

BID REJECTION FORM

Bid number: 50-126989

Vendor Name: COVINGTON SALES & SERVICE

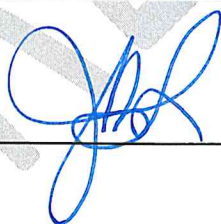
Reasons for

Rejection: DID NOT TURN IN TECHNICAL SPECIFICATION SHEETS.

REVIEWED BY:

Buyer Name: Donna Reamey

Date: 7/18/2019

Chief Buyer: 

Date: 7/24/19



Bid Number 50 - 126989

**TWO (2) YEAR CONTRACT FOR A SUPPLY OF SEWER CLEANER HOSES
AND RELATED ITEMS FOR THE JEFFERSON PARISH DEPARTMENT OF
PUBLIC WORKS – SEWERAGE AND WATER ALL DIVISIONS.**

JULY 18, 2019 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**

Sewer Cleaner Hoses **Contract**

Contract terms:

Two (2) year contract for a supply of Sewer Cleaner Hoses and related items for the Jefferson Parish Department of Public Works-Sewerage and Water (all divisions)

All pertinent technical specifications and literature shall be included with the bid submission. Failure to comply will cause your bid to be rejected.

Items included in this contract:

1. Dayco Cleaner Hoses and Accessories
2. Slipper Hose Guide
3. Double Bolt Power Clamp (Used With Kanaflex® Hoses)
4. Quick Clamp (Used With Kanaflex® Hoses)
5. Kanaflex® Sewer Cleaner Hoses
6. Portable Hydraulic Swag Mender Tool
7. Manual Double Bolt Crimper
8. Sanitary Nozzle (30 Degree)
9. Penetrator and Sludge Grenade Nozzle (10° And 30° Combo)
10. Chisel Point Nozzle
11. HRH Cleaning Rotojet Nozzle
12. HRV Forward Cleaning Rotator Nozzle
13. Bulldozer Nozzle
14. Aluminum Sand/Storm Nozzle
15. Carbide Replacement Jets
16. Scraper
17. Ultimate Penetrator Nozzle
18. Finned Pipe Skid Extension
19. Nozzle Extension
20. Probe Rod
21. Industrial Style Wash Down Gun
22. Quick Disconnect Kit
23. Reel Swivel/Rotary Style
24. Swivel Replaceable Packing
25. Ball Valve (1 Inch)
26. Needle Valve (1/8 Inch)
27. Pipe Flange Weldment
28. Dayco Hose Fittings
29. Manhole Cover Hook
30. Top Manhole Roller Assembly

SPECIFICATION FOR BID # 50-126989

Warranty:

Products shall be warranted that they are manufactured in accordance with the applicable material specifications and are free from defects in workmanship and materials for one year after delivery. Any defective items sold under this contract shall be replaced at no cost to the purchaser.

General specifications:

This specification is prepared for the purpose of furnishing new 500' reels of ¾" and 1" I.D. premium cleaner hoses and associated fittings and couplings for the existing sewer and drainage cleaning units.

The quantities shown on the proposal guide are approximate quantities to be acquired by Jefferson Parish over a two (2) year period. Actual usage will be on an "as needed" basis.

All pertinent technical specifications and literature shall be included with the bid.

Successful bidder will be allowed 7 days, from the date of contract execution, to stock and maintain sufficient quantities on hand to meet the needs of Jefferson Parish. The vendor will ship requested quantities (as indicated on purchase order) within seven (7) calendar days.

Bid delivery shall include all freight and delivery costs to Jefferson Parish warehouse locations on the East and West Banks of Jefferson Parish.

All manufacturing vendors must submit to the standards established by the National Solid Waste Management Association (NSWMA) and reference adherence to these standards by submission of letter attached to the bid forms.

Technical specifications:

I. (Dayco) Sewer Cleaner Hoses and Accessories:

Cleaner hoses shall be a black or blue abrasion resistant polyurethane cover with red polyester tube inside. Hoses shall be reinforced with one braid of aramid fiber. The maximum operating pressure shall be 4,000 PSI for a ½ inch hose and 3,000 PSI for ¾ inch and 1 inch hoses. Cleaner hoses shall have a minimum test/bend radius of 4 inches for a ½ inch hose and 3 inches for ¾ and 1 inch hoses. Cleaner hoses shall also have a temperature range of -40°F to 125°F for all size hoses. Cleaner hoses shall be manufactured by Dayco or an approved equal.

