORS!!!

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

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

BID # 50-00119831
TWO YEAR CONTRACT FOR VARIOUS CHEMICALS.

Bid Specifications for Chemicals

Line 0010: Liquid ammonia
Line 0020: Zinc sodium hexametaphosphate
Line 0030: Bulk polydadmac polyelectrolyte clarifloc
Line 0040: Ammonium hydroxide solution
Line 0050: Powdered activated carbon
Line 0060: Liquid chlorine
Line 0070: Liquid chlorine
Line 0080: Fluorosilicic acid
Line 0090: Liquid aluminum sulfate

Specifications for line # 0010 (Bulk Liquid Ammonia)

A. The liquid ammonia must be certified for use in drinking water under national sanitation foundation standard 60.

B. The vendor must provide for the transfer of the bulk liquid ammonia via his own hoses and truck mounted transfer pump. Vendor's hose connections must be compatible with the 1-1/4 inch acme adaptor on our tanks. Vendors must verify compatibility of their hose connections with our tanks before bidding (contact plant superintendents at 504-838-4398 for east bank and 504-349-5085 for west bank). The ammonia will be placed into the storage tanks at each waterworks location by the delivery driver and will be supervised by the appropriate waterworks personnel.

C. The ammonia vendor shall provide an annual ammonia safety training program at each waterworks facility as part of the contract obligation at no additional charge.

Specifications for line #0020 (Zinc Sodium Hexametaphosphate)

A. The zinc sodium hexametaphosphate bid must be equivalent to Virginia Chemical Vir Chem 937, Shannon Chemical Shan-no-cor, or Calgon C-8 or C-9, containing no less than 65% as phosphate and 6.5% as zinc; must be a free-flowing granular material sized such that at least 75% will pass a 10 mesh sieve and will be retained on a 80 mesh sieve; and must be soluble up to 3 lb/gal of cold tap water and remain free of precipitates for at least 5 days after preparation. Products requiring hot water for solution preparation are not acceptable.
B. The zinc sodium hexametaphosphate must be certified for use in drinking water under national sanitation foundation standard 60.

C. A technical information sheet indicating the percent composition of active ingredients must accompany each bid. The bid award will be based upon the lowest price per ton of the primary active ingredient, metaphosphate (p 205).
D. The zinc sodium hexametaphosphate must be supplied in 50 pound pails which are properly palletized on wooden pallets such that unloading can be promptly accomplished by waterworks personnel using their forklift.

Specifications for line #0030 (**Bulk Polydadmac Polyelectrolyte** Clarifloc C-308P)

A. The polydadmac (polydiallyldimethylammonium chloride) bid must be one of the following:

   Polydyne C-308P, Cytec Industries 587-C, Chemlink per chem 550, Nalco 8792, G.S. Robin 120, CPS Chemical Agefloc WT-20HV, Callaway Chemical Jay Floc 842, Citichem Chemfloc 615, or Calgon Cat-Floc T, T2, I or IS.
B. The polydadmac shall have a specific gravity of 1.03 - 1.05 g/mL, a viscosity less than 300 cps at 25 degrees Celsius, a shelf life of 12 - 24 months, and freezing point of minus 5 degrees Celsius.
C. The polydadmac must meet the requirements of the latest version of American Water Works Association Standard B451 and must be certified for use in drinking water under national sanitation foundation standard 60 to a dosage of 10 mg/L.
D. Each vendor must bid only one polydadmac product, clearly indicating the product name on the bid.
E. A technical information sheet on the product bid award will be based upon the lowest price per ton of active ingredient.
F. Shippers must provide the necessary properly sized equipment to quickly unload their product into the designated storage tanks at the delivery site.

Specifications for line #0040 (**Ammonium Hydroxide Solution**)

A. The 29.4% ammonium hydroxide solution must be certified for use in drinking water under national sanitation foundation standard 60.
B. The bid price of the ammonium hydroxide shall include any and all fees associated with drum return, such as an environmental or cleaning fee.
C. Shippers must provide necessary properly sized equipment to quickly unload their product at the delivery site.

Specifications for line #0050 (**Bulk Powdered Activated Carbon** for broad spectrum)

A. The powdered activated carbon must meet the requirements of the latest version of American Water Works Association Standard B600, must have a phenol value of 1.8 - 3.2 g/L, and must be certified for use in drinking water under national sanitation foundation standard 60.
B. Each vendor must bid only one PAC product, clearly indicating the product name on the bid. A technical information sheet on the product must accompany the bid.

