

**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 \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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

ASAP

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

N/A

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Irrigation - Mart, Inc.

ADDRESS: 200 South Service Rd. East

CITY, STATE: Ruston, LA ZIP: 71270

TELEPHONE: (318) 255-1832 FAX: (318) 255-7572

EMAIL ADDRESS: rel.gray@irrigation-mart.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: 1

NUMBER: 2

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ \$85,361.25

AUTHORIZED SIGNATURE: [Signature]

Rel W. Gray  
Printed Name

TITLE: Seaman

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.: 50-00113118

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	ONLY	ONE YEAR CONTRACT FOR THE SUPPLY OF WATER METER BOXES AND RELATED ITEMS  0020-FORD YOKEBOX UPPER BODY CASTING ONLY,WITH LOCKLESS LIDS,FOR 5/8 INCH	<i>No Bid</i>	
			BY 3/4 INCH WATER METERS,SHALLOW BOXES, STRAIGHT INLET FORD YUC-7 SKN. 388556		
2	300.00	ONLY	0030-GRADE ADJUSTERS FOR FORD YOKEBOX, ADJUSTS FROM 1-1/4 INCH TO 3 INCH TO	<i>No Bid</i>	
			GRADE,STAINLESS STEEL SET SCREWS FOR ATTACHMENTS TO YOKEBOX TOP FORD 9501 SKN. 38557		
3	120.00	ONLY	0040-LOCKLESS LIDS-TO FIT 5/8 INCH BY 3/4 INCH FORD YOKEBOX,CATALOG NUMBER	<i>No Bid</i>	
			FLYP1-TO FIT 5-5/8 INCH BY 9-1/8 INCH OPENING FORD YLL, SKN.38352		
4	2,000.00	ONLY	0060-CAST IRON METER BOX AND COVER ASSEMBLIES,FOR 3/4 INCH AND 1 INCH	<i>\$ 30.55</i>	<i>\$ 61,100.00</i>
			METERS OVAL SHAPE BOX DIMENSIONS-19-1/4 INCH IN L BY 10-3/8 INCH W BY 11-3/8 INCH H COVER DIMENSIONS:18-5/16 INCH L BY 9-5/8 INCH W BY 2 INCH H SIGMA MB281 SKN. 38550		
5	100.00	ONLY	0070-REPLACEMENT COVERS ONLY 3/4 INCH 9 AND 1 INCH CAST IRON METER BOXES OVAL	<i>\$ 11.05</i>	<i>\$ 1,105.00</i>
			SHAPE 18-5/16 INCH L BY 9-5/8 INCH W BY 2 INCH H SIGMA MB2811 SKN, 38351		
6	480.00	ONLY	0090-VALVE BOX TOPS AND CAPS,CAST IRON MATERIAL, TYLER 461-S,WITH 10 INCH	<i>\$ 16.85</i>	<i>\$ 8,088.00</i>
			TOP SECTION BY 9 INCH DIAMETER MFG-SIGMA VB2611 AND YB2600W, SKN.64001		
7	35.00	ONLY	0100-VALVE BOX TOPS AND CAPS,CAST IRON MATERIAL, TYLER 461-S.WITH 16 INCH TOP	<i>\$ 18.95</i>	<i>\$ 663.25</i>
			SECTION BY 9 INCH DIAMETER MFG-SIGMA VB 2621 AND YB260W, SKN.64002		
8	125.00	ONLY	0110-CAAST IRON METER BOX AND COVER ASSEMBLIES,FOR 2 INCH METERS	<i>\$ 75.80</i>	<i>\$ 9,475</i>

REVISED PER  
ADDENDUM NO. 2

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00113118

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	12.00	ONLY	MFG:SIGMA MB283, SKN.38330  0130-NDS BRAND NO126BCDMB,17 INCH 30 RECTANGULAR HIGH PERFORMANCE STRUCTURAL	\$ 200.00	\$ 2,400.00
10	200.00	ONLY	POLYOLEFIN VALVE BOX WITH LOCKING STAINLESS STEEL BOLTS, STRUCTURAL RIBS, DROP-IN METER COVER AND UV INHIBITOR, BLACK/BLACK, BOTTOM MEASURE 40 -1/2 INCH BY 27-1/4 INCH WIDE, SKN 38335  0140-COVER ONLY WITH 2 INCH HOLE TO FIT EXISTING SIGMA BRAND NUMBER MB281, SKN. 38558	\$ 12.65	\$ 2,530.00