❖ Slipper Hose Guide:

Hose guide shall have a 3 inch x 36 inch flexible hose with cuffs on each end for quick installation.

SPECIFICATION FOR BID # 50-126989

❖ **Portable Hydraulic Swag Mender Tool (Crimper):**

Crimper is to be used to repair ¾ and 1 inch hose ends and menders to Dayco sewer cleaner hoses. Crimper tool shall have two (2) dies, one (1) pusher, and two (2) male end fittings included for both ¾ inch and 1 inch Dayco sewer hoses.

❖ **Manual Double Bolt Crimper:**

Crimper is to be used to repair ½ inch hose ends and menders to Dayco sewer cleaner hoses. Crimper tool shall have two (2) dies, one (1) pusher, and two (2) ½ inch male ends included for complete assembly to repair ½ inch Dayco sewer hoses.

II. (Kanaflex®) Sewer Cleaner Hoses And Accessories:

Cleaner hoses shall be a black abrasion resistant SBR rubber blend with static carbon black, rigid PVC helix, smooth bore and corrugated O.D. variety. Cleaner hoses shall have a minimum test/bend radius of 3 inches for a 3 inch hose and 15 inches for an 8 inch hoses. Cleaner hoses shall have a temperature range of -40°F to 140°F

❖ **Double Bolt Power Clamp:**

Power clamp shall be a heavy duty construction and is to be used with Kanaflex® hoses. Power clamps shall be manufactured by Vac-con or an approved equal.

❖ **Quick Clamp:**

Quick clamp shall be a heavy duty construction and are needed when flanges are used. Quick clamps shall be manufactured by Vac-con or an approved equal.

III. Portable Hydraulic Swag Mender Tool:

This tool shall be for use in the field or shop. Crimper No. 22-682 shall repair ¾ inch and 1 inch hose ends and mender to Dayco sewer cleaning hose. The tool shall have (2) dies, (1) pusher, and (2) male end fittings included for both ¾ inch and 1 inch Dayco sewer hose.

IV. Manual Double Bolt Crimper:

This tool can be used in the field or shop. Crimper No. S16 shall repair ½ inch hose ends and mender to Dayco sewer cleaner hose. Tool shall have (2) dies, (1) pusher and (2) ½ inch male ends included for both ¾ inch and 1 inch Dayco sewer hose.

V. Sanitary Nozzles (30°):

Sanitary nozzles shall be special wear resistant steel with a maximum working pressure of 4000 PSI. All trucks have different variations on the pump therefore, when ordering must have GPM and psi of pump and length of hose on reel. Nozzles shall have six (6) carbide inserts with or without a forward jet nozzle. Nozzles shall come in ¾, ½, and 1 inch sizes. Nozzles shall be manufactured by Vac-con or an approved equal.

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Nozzle Size	Nozzle No.	Diameter (OD)	Length (Inches)	Weight (LBS)	Cleaning Pipe Range (Inches)
½	30.050	1.14	1.81	0.25	2.5-8
¾	30.075	1.50	2.36	0.62	3.2-10
1	30.100	1.89	3.35	1.50	6-14

VI. Penetrator and Sludge Grenade (10 And 30 Degree Combo):

Nozzles shall be a special wear resistant steel (special hardened/treated) nozzle that uses a positive water flow design for minimum wear and tear. The maximum working pressure shall be 4000 PSI. All trucks have different variations on the pump therefore when ordering you must provide the GPM, psi, and length of the pump on the reel. The ½ inch nozzles shall have six (6) ceramic inserts with or without forward jet. The ¾ inch nozzles shall have eight (8) ceramic inserts with or without forward jet. The 1 inch nozzles shall have ten (10) ceramic inserts with or without forward jet. Nozzles shall be manufactured by Vac-con or an approved equal.

