

DATE: 10/31/2018

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00124287

## JEFFERSON PARISH

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

VENDOR: \_\_\_\_\_

BUYER: MOVALLE

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

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

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

## DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

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

Acknowledge Receipt of Addenda: NUMBER: 1-50-00124287

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME:	<u>H &amp; H OIL L.C.</u>
SIGNATURE: (Must be signed here)	<u>Bob O'Connor</u> TITLE: <u>Director of Louisiana Sales</u>
PRINTOR TYPE NAME:	<u>Bob O'Connor</u>
ADDRESS:	<u>5000 River Rd.</u>
CITY, STATE:	<u>Marheno, LA.</u> ZIP: <u>70072</u>
TELEPHONE:	<u>(504) 234-8334</u> FAX: <u>985 276-4374</u>
EMAIL ADDRESS:	<u>bob.oconnor@hhrecycling.com</u>

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124287

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT TO PROVIDE, ON AN AS-NEEDED BASIS, COLLECTION OF USED/ WASTE MOTOR FLUIDS FROM JEFFERSON PARISH FACILITIES FOR THE JEFFERSON PARISH DEPARTMENT OF ENVIRONMENTAL AFFAIRS		
1	40,000.00	GL	0010 Waste Motor Oil and other Lubricating Oils Recycling, includes all  labor equipment, transportation, testing and incidentals	See attachment page 5 of 9	
2	1.00	GL	0020 Waste Oil Contaminated with   o Gasoline  Unit price to include labor, equipment, transportation and proper disposal of waste	N/C	N/C
3	5.00	DRUM	0030 Waste Oil Filter Recycling/Disposal includes removal/disposal of 55 gallon  drums, all labor, equipment, transportation, testing and incidentals	\$45.00	\$225.00
4	4,000.00	GL	0040 Waste Anti-Freeze Recycling, includes all labor, equipment,  transportation, testing and incidentals	\$.45 per gal.	\$1800.00
5	1.00	GL	0050 Waste Anti-Freeze contaminated with motor oil  Unit price to include labor, equipment, transportation and proper disposal of waste	\$.45	\$.45
6	1.00	GL	0060 Waste Anti-Freeze contaminated with gasoline  Unit price to include labor, equipment, transportation and proper disposal of waste	\$.45	\$.45
7	50.00	DRUM	0070 Waste Gasoline Recycling, includes removal/disposal of 55 gallon drums, all  labor, equipment, transportation, testing and incidentals	\$85.00	\$4,250.00
8	1.00	GL	0080 Waste Gasoline Contaminated with water	\$1.54	\$1.54

DATE: 10/31/2018

## INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00124287

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	1.00	DRUM	Unit price to include labor, equipment, transportation and proper disposal of waste  0090 Replacement Drum for Waste Gasoline		
10	1.00	DRUM	This unit price should include labor, equipment, transportation to supply Jefferson Parish with an empty drum at the site  0100 Replacement Drum for Waste Used Oil Filters	\$N/C	\$N/C
11	2.00	DRUM	This unit price should include labor, equipment, transportation to supply Jefferson Parish an empty drum at the site  0110 Hazardous Waste Elimination, with unknown/uncommon contaminants not listed in this bid	N/C	N/C
12	5.00	DRUM	0120 Emergency Facility Support Services includes removal of Hazardous Materials  during an emergency situation and a trip fee to replace drum after emergency	\$500.00	\$1,000.00
13	1.00	GL	0130 Waste Oil - Royalties  (No bid line item as this line will be used if the price of the waste oil goes above the threshold stated within the bid)	\$500.00	\$2,500.00
				\$35	\$35



the value of recycled oil increases again, the Parish will expect to earn royalty payments for the waste oil collected from Parish service locations. The table in this section is organized to generate an accountable system that will govern changes in waste oil prices and royalties. Use the following specifications as a guide to filling out the table below.