REVISED PER  
ADDENDUM NO. 2

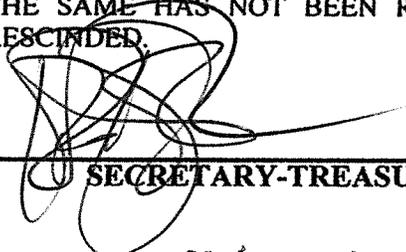
**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Robbins Associates / Irrigation - Mart  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Robbins Associates / Irrigation - Mart, Inc.  
INCORPORATED, DULY NOTICED AND HELD ON May 27, 2015,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Rel W. Gray, 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.

  
\_\_\_\_\_  
SECRETARY-TREASURER

5/27/15

\_\_\_\_\_  
DATE

**Tom Schedler**  
**Secretary of State**

**State of Louisiana**  
**Secretary of State**

**COMMERCIAL DIVISION**  
**225.925.4704**



Fax Numbers  
 225.932.5317 (Admin. Services)  
 225.932.5314 (Corporations)  
 225.932.5318 (UCC)

Name	Type	City	Status
ROBBINS ASSOCIATION/IRRIGATION-MART, INC.	Business Corporation	RUSTON	Active

**Business:** ROBBINS ASSOCIATION/IRRIGATION-MART, INC.

**Charter Number:** 34315547D

**Registration Date:** 10/17/1988

**Domicile Address**

200 SOUTH SERVICE RD. E.  
 RUSTON, LA 71270-3442

**Mailing Address**

200 S. SERVICE RD. E.  
 RUSTON, LA 71270-3442

**Principal Office Address**

200 SOUTH SERVICE RD. E.  
 RUSTON, LA 71270-3442

**Status**

**Status:** Active

**Annual Report Status:** In Good Standing

**File Date:** 10/17/1988

**Last Report Filed:** 9/22/2014

**Type:** Business Corporation

**Registered Agent(s)**

<b>Agent:</b>	ROBIN C. D. ROBBINS
<b>Address 1:</b>	146 PARISH PARK ROAD
<b>City, State, Zip:</b>	RUSTON, LA 71270
<b>Appointment Date:</b>	10/4/1995

<b>Agent:</b>	JACKIE W. D. ROBBINS, II
<b>Address 1:</b>	2277 CEDAR CREEK ROAD
<b>City, State, Zip:</b>	RUSTON, LA 71270
<b>Appointment Date:</b>	9/12/1994

**Officer(s)**

Additional Officers: No

<b>Officer:</b>	JACKIE W. D. ROBBINS
<b>Title:</b>	President
<b>Address 1:</b>	114 DEER CREEK
<b>City, State, Zip:</b>	RUSTON, LA 71270
<b>Officer:</b>	JACKIE W. D. ROBBINS, II
<b>Title:</b>	Vice-President
<b>Address 1:</b>	2277 CEDAR CREEK RD.
<b>City, State, Zip:</b>	RUSTON, LA 71270
<b>Officer:</b>	ROBIN C. D. ROBBINS
<b>Title:</b>	Secretary/Treasurer
<b>Address 1:</b>	146 PARISH PARK ROAD
<b>City, State, Zip:</b>	RUSTON, LA 71270

**Mergers (1)**

Filed Date	Effective Date:	Type	Charter#	Chater Name	Role
1/1/2007	1/1/2007	MERGE	34315547D	ROBBINS ASSOCIATION/IRRIGATION-MART, INC.	SURVIVOR
			35162509K	IRRIGATION INTERNATIONAL, L.L.C.	NON-SURVIVOR

**Amendments on File (3)**

Description	Date
Amendment	10/25/2005
Amendment	9/18/2006
Merger	1/1/2007

**Print**

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_

Re W. Gray, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized representative of Robbins Associated Irrigation Maint, Inc. (Entity), the party who submitted a bid in response to Bid Number 50-001311B, 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  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  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.