Nozzle Size	Nozzle No.	Diameter (OD)	Length (Inches)	Weight (LBS)
½	40.050	1.89	3.14	1.76
¾	40.075	2.28	4.09	3.19
1	40.100	3.11	5.35	8.16

VII. Chisel Point Nozzle (For Opening Material):

Chisel point nozzle shall be a special wear resistant steel (surface hardened/treated) nozzle with positive water flow designed for minimum wear and tear. The maximum working pressure shall be 4000 psi. All trucks have different variations on the pump therefore when ordering you must provide the GPM, PSI, and length of the pump on the reel. The ½ and ¾ inch nozzles shall have four (4) front ceramic inserts and four (4) rear ceramic inserts. The 1 inch nozzles shall have four (4) front ceramic inserts and six (6) ceramic inserts. Nozzles shall be manufactured by Vac-con or an approved equal.

Nozzle Size	Nozzle No.	Diameter (OD)	Length (Inches)	Weight (LBS)
½	60.050	1.14	2.60	0.34
¾	60.075	1.50	3.15	0.70
1	60.100	1.90	3.54	1.10

VIII. HRH Cleaning Rotojet Nozzle:

These nozzles are to be used for the removal of grease and sludge. Nozzles shall be of a special wear resistant steel (surface hardened/treated). Nozzles shall have a 45 degree rearward angle used for high cleaning efficiency and lower water consumption. The maximum working pressure at tool shall be 4000 psi. All trucks have different variations

SPECIFICATION FOR BID # 50-126989

on the pump therefore when ordering you must provide the GPM, PSI, and length of the pump on the reel. All size nozzles shall have three (3) rear ceramic inserts and four (4) roto ceramic inserts. Nozzles shall be manufactured by Vac-con or an approved equal.

Nozzle Size	Nozzle No.	Diameter (OD)	Length (Inches)	Weight (LBS)
¾	02.050B	2.0	4.0	2.50
1	02.060	2.4	4.1	3.10

IX. HRV Forward Cleaning Rotator Nozzles:

Nozzles are to be used for forward flushing of grease and sludge. Nozzles shall have a forward rotating impact angle of approximately 45° that pushes all debris forward and be made of a special wear resistant steel (surface hardened/treated). The maximum working pressure at the tool shall be 4000 PSI. All trucks have different variations on the pump therefore when ordering you must provide the GPM, PSI, and length of the pump on the reel. All size nozzles shall have three (3) rear ceramic inserts and four (4) roto ceramic inserts. Nozzles shall be manufactured by Vac-con or an approved equal.

Nozzle Size	Nozzle No.	Diameter (OD)	Length (Inches)	Weight (LBS)
½	03.050A	2.00	4.00	2.50
¾	03.050B	2.00	4.00	2.50
1	03.060	2.4	4.1	3.10

X. Bulldozer Nozzle:

Bulldozer nozzle shall be used with a swivel joint. The working pressure at 80 GPM shall be 2000 PSI. All glide blades shall be hardened steel and interchangeable. These blades have good gliding ability forward and backwards due to the edge coverage provided. All size nozzles shall have eight (8) rear ceramic inserts and swivel joint. Nozzles shall be manufactured by Vac-con or an approved equal.

Nozzle Size	Nozzle No.	Length (Inches)	Width (Inches)	Height (Inches)	Weight (LBS)
¾	50.075	13.2	4.70	4.30	22
1	50.100	17.3	6.30	5.90	53

XI. Aluminum Sand/Storm Nozzle And Replacement Jets:

Nozzle shall be used to for cleaning heavy grease-filled line. All trucks have different variations on the pump therefore when ordering you must provide the GPM, PSI, and length of the pump on the reel. The ¾ inch nozzles shall have six (6) rear replaceable jets at 17/24° and one (1) forward replaceable jet. The 1 inch nozzles shall have sixteen (16) rear replaceable jets at 17/24° and one (1) forward replaceable jet. Aluminum sand/storm nozzles are not subject to a (5) year warranty. Nozzles shall be manufactured by Vac-con or an approved equal.

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XII. Scraper (½" to 1"):

Scrapers shall have skids with three (3) rear ceramic inserts and three (3) roto ceramic inserts.