- **Waste Oil Pricing Formula** The vendor must generate a formula for prescribed use in determining the cost of waste oil removal services. We advise that the formula be based on the above referenced EIA's West Texas Intermediate (WTI) index. Using the formula, the Parish must be able to review changes in the price charged for waste oil removal services.
- **Price per Barrel Threshold:** Because used oil can also be a profitable commodity, the Parish requires that royalties be paid for the material if and when the price per barrel of oil reaches a specified amount. The vendor must identify a threshold for the price of a barrel of crude oil over which it will agree to pay Jefferson Parish a royalty fee per net gallon of used oil (for all used oil which contains 5% or less water).
- **Waste Oil Royalties Amount/Formula:** The vendor must specify an amount, or a formula to determine an amount, that it will agree to pay per gallon of oil in royalties if the price per barrel of oil reaches the agreed upon threshold.

\*\*\* Bidders shall fill out the below table and submit with bid submission. \*\*\*

\*\*\* Failure to submit with bid submission will result in a bid rejection. \*\*\*

Waste Oil Pricing Fluctuation Rationale:	Formula/Threshold Based on WTI Index:
Formula based on WTI index determining the dollar/gallon charged to the Parish for removal of waste oil	Formula: If WTI falls below \$55 bbl. then vendor collects used oil at N/C/ WTI <\$49 bbl. a charge of \$75.00 stop fee is implemented.
Threshold (WTI indexed price/barrel of crude oil) over which vendor will pay Parish royalties for waste oil removal	Price/Barrel Crude Oil: If WTI is \$55 bbl. or greater, the vendor pays Jefferson Parrish \$.35 per gallon
Fixed dollar/gallon amount or formula determining the dollar/gallon paid to the Parish for removal of waste oil	Fixed Price/Gallon or Formula:

- ❖ Vendor shall provide, upon request and prior to award, copies of any and all required federal, state, and local permits for the transport, of specified waste fluids.
  - All drivers shall be properly licensed to haul these wastes and licenses must be made available upon request.
- ❖ Vendor shall provide, upon request and prior to award, copies of any and all permits for processing, recycling and disposal sites to be used as transport destinations.
- ❖ Vendor shall provide, upon request and prior to award, samples of manifests (one if universal, several if different for each fluid) to be used in governing service provision.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/09/2018

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  
MCGRIF, SEIBELS & WILLIAMS OF TEXAS, INC.  
818 Town & Country Blvd, Suite 500  
Houston, TX 77024-4549

CONTACT  
NAME:  
PHONE (A/C, No, Ext): 713-877-8975  
FAX (A/C, No): 713-877-8974  
E-MAIL:  
ADDRESS:

INSURED  
Vertex Energy, Inc.  
1331 Gemini Suite 250  
Houston, TX 77058

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Ironshore Specialty Insurance Company	25445
INSURER B : Zurich American Insurance Company	16535
INSURER C : Zurich American Insurance Company of Illinois	27855
INSURER D :	
INSURER E :	
INSURER F :	

## COVERAGES

CERTIFICATE NUMBER: 667SV5LQ

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			003698700	07/10/2018	07/10/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Pollution Liability \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP019888802	07/10/2018	07/10/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS			003698800	07/10/2018	07/10/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
C	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 N	N/A	WC019888902	07/10/2018	07/10/2019	<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
							\$ \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Bid #50-00118048

## CERTIFICATE HOLDER

Jefferson Parish its Districts Departments and Agencies under the direction of the Parish President and the Parish Council  
Department of Streets  
1901 Ames Blvd  
Marrero, LA 70072

## 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



## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Vertex Energy, Inc.</b>	
	2 Business name/disregarded entity name, if different from above <b>H&amp;H Oil</b>	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) <b>1331 Gemini, Suite 250</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Houston, TX 77058</b>	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.