*Rel W. Gray*  
Signature of Affiant

Rel W. Gray  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 27<sup>th</sup> DAY OF May, 2015

*Elizabeth K. Johnson*  
Notary Public

Printed Name of Notary Elizabeth K. Johnson, Notary Public  
Lincoln Parish, Louisiana

My Commission is for life  
Notary/Bar Roll Number \_\_\_\_\_ Notary No. 050049

My commission expires \_\_\_\_\_.

Notary Search - Detail

**Name:** MS. ELIZABETH K. JOHNSON  
**Address:** 151 CYPRESS LN.  
DUBACH, LA 71235

**Phone:** (318) 254-7446  
**Phone 2:** (318) 548-8436

**Notary ID Number:** 58040

**Parish:** LINCOLN with authority in the following parishes:  
BIENVILLE, CALDWELL, EAST CARROLL, FRANKLIN, JACKSON, MADISON, MOREHOUSE, OUACHITA, RICHLAND, UNION, WEST CARROLL

**Agency:** N/A

**Notary Type:** Non Attorney

**Status:** Active

**Commission Date:** 01/12/1999

**Oath Date:** 01/04/1999

**Surety Expiration Date:** 01/15/2019

**Annual Report Current:** Yes

Notary Events

- Suspension** From: 03/16/2015 To: 03/16/2015
- Suspension** From: 01/16/2014 To: 01/17/2014
- Suspension** From: 03/14/2013 To: 04/17/2013
- Suspension** From: 03/13/2012 To: 07/13/2012

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](#)

## 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>Robbins Association / Irrigation-Mart, Inc.</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" 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) ▶ _____ <b>Note.</b> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	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.

<b>Social security number</b>	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
<b>or</b>	
<b>Employer identification number</b>	
7 2 - 1 1 3 1 9 1 1	

### Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ 4-30-15

### 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:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  2. Certify that you are not subject to backup withholding, or
  3. 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
  4. 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.



# CERTIFICATE OF LIABILITY INSURANCE

IRRI-2 OP ID: KJ

DATE (MM/DD/YYYY)

06/17/2015

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 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).

<b>PRODUCER</b> <b>M &amp; S Agency Services, LLC</b> <b>Scriber Insurance Services</b> <b>P.O. Box 249</b> <b>Ruston, LA 71273</b> <b>Mike D Scriber</b>	<b>CONTACT NAME:</b> Mike D Scriber
	<b>PHONE (A/C, No, Ext):</b> 318-255-5810
	<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>INSURER A:</b> Milwaukee Casualty Company
	<b>INSURER B:</b> Amtrust Financial
	<b>INSURER C:</b> Stonetrust Comercial Insurance
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**INSURED** **Irrigation Mart Inc.**  
**200 South Service Rd East**  
**Ruston, LA 71270-3440**

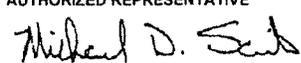
**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		MPP1015020 00	07/06/2014	07/06/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			MPP1015020 00	07/06/2014	07/06/2015	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 type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000			MMB1015020 00	07/06/2014	07/06/2015	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCV 0077564 10	11/01/2014	11/01/2015	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

**Complete Name of Certificate holder should read:**  
**The Parish of Jefferson, it's Districts, Departments and Agencies under the direction of the Parish President and Parish Council**

<b>CERTIFICATE HOLDER</b>  <b>JEFFJE1</b>  <b>The Parish of Jefferson</b> <b>Engineering Dept</b> <b>1221 Elmwood Park Blvd #802</b> <b>Jefferson, LA 70123</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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## **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*

## Water Meter Boxes

### Contract

#### Items included in this contract:

1. Yoke Boxes and Yoke Box Accessories
2. Meter Boxes and Cover Assemblies for ¾" and 1" Meters
3. Replacement Covers for Cast Iron Vulcan Meter Boxes
4. Replacement Covers for Harper Meters
5. Valve Box Tops and Caps
6. Cast Iron Meter Box and Top for a 2" Meter
7. Rectangular Valve Box and Cover for Commercial and Residential

#### Contract terms:

The following specifications are prepared for providing a one (1) year supply of Cast Iron Water Meter Boxes, Lid Assemblies, and Valve Box Tops and Caps for the Jefferson Parish Department of Public Works and Department of Water, East and West Bank.