Scraper Size	Scraper No.	Cleaning Range (Inches)	Diameter (Inches)	Length (Inches)	Weight (LBS)
½	10.060A	3-6	2.40	4.90	3.00
¾	10.060B	3-6	2.40	4.90	3.00
1 (No Skids)	10.080	6-10	9.30	6.90	16.0
1 (Skids)	10.200	8-14	14.0	17.70	48.0

XIII. Ultimate Penetrator Nozzle and Replacement Jets:

Ultimate penetrator nozzle shall have five (5) rear carbide replaceable jets at a 10° angle. All trucks may have different variations on the pump therefore when ordering the GPM and psi of the pump must be provided. Nozzles are subjected to five (5) year warranty.

XIV. Finned Pipe Skid Extension:

Pipe skid extension shall use a ½ to 1 inch schedule 80 pipe, the length shall be 4 and 6 inches, and fin size shall be 3 inches.

Extension Skid Size (Inches)	Extension No.	Length (Inches)	Fin Size (Inches)
½	3007-9000	4.00	3.00
¾	3021-9100	6.00	3.00
1	3021-9200	6.00	3.00

XV. Nozzle Extension:

Nozzle extension shall be of a solid tube with a size of 1-7/8 inch O.D. and shall be 12 inches long. One (1) inch NPT is required when exceeding 15 inch long extension.

XVI. Probe Rod:

The probe rod shall be a heavy duty soil probe which resists bending and shall be designed for easy penetration and withdrawal. The probe rod shall be made of stainless steel.

XVII. Industrial Style Wash Down Gun:

The wash down gun shall be rated to 26 GPM at 3500 PSI. The wash down gun shall be a ½ diameter gun with 20 inch lance barrel and with a side handle and nozzle.

SPECIFICATION FOR BID # 50-126989

XVIII. Quick Disconnect Kit with Handgun:

The quick disconnect kit shall have a coupler and plug with metal tie. The quick disconnect kit shall be manufactured by Vac-con or an approved equal.

XIX. Reel Swivel/Rotary Joint Style:

The swivel size shall be 1-½ inches and rated at 6000 PSI. Swivel shall have replaceable packing. The reel swivel shall be manufactured by Vac-con or an approved equal.

XX. Ball Valve:

Ball valve shall be manufactured of carbon steel. The threads shall be female NPT, the ball material shall be made of 316 stainless steel, and the ball valve shall be rated at 3000 psi. Ball valves shall be manufactured by Vac-con or an approved equal.

XXI. Needle Valve:

Needle valve shall be a 1/8 inch NPT with a screw style handle. Needle valves shall be manufactured by Vac-con or an approved equal.

XXII. Pipe Flange Weldment:

The pipe flange weldment shall be 8 inch in diameter and be 36, 60, or 72 inches long. The heavy gauge aluminum pipe should include steel flanges. Pipe flange weldment shall be manufactured by Vac-con or an approved equal.

XXIII. Dayco Hose Fittings:

All hose fittings and couplings must be produced by the same manufacturer and must be color coded to assure compatibility and interchangeability as outlined in the NSWMA standards. Cleaner hose fittings shall be manufactured by Dayco or an approved equal.

XXIV. Manhole Cover Hook:

The manhole cover hook shall be made of a heat treated steel. The cover hook shall be 24 inches long with a 90° angle to hook. Manhole cover hook shall be manufactured by Vac-con or an approved equal.

XXV. Top Manhole Roller Assembly:

The manhole roller assembly shall be used over manholes for remote easement set-up. The standard duty angle iron construction shall include a 6 inch aluminum roller.

DATE: 7/03/2019
BID NO.: 50-00126989

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, 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, GRETN, LA 70053 UNTIL 2:00 PM, 7/18/2019 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.

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

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. 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 via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

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

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

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

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

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

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

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

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

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and 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

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

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

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

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are 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(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated 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. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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 or 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.

See Page 1 for Conflicts of Interest Statement

DATE: 7/03/2019

Page: 5

BID NO.: 50-00126989

BID FORM
Non Public Works

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

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

Are you requesting an escalation provision?