Social security number								
			-				-	
OR								
Employer identification number								
9	4		-	3	4	3	9	5 6 9

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ 	Date ▶ <b>10/28/15</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



**STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

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

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

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**JEFFERSON PARISH REQUIRED STANDARD INSURANCE****☒ WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

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



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

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

**DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

**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.



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000124287 - TWO (2) YEAR CONTRACT TO PROVIDE, ON AN AS-NEEDED BASIS, COLLECTION OF USED/WASTE MOTOR FLUIDS FROM JEFFERSON PARISH FACILITIES FOR THE JEFFERSON PARISH DEPARTMENT OF ENVIRONMENTAL AFFAIRS**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

01-Nov-2018 04:36:53 PM



**Bid Number 50 – 00124287**

**TWO (2) YEAR CONTRACT TO PROVIDE, ON AN AS-NEEDED BASIS,  
COLLECTION OF USED/WASTE MOTOR FLUIDS FROM JEFFERSON  
PARISH FACILITIES FOR THE JEFFERSON PARISH  
DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

**BID DUE: November 15, 2018 / 11:00 AM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions  
in the technical specifications and Jefferson Parish Instructions for Bidders and  
General Terms and Conditions. All bids must be received 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  
Buyer: Melissa Ovalle  
Buyer Email: [movalle@jeffparish.net](mailto:movalle@jeffparish.net)  
Buyer Phone #: 504-364-2687**





# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

July 2018

### CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

#### **Other Changes Continued:**

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms 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, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- **Proof of insurance in the form of a current certificate evidencing coverages is required with bid submission.** Bidders must read the insurance requirements attachment included in each bid package for specific instructions. Upon contract execution, successful bidder must produce final insurance certificates in accordance with Jefferson Parish insurance requirements.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123

Office 504.364.2678

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053

Office 504.364.2678

Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)

## **Two Year Contract for Collection of Used/Waste Motor Fluids from Jefferson Parish Facilities**

Jefferson Parish is seeking bids from potential vendors to provide as-needed collection of used/waste motor fluids such as gasoline, anti-freeze, motor oil (including: transmission fluid, brake fluid, lubricating oils, compressor fluids, and other motor oils), contaminated/mixed waste fluids, and used oil filters from Parish facilities.

### **Pre-Bid Conference:**

A Non-Mandatory Pre-Bid Conference and inspection of the site shall be held:

**All prospective bidders are invited to attend the non-mandatory pre-bid conference which will be held at 10:00 am on November 6, 2018 at the Jefferson Parish Purchasing Department located at 200 Derbigny Street, Suite 4400 Gretna, LA 70053.** 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.

### **Submittals:**

Bidders must fill out the table on page 5 of this document and submit it with the bid form in order to complete the bid. Failure to submit this with bid submission will result in a bid rejection.

### **Service Locations:**

Jefferson Parish currently has 31 locations, managed by four different governmental departments, which produce and store waste motor oil in tanks and in 55 gallon drums. Most of these locations will need to be serviced one to three times per year (see waste oil station spreadsheet for details). Four of these locations will need to be serviced several times a year, in some cases, once or several times per month. These four locations (described below) produce gasoline, antifreeze and waste oil filters as well as waste oil.

- **Parish Waste Fluids Drop Sites:** The Parish operates two (2) waste motor fluid collection centers for use by Parish residents. Residents are allowed to dispose of small quantities of waste fluids from autos, lawn mowers, boats, etc., daily at these drop sites. The facilities are located at 400 David Dr., Metairie, LA and 6440 Lapalco Blvd., Marrero, LA. Each site has separate, permanent containers for used motor oils and used anti-freeze. The vendor must service these containers with a vacuum pump. Additionally, each drop site uses 55 gallon drums to containerize gasoline (4 drums) and used oil filters (1 drum). These drums may be emptied at the site and left in place, or they may be removed completely and

replaced with empty drums. Finally, although the containers at these sites are clearly labeled and site attendants work to monitor citizens depositing fluids, there have been cases when containers became contaminated with other fluids (eg. water, diesel, paint, or other household chemicals).

- **Fleet Management:** The Parish has two facilities where maintenance of all local governmental vehicles is performed. These sites are located at 4901 Jefferson Highway, Suite A, Jefferson LA and 1501 River Park Rd., Bridge City LA. Both sites produce several thousand gallons of waste oil per year that must be vacuum pumped for removal. The Jefferson Highway location uses 55 gallon drums to house waste gasoline and antifreeze for both sites. Despite efforts to maintain drums with only used gasoline, some drums at this location hold gasoline that becomes mixed with water or other contaminants such as diesel fuel.

All other locations only produce waste oil.

Additional Parish-owned locations to be serviced may be identified during the contract term.