C. Shippers must provide the necessary properly sized equipment to quickly unload their product into the designated storage tanks at the delivery site.

Specifications for lines #0060 & #0070 (**Liquid Chlorine**)

A. The liquid chlorine must meet the requirements of the latest version of American Water Works Association Standard B301 and must be certified for use in drinking water under national sanitation foundation standard 60.
B. A comprehensive quality tracking program (QTP) must be submitted by the supplier with the bid proposal and annually thereafter. The QTP must address the required chlorine purity specifications and include documentation and reporting protocols to ensure chlorine cylinder integrity.
C. Chlorine cylinder valves must be properly aligned and the valve threads must be in good condition upon receipt. Otherwise the cylinder will be rejected and returned to the vendor.
D. The chlorine vendor shall provide an annual chlorine safety training program at each waterworks facility as part of the contract obligation at no additional charge.
E. Shippers must provide the necessary equipment to quickly unload one ton cylinders at the delivery site and pick up empty cylinders. Any cost associated with the pickup and return of empty cylinders shall be included in the bid price.

Specifications for item #0080 (**Fluorosilicic Acid**)

A. The fluorosilicic acid must meet the requirements of the latest version of American Water Works Association Standard B703 and must be certified for use in drinking water under national sanitation foundation standard 60.
B. The bid price of the fluorosilicic acid shall be made on a 100% dry basis such that a shipment of 25% fluorosilicic acid shall be paid at a rate of 25% of the bid price. A certified analysis indicating the percentage fluorosilicic acid must accompany each shipment.
C. Shippers must provide the necessary properly sized equipment to quickly unload their product into the designated storage tanks at the delivery site.
D. In the event that any commodity sought in this bid is the subject of a nationwide product shortage which can be verified by Jefferson Parish, then Jefferson Parish will agree to suspend the obligation of the vendor to supply that commodity during any period of its unavailability.
E. Price is based on 100% acidity adjusted basis and 20 ton minimum releases.
F. The fluoride vendor shall provide an annual fluoride safety training program at each waterworks facility as part of the contract obligation at no additional charge.

DATE: 5/31/2017

BID NO.: 50-00119831

INVITATION TO BID
THIS IS NOT AN ORDER

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 6/15/2017 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting 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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from 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. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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

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

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

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

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

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

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 submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

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 Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit 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://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 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at http://purchasing.jeffparish.net and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10, 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(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 Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.

5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of $5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of $25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.

8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.

9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.

10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.

11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.

13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

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

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

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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

BID NO.: 50-00119831

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 X

MAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF award - 2 years.

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 7-14 days

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Pencco, Inc.

ADDRESS: P.O. Box 600

CITY, STATE: San Felipe, TX ZIP: 77473

TELEPHONE: (979) 885-0005 FAX: (979) 885-3208

EMAIL ADDRESS: sarah@pencco.com

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

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: $ 214,800.00

AUTHORIZED SIGNATURE: Sarah Duffy

Sarah Duffy
Printed Name

TITLE: Bid Sec.

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.: 50-00119831

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT FOR VARIOUS CHEMICALS FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS - WATER.	NO BID	
1	250.00	TN	0010 BULK LIQUID AMMONIA (DELIVERED FREIGHT PREPAID IN APPROXIMATELY 2 OR 3 TON SHIPMENTS TO BOTH THE EASTBANK AND WESTBANK WATER TREATMENT PLANTS AS REQUIRED). DELIVERY LOCATIONS: EASTBANK PLANT - JEFFERSON, LA 70121 WESTBANK PLANT - MARRERO, LA 70072	NO BID	
2	120.00	TN	0020 ZINC SODIUM HEXAMETAPHOSPHATE (DELIVERED FREIGHT PREPAID IN 20 TON SHIPMENTS TO BOTH EASTBANK AND WESTBANK WATER TREATMENT PLANTS AS REQUIRED). DELIVERY LOCATION: EASTBANK PLANT - JEFFERSON, LA 70121 WESTBANK PLANT - MARRERO, LA 70072	NO BID	
3	1,600.00	TN	0030 BULK POLYDADMAC POLYELECTROLYTE CLARIFLOC C-308P (DELIVERED FREIGHT PREPAID IN 20 TON SHIPMENTS TO BOTH EASTBANK AND WESTBANK WATER TREATMENT PLANTS AS REQUIRED). DELIVERY LOCATION: EASTBANK PLANT - JEFFERSON, LA 70121 WESTBANK PLANT - MARRERO, LA 70072	NO BID	
4	135.00	DRUM	0040 AMMONIUM HYDROXIDE SOLUTION, 29.4% IN 55 GALLON DRUMS (DELIVERED FREIGHT PREPAID IN 10 DRUM SHIPMENTS AS REQUIRED). DELIVERY TO: GRAND ISLE, LA 70358	NO BID	
5	400.00	TN	0050 BULK POWDERED ACTIVATED CARBON FOR BROAD SPECTRUM ORGANICS REMOVAL (DELIVERED FREIGHT PREPAID IN 20 TON SHIPMENTS TO BOTH EASTBANK AND WESTBANK WATER TREATMENT PLANTS AS REQUIRED). DELIVERY LOCATION: EASTBANK PLANT - JEFFERSON, LA 70121	NO BID	