#### 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:

The following specifications are prepared for providing a one (1) year supply of cast iron water meter boxes, lid assemblies, and valve box tops and caps for the Jefferson Parish Department of Public Works and Department of Water, East and West Bank.

Quantities listed are based on expected annual usage. Actual requirement may be more or less than indicated.

The manufacturer's name, country of origin and part number must appear on the outer face of each meter box lid.

Domestic as well as globally sourced (foreign) construction casting (meter boxes) shall be allowed. All globally sourced (foreign) castings shall also be manufactured at an ISO (International Organization for Standardization) registered manufacturer, which manufacturer shall have current ISO 9001 certification for standardization for these products. These manufacturing facilities must be covered under periodic audits by third party accreditation bodies for evaluations. These evaluations shall include manufacturing processes, quality control, corrective and preventive, and document control. In addition, distribution centers must be

audited by third party approval agencies for periodic confirmation tests and surveillance audits. These periodic confirmation tests and surveillance audits shall document continuation of product approvals by auditing the entire quality systems including design, infrastructure, system implementation, distribution, training, quality control and assurance, and document control.

Vendors are to provide ISO 9001 certificates for all shipments of meter boxes to the warehouses, and must be able to provide these certificates upon request at any time for the duration of the contract.

Any defective products shall be replaced in kind at no charge to Jefferson Parish, including transportation costs.

Successful bidder will be allowed 120 days, from the date of contract execution, to stock and maintain sufficient quantities on hand to meet the needs of Jefferson Parish, vendor will ship requested quantities (as indicated on purchase order) within seven (7) calendar days

### **Technical Specifications:**

#### **I. Yoke Boxes:**

- **Grade Adjusters:**  
Grade adjusters shall be attached to the top of the box with stainless steel set screws and accepts both locking and lockless lids.
- **Lockless Lids:**  
Lockless lids shall have a bar pick-up for easy removal with a screwdriver or a similar tool such as the meter box universal key.
- **Elevator Rings:**  
Elevator rings shall have cast iron elevator ring of 3" in height and can be stacked between the upper and base units to achieve the desired height of setting.
- **Yoke boxes shall be manufactured by Ford Meter Box Co.**

#### **II. Meter Box and Cover Assemblies For ¾" and 1" Meters:**

Meter boxes and cover assemblies for ¾" and 1" meters shall be cast from cast iron and meet ASTM A48 class 30B standards. Meter boxes shall have oval shape dimensions of 19-1/4" L X 10-3/8" W X 11-3/8" H and cover dimensions shall be 18-5/16" l x 9-5/8" x 2" h. Coating shall be a bituminous asphaltic tar. (See Drawing #1)

#### **III. Replacement Covers For Cast Iron Vulcan Meter Boxes:**

Replacement covers for Vulcan meter boxes in No. 6 shall be cast from cast iron and meet ASTM A48 Class 30B standards. Meter box covers shall have oval shape dimensions of 18-5/16" L x 9-5/16" W x 2" H. Coating shall be a bituminous asphaltic tar. (See Drawing #1)

**IV. Replacement Covers For Cast Iron Harper Meters:**

Cast iron harper meter box cover shall be cast from gray cast iron meeting ASTM A48 Class 25 standards. The meter box covers shall be oval shaped with dimensions of 18-1/4" L x 12-1/2" W x 2" H.

*{These meter boxes shall only be used for old style small meter boxes only.}* (See Drawing #4)

**V. Valve Box Tops and Caps:**

Valve box tops and caps shall be available in 10" top section by 9" diameter and 16" top section by 9" diameter. Valve tops and caps shall be produced in accordance with and meet all applicable terms and provisions of ASTM A48 and are cast with 35b class cast iron. When properly installed will meet American Association of State Highway and Transportation Officials (AASHTO) H20 wheel load rating. Installation shall be as per AWWA M44, manual of water supply practices. Protective coating shall be the bituminous coating is applied by the dipping method to a mil thickness of approximately 1.0 to 1.5 mils. These particular valve top and caps shall be manufactured by Tyler Union Quality Waterworks Products (Tyler 461-S). (See Drawing #3)