#### **Requested Services:**

- ❖ Vendor shall provide labor, equipment, transportation, and all else incidental to remove waste fluids from specified locations safely and in compliance with federal, state and local regulations.
  - The Parish will not provide equipment for loading fluids into vendor vehicles.
  - The Parish will not be responsible for marking or labeling materials for transport.
- ❖ Services must be provided at each location on an as-needed basis within seventy-two (72) hours of request by the Parish (including weekend hours).
- ❖ All fluids shall be sold, disposed of, processed, and/or recycled in accordance with federal, state, and local regulations.

#### **Non-Conforming Materials:**

- ❖ Vendor will be responsible for removing contracted fluids in the event that the fluids become contaminated.
- ❖ The Parish will be responsible for the extra costs incurred by transportation and disposal of any waste fluids that are contaminated with incompatible materials or hazardous waste upon proof of said contamination.
- ❖ Vendor must notify the appropriate Parish department in writing if fluid contamination has been detected and has incurred extra charges. Notification must specify the type of contaminant if it can be identified.



- ❖ Any unsuitable product must be disposed of in accordance with federal, state, and local regulations.

#### **Testing and Measurements:**

- ❖ Vendor must provide its own equipment to measure the quantity and test for the quality of the fluids it removes from Parish service locations.
- ❖ Vendor measurements and test results will govern the transactions employed for this contract.
- ❖ Proof of vendor's proper calibration and equipment inspection must be provided to the Parish upon request.

#### **Emergency Services:**

- ❖ In the event of an emergency such as a severe storm or hurricane, all drums of gasoline and oil filters must be picked up from the Parish Waste Fluids Drop Sites (400 David Dr., Metairie, LA and 6440 Lapalco Blvd., Marrero, LA.) within 48 hours of notification.
- ❖ Replacement drums must not be left at the site when full drums are picked up for an emergency. Replacement drums must be dropped off within 48 hours after notification by the Department of Environmental Affairs that the emergency has passed.

#### **Bid Requirements:**

- ❖ **Inclusive Pricing:** Provide bid prices for each material to be serviced on the attached bid form. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of each fluid/material. Read the following specifications as a guide to filling out the bid form.
  - **Price per Gallon of Waste Oil:** Provide a current price per gallon for the removal of waste oil based on the most recent month's value for a barrel of crude oil (use the U.S. Energy Information Administration's WTI index found here: <https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=pet&s=rwtc&f=m>). Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of used motor oil. The Parish understands that the cost of collecting waste oil will vary. Provisions for changes to the bid price for waste oil will be made in the following section.
  - **Price for Waste Gasoline and Used Oil Filters:** Provide prices for removing waste gasoline and used oil filters by the drum. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of waste gasoline and used oil filters.

- **Replacement Drums:** If the vendor intends to remove drums of gasoline and used oil filters from Parish sites rather than empty and leave them in place, the vendor must fill out a second line item for each material on the bid form specifying the price of the vendor's provision of a replacement drum. If vendor does not plan to remove drums, leave these line items blank.
- **Price for Waste Antifreeze:** Provide a price per gallon for removing waste antifreeze. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of used antifreeze.
- **Common Contaminated Fluids:** Provide a price per gallon for servicing each of the contaminated fluids listed below. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of each fluid.
  - Motor oil contaminated with gasoline
  - Gasoline contaminated with water
  - Antifreeze contaminated with motor oil
  - Antifreeze contaminated with gasoline
- **Unknown/Uncommon Contaminated Fluids:** Vendor must NOT fill out this line item on the bid form. It is a place holder for non-conforming materials which will be filled in as necessary in the event of fluid contamination with an unknown or uncommon material.
- **Emergency Service Trip Fee:** To avoid inflating the cost of regular service, the Parish requests an independent quote for the price of emergency gasoline and oil filter pickup from the Waste Fluids Drop Sites. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose both waste gasoline and used oil filters in emergency conditions and within the 48 hour time frame required. This quote must be given as cost per trip and include picking up both materials in the same price. This quote should not include the price of the replacement drums but must include all costs for the extra trip transporting the replacement drums to the Drop Sites after the emergency has passed.
- **Waste Oil Royalties:** Vendor must NOT fill out this line item on the bid form. It is a place holder for the Parish to receive royalties for waste oil when the value of the commodity reaches a specific threshold. This threshold and the formulas that will govern fluctuations in the price of oil removal services are discussed in the following section.
- ❖ **Accounting for Variance in Waste Oil Pricing:** Due to fluctuating market conditions based on the price of crude oil, the Parish expects the cost of removing waste oil to change during the course of the contract. The Parish currently anticipates paying for waste oil removal services because the price per barrel of crude oil is so low. As the price of crude oil rises and