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119831

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			WESTBANK PLANT - MARRERO, LA 70072		
6	1,500.00	TN	0060 LIQUID CHLORINE IN 1 TON CYLINDERS (CYLINDERS DELIVERED FREIGHT PREPAID IN 20 TON SHIPMENTS TO BOTH EASTBANK AND WESTBANK WATER TREATMENT PLANTS AS REQUIRED). DELIVERY LOCATION: EASTBANK PLANT - JEFFERSON,LA 70121 WESTBANK PLANT - MARRERO, LA 70072	NO BID	
7	55,000.00	LB	0070 LIQUID CHLORINE IN 150 POUND CYLINDERS (CYLINDERS DELIVERED IN 1500 LB SHIPMENTS FREIGHT PREPAID AS REQUIRED) DELIVERY TO: GRAND ISLE, LA 70358	NO BID	
8	150.00	TN	0080 BULK FLUOROSILICIC ACID BID ON A 100% DRY BASIS (DELIVERED FREIGHT PREPAID IN 20 TON SHIPMENTS TO BOTH EASTBANK AND WESTBANK WATER TREATMENT PLANTS AS REQUIRED). DELIVERY LOCATION: EASTBANK PLANT - JEFFERSON, LA 70121 WESTBANK PLANT - MARRERO, LA 70075 * PRICE IS BASED ON A 100% ASSAY ADJUSTED BASIS AND 20 TON MINIMUM RELEASES.	$1,432.00	$214,800.00
9	3,800.00	TN	0090 BULK LIQUID ALUMINUM SULFATE BID ON A 100% DRY BASIS (DELIVERED FREIGHT PREPAID IN 20 TON SHIPMENTS TO BOTH EASTBANK AND WESTBANK WATER TREATMENT PLANTS AS REQUIRED). DELIVERY LOCATION: EASTBANK PLANT - JEFFERSON, LA 70121 WESTBANK PLANT - MARRERO, LA 70072 QUOTED DRY TON	NO BID	

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF Pencco, Inc. INCORPORATED.

AT THE MEETING OF DIRECTORS OF Pencco, Inc. INCORPORATED, DULY NOTICED AND HELD ON August 15, 2014, A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

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

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

Ethan Horne

SECRETARY-TREASURER

June 12, 2017

DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF Texas

PARISH/COUNTY OF Austin

BEFORE ME, the undersigned authority, personally came and appeared: _____ Sarah Duffy, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Bid. Sec. of Pencco, Inc. (Entity), the party who submitted a bid in response to Bid Number 50-119831, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

Choice A	_____	Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.
Choice B	__X__	There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

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

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

Sarah Duffy

Signature of Affiant

Sarah Duffy, Bid Sec.

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 12 DAY OF June, 20 17.

Notary Public

Jennifer Matura

Printed Name of Notary

12934467-2

Notary/Bar Roll Number

My commission expires 3/13/21.

JENNIFER LYNN MATURA
Notary Public, State of Texas
Notary ID # 12934467-2
My Commission Expires
March 13, 2021

JENNIFER LYNN MATURA
Notary Public, State of Texas
Notary ID # 129244617-2
My Commission Expires
March 13, 2021

Pencco
higher standards. better water.

PO Box 600 San Felipe, Texas 77473
(979) 885-0005 Fax: (979) 885-3208

BOARD OF DIRECTORS MEETING

Prior Notice was waived and a meeting of the Directors was held on August 15, 2014. The following resolution was adopted in respects to the official signing of bids on behalf of Pencco, Inc.