YES ☒ NO ☐

MAXIMUM ESCALATION PERCENTAGE REQUESTED 2 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 7/1/2019-7/1/2021

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

5-10 days

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Covington Sales & Service, Inc.

ADDRESS: 7868 Florida Blvd.

CITY, STATE: Denham Springs, LA ZIP: 70726

TELEPHONE: (800) 349-8000 FAX: (225) 665-1567

EMAIL ADDRESS: parts@covingtonsales.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: \$ 119,258.00

AUTHORIZED SIGNATURE: [Signature]

TITLE: PRESIDENT

Chris Kinchen

Printed Name

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.: 50-00126989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT FOR A SUPPLY OF SEWER CLEANER HOSES AND RELATED ITEMS FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS - SEWERAGE AND WATER ALL DIVISIONS.		
1	4.00	ROLL	0001 - 1/2 Inch Sewer Cleaner Hose (500) Ft. Roll	1,540.00	6,160.00
2	5.00	ROLL	0002 - 3/4 Inch Sewer Cleaner Hose (500) Ft. Roll	1,575.00	7,875.00
3	12.00	ROLL	0003 - 1 Inch Sewer Cleaner Hose (500) Ft. Roll	1,860.00	22,320.00
4	48.00	EA	0004 - Slipper Hose Guide with Eye and 24 Ft. Rope (3 Inch X 36 Inch)	45.50	2,184.00
5	1.00	EA	0005 - 8 Inch Double Bolt-Power Clamp	22.00	22.00
6	1.00	EA	0006 - 3 Inch Double Bolt-Power Clamp	13.00	13.00
7	32.00	EA	0007 - 8 Inch Quick Clamp	28.00	896.00
8	1.00	ROLL	0008 - 8 Inch X 6 Foot 10 Inch (Kanaflex) Hose	325.00	325.00
9	1.00	ROLL	0009 - 3 Inch X 30 Foot (Kanaflex) Hose	285.00	285.00
10	1.00	EA	0010 - Portable Hydraulic Swag Mender	2,075.00	2,075.00
11	1.00	EA	0011 - Manual Double Bolt Crimper	1,580.00	1,580.00
12	1.00	EA	0012 - Sanitary Nozzle 30 Degree (1/2 Inch Nozzle)	135.00	135.00
13	1.00	EA	0013 - Sanitary Nozzle 30 Degree (3/4 Inch Nozzle)	188.00	188.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00126989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
14	1.00	EA	0014 - Sanitary Nozzle 30 Degree (1 Inch Nozzle)	475.00	475.00
15	1.00	EA	0015 - Penetrator and Sludge Grenade Nozzle (10 Degree and 30 Degree Combo) (1/2 Inch)	470.00	470.00
16	1.00	EA	0016 - Penetrator and Sludge Grenade Nozzle (10 Degree and 30 Degree Combo) (3/4 Inch)	670.00	670.00
17	1.00	EA	0017 - Penetrator and Sludge Grenade Nozzle (10 Degree and 30 Degree Combo) (1 Inch)	1,045.00	1,045.00
18	1.00	EA	0018 - Chisel Point Nozzle (1/2 Inch)	338.00	338.00
19	5.00	EA	0019 - Chisel Point Nozzle (3/4 Inch)	448.00	2,240.00
20	1.00	EA	0020 - Chisel Point Nozzle (1 Inch)	499.00	499.00
21	1.00	EA	0021 - HRH Cleaning Roto-Jet Nozzle (1/2 Inch)	1,030.00	1,030.00
22	1.00	EA	0022 - HRH Cleaning Roto-Jet Nozzle (3/4 Inch)	1,030.00	1,030.00
23	1.00	EA	0023 - HRH Cleaning Roto-Jet Nozzle (1 Inch)	1,060.00	1,060.00
24	15.00	EA	0024 - HRV Forward Cleaning Rotator Nozzle (1/2 Inch)	1,045.00	15,675.00
25	1.00	EA	0025 - HRV Forward Cleaning Rotator Nozzle (3/4 Inch)	1,045.00	1,045.00
26	1.00	EA	0026 - HRV Forward Cleaning Rotator Nozzle (1 Inch)	1,055.00	1,055.00