**Contract Terms:****Invoicing and Payment:**

- ❖ Invoices must be submitted to Parish departments on a monthly basis.
- ❖ Each Parish department will pay separately for services rendered to their facilities. Billing information is listed on the second sheet of the attached waste fluid station.
- ❖ Invoices with relevant manifests attached must be provided to each Parish department for payment for services rendered to their facilities.
- ❖ Invoices must reference manifest numbers and accurately reflect the information on the manifests in order for payment to be processed.
- ❖ Payment will only be processed after services are rendered and proper invoices and manifests have been received by the appropriate department.
- ❖ Waste oil charges must be calculated each pay period using the formula stated in the vendor's bid. The formula must utilize the most recent monthly average for the price of crude oil found on the US Energy Information Administration website:  
<https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=pet&cs=rwtc&cf=m>
- ❖ All royalty payments from the vendor to the Parish garnered by any service location (regardless of the supervising department), shall be submitted to the Jefferson Parish Department of Environmental Affairs. Related oil manifests must be sent to the Department of Environmental Affairs with the royalty check.

**Manifests:**

- ❖ The vendor shall supply the Parish with two copies of a completed manifest or certificate of receipt for each fluid removed from a Parish site. One copy of the manifest will be left with a Parish employee or approved agent at the pickup location and one copy of the manifest will be sent with the invoice to the associated Parish department's billing address or with the royalty check to the Department of Environmental Affairs.
- ❖ A unique manifest will be filled out for each fluid removed from each Parish service location (even if more than one fluid is picked up in a trip).
- ❖ The manifests must certify the type of material collected, date material is collected, the quantity collected, the site collected from, and the destination of the materials collected.
- ❖ All manifests must be signed by a Parish employee or authorized agent certifying that service was provided. Failure to do so will result in delay of payment or non-payment for services.



- ❖ All manifests must be signed by an employee or authorized agent of the vendor certifying receipt of materials. Failure to do so will result in delay of payment or non-payment for services.

**Reporting:**

- ❖ The vendor shall, each month, provide the Parish's Department of Environmental Affairs with a written report, within 15 days after the end of each month, showing for each site collected from, the amounts of each fluid collected, dates collected, and the charge invoiced to the correlating department. The monthly report shall also identify the end-use of each material.
- ❖ In the case that royalties are paid, payment totals and the related oil quantities shall also be included with the monthly report.
- ❖ In addition to the above, total amounts collected shall be reported monthly as follows:
  - Gallons per month of used motor oils and end destination (processing or disposal).
  - Gallons per month of used antifreeze and end destination (processing or disposal).
  - Gallons per month of used gasoline and end destination (processing or disposal).
  - Gallons per month of contaminated fluids and end destination (processing or disposal)
    - Include type of contaminant
  - Total # or weight of used oil filters collected per month.

**Liability/Indemnification:**

- ❖ The vendor is responsible for the cleanup of any spills that occur during loading, unloading or transport of materials in their vehicles.
- ❖ The Parish cannot guarantee any minimum quantity of product or need for services.
- ❖ Quantities of product will vary.
- ❖ Service locations will vary.
- ❖ Jefferson Parish has the right to cancel a contract for any reason providing a 30 day cancellation notice.