BE IT RESOLVED by the Board of Directors of Pencco, Inc. in a meeting duly assembled that Monica Avila, former Bid Secretary of the Corporation, no longer has authority to negotiate for and sign any bid proposals and/or contracts on behalf of the Corporation.

BE IT FURTHER RESOLVED that Sarah Duffy, Bid Secretary, of the Corporation has authority to negotiate for and sign any bid proposals and/or contracts which the Corporation might enter into for the furnishing of services for the Corporation under such terms, conditions, and stipulations, and for such consideration as she may deem to be in the best interest of the Corporation.

No further business was necessary and the meeting was concluded.

Ron L. Horne, President

PENCCO, INC.

Pioneer Engineering Chemical Company

AFFIDAVIT OF COMPLIANCE

This is to certify that the Hydrofluorosilicic Acid supplied by our company meets AWWA Standard B703-11 or the latest revision, and is certified to NSF/ANSI Standard NSF-60.

R L Horne

Signature

R. L. Horne, President

Name and Title of Official

1/4/2016

Date

PO BOX 600 • SAN FELIPE, TX 77473
PHONE: 979-885-0005 • 800-864-1742 • FAX: 979-885-3208
INFO@PENCCO.COM

The Public Health and Safety Organization

NSF Product and Service Listings

These NSF Official Listings are current as of **Monday, June 12, 2017** at 12:15 a.m. Eastern Time. Please contact NSF International to confirm the status of any Listing, report errors, or make suggestions.

Alert: NSF is concerned about fraudulent downloading and manipulation of website text. Always confirm this information by clicking on the below link for the most accurate information: http://info.nsf.org/Certified/PwsChemicals/Listings.asp?CompanyName=pencco&

NSF/ANSI 60
Drinking Water Treatment Chemicals - Health Effects

PENCCO, Inc.
831 Bartlett Road
Sealy, TX 77474
United States
800-864-1742
979-885-0005
Visit this company's website
(http://www.pencco.com)

Facility : Vernon, CA

Ferric Chloride

Trade Designation	*Product Function*	*Max Use*
Ferric Chloride	Coagulation & Flocculation	600mg/L

Ferrous Chloride

Trade Designation	*Product Function*	*Max Use*
Ferrous Chloride	Coagulation & Flocculation	500mg/L

Facility : Distribution Center - Willow Springs, IL

Hydrofluosilicic Acid

Trade Designation	*Product Function*	*Max Use*
Fluorosilicic Acid	Fluoridation	6mg/L
Fluosilicic Acid	Fluoridation	6mg/L
Hydrofluosilicic Acid	Fluoridation	6mg/L

Facility : Distribution Center - Westborough, MA

Hydrofluosilicic Acid

Trade Designation	*Product Function*	*Max Use*
Fluorosilicic Acid	Fluoridation	6mg/L

Facility : Middlesex, NC

Ferric Sulfate

Trade Designation	*Product Function*	*Max Use*
50% Ferric Sulfate	Coagulation & Flocculation	650mg/L
60% Ferric Sulfate	Coagulation & Flocculation	650mg/L
Ferric Sulfate	Coagulation & Flocculation	650mg/L
Penn 3202	Coagulation & Flocculation	650mg/L
Poly Ferric Sulfate	Coagulation & Flocculation	650mg/L

Hydrofluosilicic Acid

Trade Designation	*Product Function*	*Max Use*
Hydrofluorosilicic Acid	Fluoridation	6mg/L

Facility : Distribution Center - Bardwell, TX

Ferric Chloride

Trade Designation	*Product Function*	*Max Use*
Ferric Chloride	Coagulation & Flocculation	600mg/L
Pencco 3012	Coagulation & Flocculation	600mg/L

Ferric Sulfate

Trade Designation	*Product Function*	*Max Use*
Ferric Sulfate Solution	Coagulation & Flocculation	650mg/L

Ferrous Chloride

Trade Designation	*Product Function*	*Max Use*
Ferrous Chloride	Corrosion Control Coagulation & Flocculation	500mg/L
Pencco 0210	Corrosion Control Coagulation & Flocculation	500mg/L

Hydrofluosilicic Acid

Trade Designation	*Product Function*	*Max Use*
Hydrofluorosilicic Acid	Fluoridation	6mg/L

Facility : Ennis, TX

Ferric Chloride

Trade Designation	*Product Function*	*Max Use*
Ferric Chloride	Coagulation & Flocculation	600mg/L
Pencco 3012	Coagulation & Flocculation	600mg/L