DATE: 7/03/2019

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00126989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
27	1.00	EA	0027 - Bulldozer Nozzle (3/4 Inch)	3,120.00	3,120.00
28	1.00	EA	0028 - Bulldozer Nozzle (1 Inch)	4,920.00	4,920.00
29	5.00	EA	0029 - Aluminum Sand/Storm Nozzle (3/4 Inch)	215.00	1,075.00
30	15.00	EA	0030 - Aluminum Sand/Store Nozzle (1 Inch)	215.00	3,225.00
31	1.00	EA	0031 - Carbide Replaceable Front Jet	3.80	3.80
32	1.00	EA	0032 - Carbide Replaceable Rear Jet	3.80	3.80
33	1.00	EA	0033 - Scraper (1/2 Inch)	1,285.00	1,285.00
34	1.00	EA	0034 - Scraper (3/4 Inch)	1,285.00	1,285.00
35	1.00	EA	0035 - Scraper (1 Inch) Skids	5,260.00	5,260.00
36	1.00	EA	0036 - Scraper (1 Inch) No Skids	3,000.00	3,000.00
37	20.00	EA	0037 - Ultimate Penetrator Nozzle (3/4 Inch)	369.00	7,380.00
38	1.00	EA	0038 - Front Replacement Carbide Jet for 3/4 Inch Ultimate Penetrator Nozzle	25.00	25.00
39	1.00	EA	0039 - Rear Replacement Carbide Jet for 3/4 Inch Ultimate Penetrator Nozzle	25.00	25.00
40	1.00	EA	0040 - Ultimate Penetrator Nozzle (1 Inch)	538.00	538.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00126989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
41	1.00	EA	0041 - Front Replacement Carbide Jet for 1 Inch Ultimate Penetrator Nozzle	25.00	25.00
42	1.00	EA	0042 - Rear Replacement Carbide Jet for 1 Inch Ultimate Penetrator Nozzle	25.00	25.00
43	1.00	EA	0043 - Finned Pipe Skid Extension (1/2 Inch)	99.00	99.00
44	1.00	EA	0044 - Finned Pipe Skid Extension (3/4 Inch)	99.00	99.00
45	1.00	EA	0045 - Finned Pipe Skid Extension (1 Inch)	109.00	109.00
46	1.00	EA	0046 - Nozzle Extension	129.00	129.00
47	1.00	EA	0047 - Probe Rod (48 Inch)	60.00	60.00
48	120.00	EA	0048 - Probe Rod (60 Inch)	63.00	7,560.00
49	1.00	EA	0049 - Industrial Style Wash Down Gun	328.00	328.00
50	1.00	EA	0050 - Quick Disconnect Kit	90.00	90.00
51	1.00	EA	0051 - Reel Swivel/Rotary Style	279.00	279.00
52	1.00	EA	0052 - Swivel Replaceable Packing	39.00	39.00
53	1.00	EA	0053 - Ball Valve (1 Inch)	110.00	110.00
54	1.00	EA	0054 - Needle Valve (1/8 Inch)	69.00	69.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00126989

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
55	1.00	EA	0055 - Pipe Flange Weldment (8 Inch X 60 Inch Long)	160.00	160.00
56	1.00	EA	0056 - Pipe Flange Weldment (8 Inch X 72 Inch Long)	175.00	175.00
57	1.00	EA	0057 - Dayco Hose Fitting (1/2 Inch I.D. 4000 PSI-Male Fitting)	12.40	12.40
58	10.00	EA	0058 - Dayco Hose Fitting (1/2 Inch I.D. 4000 PSI-Female Fitting)	Obsolete	Not Available
59	55.00	EA	0059 - Dayco Hose Fitting (3/4 Inch I.D. 3000 PSI-Male Fitting)	15.00	825.00
60	1.00	EA	0060 - Dayco Hose Fitting (3/4 Inch I.D. 3000 PSI-Female Fitting)	10.00	10.00
61	30.00	EA	0061 - Dayco Hose Fitting (3/4 Inch I.D. 3000 PSI-Mender Fitting)	50.00	1,500.00
62	90.00	EA	0062 - Dayco Hose Fitting (1 Inch I.D. 3000 PSI-Male Fitting)	14.00	1,260.00
63	30.00	EA	0063 - Dayco Hose Fitting (1 Inch I.D. 3000 PSI-Female Fitting)	Obsolete	Not available
64	35.00	EA	0064 - Dayco Hose Fitting (1 Inch I.D. 3000 PSI-Mending Fitting)	22.00	770.00
65	110.00	EA	0065 - Manhole Cover Hook	32.00	3,520.00
66	1.00	EA	0066 - Top Manhole Roller Assembly	189.00	189.00