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

November 6, 2018

### ADDENDUM # 1

Bid No.: 50-00124287

Bid Opening Date: November 15, 2018, 11:00 am

For: TWO (2) YEAR CONTRACT TO PROVIDE, ON AN AS-NEEDED BASIS, COLLECTION OF USED/ WASTE MOTOR FLUIDS FROM JEFFERSON PARISH FACILITIES FOR THE JEFFERSON PARISH DEPARTMENT OF ENVIRONMENTAL AFFAIRS

- ❖ **REVISION TO SPECIFICATIONS:** This addendum hereby revises and replaces the original SP Page 8 and SP Page 9 of 9 of the specifications and is attached hereto. Please disregard the original pages SP Page 8 and SP Page 9 of 9 and replace with REVISED PER ADDENDUM # 1 SP Page 8 and SP Page 9 of 9.
- ❖ **REVISION TO SPECIFICATIONS:** This addendum also, revises the first sentence under the "Service Locations" section of the specifications.

**Service Locations:**

(REMOVE) Jefferson Parish currently has 31 locations, managed by four different governmental departments, which produce and store waste motor oil in tanks and in 55 gallon drums.

(REPLACE WITH) Jefferson Parish currently has 32 locations, managed by four different governmental departments, which produce and store waste motor oil in tanks and in 55 gallon drums.

Sincerely,

Melissa Ovalle

Melissa Ovalle, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.



Station Name	Address	City	Waste Oil Storage	Estimated waste oil quantity to be collected per year	Estimated gasoline quantity to be collected per year	Estimated antifreeze quantity to be collected per year	Estimated oil filter quantity to be collected per year
<b>Department of Environmental Affairs</b>							
David Drive Waste Fluids Drop-Off Site	400 David Drive	Metairie, LA 70003	1,000 gal	8,000 gal	25 drums	200 gallons	2 drums
Marrero Waste Fluids Drop-Off Site	6440 Lapalco Blvd.	Marrero, LA 70072	1,000 gal	8,000 gal	10 drums	200 gallons	2 drums
<b>Fleet Management East Bank</b>							
Fleet Management East Bank	4901 Jefferson Highway, Suite A	Jefferson, LA 70121	6 tanks: 500 gal + 55 gal drums	10,000 gal	8 drums	550 gallons	(25) 55 gallon drums
<b>Fleet Management West Bank</b>							
Fleet Management West Bank	1501 River Park Rd	Bridge City, LA 70094	2,000 gal + 55 gal drums	6,000 gal	55 gallons	105 gallons	(4) 55 gallon drums
<b>Drainage East Bank</b>							
Bonnabel Pump Station	1500 Beverly Gardens Drive	Metairie, LA 70002	760 gal	150 gal			
Suburban Pump Station	4800 Lake Villa Drive	Metairie, LA 70005	2 tanks: 250 gal+ 55 gal drums	250 gal			
Elmwood Pump Station	5400 Caryota Drive	Kenner, LA 70005	10,000 gal + 55 gal drums	250 gal			
Duncan Pump Station	1800 Joe Yennil Boulevard	Kenner, LA 70065	760 gal	150 gal			
Harahan Pump to the River Station	1088 Dickory Avenue	Harahan, LA 70123	1000 gallon tank	100 gal			
<b>Drainage West Bank</b>							
Ames Pump Station	5100 Rochester Drive	Marrero, LA 70072	300 gal + 200 gal + 55 gal drums	275 gal			
Old Bayou Segnette Pump Station	801 Louisiana Street	Westwego, LA 70094	500 gal	132 gal			
New Bayou Segnette Pump Station	801 Louisiana Street	Westwego, LA 70094	750 gal	185 gal			
Lake Catouache Station #1	3901 Highway 90	Avondale, LA 70094	55 gal drums	80 gal			
Lake Catouache Station #2	3901 Highway 90	Avondale, LA 70094	500 gal	240 gal			
Westminster Pump Station	2050 Watling Drive	Marrero, LA 70072	250 gal	225 gal			
Estelle Station #1	4105 Destrehan Avenue	Harvey, LA 70058	55 gal drums	125 gal			
Estelle Station #2	3850 Destrehan Avenue	Harvey, LA 70058	2 tanks: 150 gal	300 gal			
Planters Pump Station	268 By Pass Road	Belle Chasse, LA 70037	320 gal	500 gal			
Whitney Barataria	1301 Engineers Road	Belle Chasse, LA 70037	1,000 gal + 55 gal drums	500 gal			
Hero Pump Station	4644 Peters Road	Harvey, LA 70058	500 gal	500 gal			
Cousins Canal Pump Station	2466 Destrehan Avenue	Harvey, LA 70058	2 tanks: 600 gal	500 gal			
Harvey Pump Station	1600 Destrehan Avenue	Harvey, LA 70058	200 gal	225 gal			
Westwego Station #1	100 Vic A Pitre Drive	Westwego, LA 70094	55 gal drums	100 gal			
Westwego Station #2	820 Larousini Street	Westwego, LA 70094	55 gal drums	180 gal			
<b>Sewerage East Bank</b>							
EBWWTP	#2 Humane Way	Harahan, LA 70123	300 gal	150 gal			
EB Lift Station Mechanic Shop	4901 Jefferson Hwy.	Jefferson, LA 70123	220 gals (4-55gal drums)	660 gal			
<b>Sewerage West Bank</b>							
Marrero WWTP	6250 Lapalco Blvd	Marrero, LA 70072	220 gals (4-55 gal drums)	100 gal			
Bridge City WWTP	1400 Hwy. 90W	Bridge City, LA 70094	110 gals (2-55 gal drums)	50-100 gal			
Jonathan Davis WWTP	4500 Privateer Blvd.	Barataria, LA 70036	55 gal drums	10-15 gal			
Rosethorne WWTP	865 Jean Lafitte Blvd.	Lafitte, LA 70067	55 gal drums	30 gal			
Harvey WWTP	2343 Pallet Ave.	Harvey, LA 70058	220 gals (4- 55 gal drums)	110 gal			
WB Lift Station Mechanic Shop	1450 River Park Road	Bridge City, LA 70094	220 gals (4-55 gal drums)	660gal			