Ferric Sulfate

Trade Designation	*Product Function*	*Max Use*
50% Ferric Sulfate	Coagulation & Flocculation	150mg/L
60% Ferric Sulfate	Coagulation & Flocculation	150mg/L
Ferric Sulfate	Coagulation & Flocculation	150mg/L
Poly Ferric Sulfate	Coagulation & Flocculation	150mg/L

Ferrous Chloride

Trade Designation	*Product Function*	*Max Use*
Ferrous Chloride	Corrosion Control Coagulation & Flocculation	500mg/L
Pencco 0210	Corrosion Control	500mg/L

Coagulation & Flocculation

Ferrous Sulfate

Trade Designation	*Product Function*	*Max Use*
Ferrous Sulfate	Coagulation & Flocculation	150mg/L
GreenIron	Coagulation & Flocculation	150mg/L
SafeIron	Coagulation & Flocculation	150mg/L

Hydrofluosilicic Acid

Trade Designation	*Product Function*	*Max Use*
Hydrofluorosilicic Acid	Fluoridation	6mg/L

Facility : Sealy, TX

Ferric Sulfate

Trade Designation	*Product Function*	*Max Use*
50% Ferric Sulfate	Coagulation & Flocculation	650mg/L
60% Ferric Sulfate	Coagulation & Flocculation	650mg/L
Ferric Sulfate	Coagulation & Flocculation	650mg/L
Ferric Sulfate Solution	Coagulation & Flocculation	650mg/L
Penn 3202	Coagulation & Flocculation	650mg/L
Poly Ferric Sulfate	Coagulation & Flocculation	650mg/L

Hydrofluosilicic Acid

Trade Designation	*Product Function*	*Max Use*
Fluorosilicic Acid	Fluoridation	6mg/L
Fluosilicic Acid	Fluoridation	6mg/L
Hydrofluosilicic Acid	Fluoridation	6mg/L

Number of matching Manufacturers is 1

Number of matching Products is 39

Processing time was 0 seconds

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/26/2017

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
Higginbotham Insurance Agency, Inc.
11700 Katy Freeway, Suite 1100
Houston TX 77079

CONTACT NAME: Leticia Gallegos
PHONE (A/C, No, Ext): 713-952-9990 FAX (A/C, No): 713-952-9939
E-MAIL ADDRESS: Lgallegos@higginbotham.net

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Commerce & Industry Insurance Co	19410
INSURER B : Great American Alliance Ins. Co.	26832
INSURER C : AIG SPECIALTY INSURANCE COMPANY	26883
INSURER D :	
INSURER E :	
INSURER F :	

INSURED PENCC2
Pencco, Inc.
PO Box 600
San Felipe TX 77473

COVERAGES CERTIFICATE NUMBER: 2141271039 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	
C	X COMMERCIAL GENERAL LIABILITY			EG13094694	11/15/2016	11/15/2017	EACH OCCURRENCE	$1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
	X 10,000						MED EXP (Any one person)	$25,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:						Pollution Liability	$1,000,000
A	AUTOMOBILE LIABILITY			1932358	11/15/2016	11/15/2017	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	UMBRELLA LIAB [X] OCCUR			EGU13094695	11/15/2016	11/15/2017	EACH OCCURRENCE	$25,000,000
	X EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$25,000,000
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC153855300	10/1/2016	10/1/2017	X PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

See Attached...

CERTIFICATE HOLDER

For Bid Purposes

CANCELLATION

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: PENCC2

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
Higginbotham Insurance Agency, Inc.		Pencco, Inc. PO Box 600 San Felipe TX 77473
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

The General Liability policy includes a blanket automatic additional insured provision that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The General Liability policy includes a blanket waiver of subrogation provision to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The General Liability policy contains a special endorsement with "Primary and Noncontributory" wording.

The Auto Liability policy includes a blanket automatic additional insured provision that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The Automobile Liability policy includes a blanket waiver of subrogation provision to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The Workers' Compensation policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it.

The Workers' Compensation policy includes a blanket Alternate Employer endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it.

The General Liability, Auto Liability, and Workers' Compensation policy include an endorsement providing that 30 days notice of cancellation will be furnished to the certificate holder.

The Excess Liability policy is follow form: General Liability, Pollution Legal Liability, Automobile Liability, Employers Liability, & Foreign Liability.