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Covington Sales & Service,
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Covington Sales & Service
INCORPORATED, DULY NOTICED AND HELD ON June 11, 2013,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Chris Kinchen, President, 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.

Jacquelyn C. Covington
SECRETARY-TREASURER

July 9, 2019
DATE

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Livingston

BEFORE ME, the undersigned authority, personally came and appeared: Chris
Kinchen, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized President of Covington Sales & Service, Inc. (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

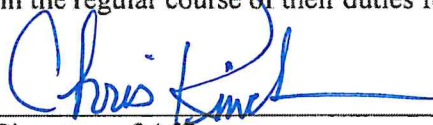
Choice B X _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

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

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

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



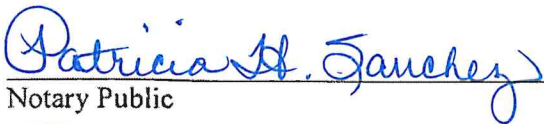
Signature of Affiant



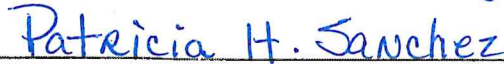
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 9th DAY OF July, 2019.



Notary Public



Printed Name of Notary



Notary/Bar Roll Number

My commission expires with death.

Louisiana Secretary of State

R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MS. PATRICIA H. SANCHEZ
Address: 19119 CORY ROAD
LORANGER, LA 70446
Phone: (985) 606-0354
Phone 2: (985) 320-9882
Notary ID Number: 51225
Parish: TANGIPAHOA with authority in the following parishes:
LIVINGSTON, ST. HELENA
Agency: N/A
Notary Type: Non Attorney
Status: Active
Commission Date: 10/09/2000
Oath Date: 09/29/2000
Surety Expiration Date: 09/13/2020
Annual Report Current: Yes

Notary Events

Suspension	From: 09/15/2015	To: 09/29/2015
Suspension	From: 12/09/2014	To: 01/27/2015
Name Change	Previous Name: PATRICIA H. BERGERON	Previous Commission Date: 09/25/1995

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#)[New Search](#)

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance 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 Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) **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.



COVISAL-01

DMICHEAU

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/25/2019

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
Thomas & Farr Agency, LLC
P.O. Box 2110
Monroe, LA 71207

CONTACT NAME: Belinda Micheau

PHONE (A/C, No, Ext): (318) 766-2907

FAX (A/C, No): (318) 766-2916

E-MAIL ADDRESS: deem@tfins.com

INSURER(S) AFFORDING COVERAGE

NAIC#

INSURER A : EMC Insurance Companies

21415

INSURER B : Employers Mutual Casualty Company

21415

INSURER C : LUBA Casualty Ins. Co.

12472

INSURER D :

INSURER E :

INSURER F :

INSURED

Covington Sales & Service, Inc
P. O. Box 1144
Denham Springs, LA 70727-1144

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Equipment Rental GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			4X69687	2/15/2019	2/15/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> H/RED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			4X69687	2/15/2019	2/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			4X69687	2/15/2019	2/15/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	18692	2/15/2019	2/15/2020	<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
B	<input checked="" type="checkbox"/> Garage Dealers & Non			4X69687	2/15/2019	2/15/2020	\$ 1,000,000

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

CERTIFICATE HOLDER

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



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

June 2019

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

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.

PROTESTS: Only those vendors that submit bids in response to a 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.)

Please contact the Jefferson Parish Purchasing Department at 504-364-2678 if you have any questions or need assistance.