<b>Billing Information</b>		
Waste Fluids Drop Off Sites	Contact: Christina Duggar Email: cduggar@jeffparish.net Phone: 504-731-4621	Department of Environmental Affairs 834 S. Clearview Parkway Harahan, LA 70123
Fleet Management East Bank	Contact: Carl Foret Email: cforet@jeffparish.net Phone: 504-736-6893	Fleet Management WB 4901 Jefferson Hwy, Suite A Jefferson, LA 70121
Fleet Management West Bank	Contact: Ken Teen Email: kteen@jeffparish.net Phone: 504-437-4844	Fleet Management EB 1501 River Park Rd. Bridge City, LA 70094
Drainage East Bank	Contact: Cordell Farrar Email: cfarrar@jeffparish.net Phone: 504-838-4373	Department of Drainage EB 4800 Lake Villa Drive Metairie, LA 70006
Drainage West Bank	Contact: Jamal Singleton Email: jsingleton@jeffparish.net Phone: 504-349-5037	Department of Drainage WB 5100 Rochester Drive Marrero, LA 70072
Sewerage East Bank	Contact: Diane Landry Email: dlandry@jeffparish.net Phone: 504-736-6704	Department of Sewerage EB 1221 Elmwood Park Blvd. Suite 803 Harahan, LA 70123
Sewerage West Bank	Contact: Rose Martin Email: rmartin@jeffparish.net Phone: 504-731-4631	Department of Sewerage WB 1221 Elmwood Park Blvd. Suite 803 Harahan, LA 70123

DATE: 10/31/2018

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00124287

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

VENDOR:

BUYER: MOVALLE@jeffparish.net

Bids will be received until 11:00 AM, 11/15/2018 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net) or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. 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 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. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [purchasing.jeffparish.net](http://purchasing.jeffparish.net) and clicking on On-line forms.

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

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

PROTESTS: Only those vendors that 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 as appropriate and a written response will be provided as soon as possible.

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

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

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

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

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

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

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



## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

### ADDITIONAL REQUIREMENTS FOR THIS BID

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

2,3,5,6,10,12,13

PRE-BID CONFERENCE TO BE HELD AT: GENERAL GOVERNMENT BLDG 200 DERBIGNY ST.  
SUITE 4400 GRETN, LA 70053 AT 10:00 AM  
ON 11/06/2018

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. 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 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.

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.