**VI. Cast Iron Meter Box and Top for a 2" Meter:**

Cast iron meter box and cover assemblies for a 2" meter shall be cast from cast iron and meeting ASTM A48 Class 30B standards. Coating shall be a bituminous asphaltic tar. Meter box shall be square shaped with dimensions of 24-1/4" L X 13-5/8" W X 13" H. Meter box cover shall be square shaped with dimension of 23-1/2" L X 12-7/8" W X 2" H. (See drawing #2)

**VII. Rectangular Valve Box and Cover For Commercial and Residential:**

Rectangular valve boxes and cover for residential and commercial use shall be a 17" x 30" valve box and cover that are injection molded of structural foam polyolefin material with a melt index between 10-12. Coloring and UV stabilization shall be added, along with processing lubricants when needed. The 17"x 30" body shall be tapered and have a minimum wall thickness of .320". The cover seat area shall have 20 structural supports ribs on the underside of the seat, each with a minimum thickness of .250". The bottom of the body shall have a 1.000" flange. The 17" x 30" cover shall have an average thickness of .350". These particular valve boxes and covers shall be manufactured by NDS, Inc. (NDS Standard Series).

**VIII. Meter Box Cover Only with 2" Hole to Fit Existing Sigma Brand #MB281:**

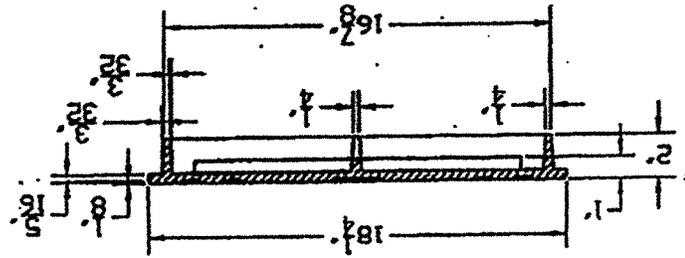
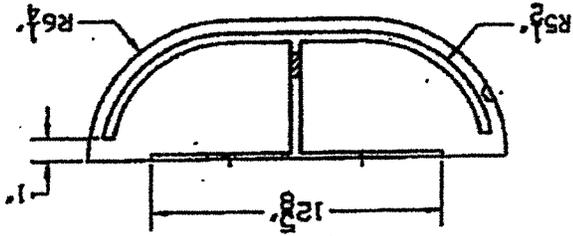
Meter box lid shall have a 2" hole to install the Itron through the lid mount kit. (See Drawing #5)



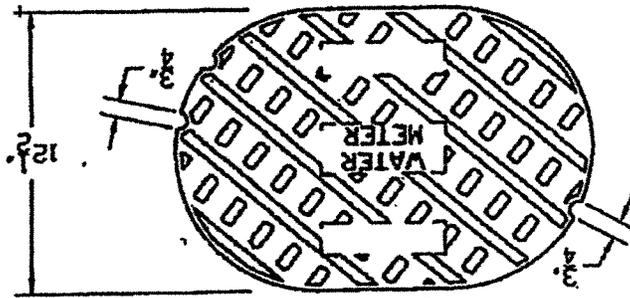
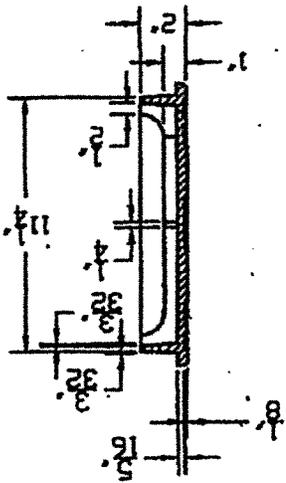




Appendix "A"  
Page 4 of 5



COVER EST. WGT. 24 LBS.





## **INSURANCE REQUIREMENTS - BIDS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

*Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.*

### **1. 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.

### **2. 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.

### **3. 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.

### **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.

### **UMBRELLA LIABILITY COVERAGE**

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

**CONSTRUCTION AND RENOVATION PROJECTS:**

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

**OWNER'S PROTECTIVE LIABILITY**

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

**BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

**NOTE for CERTIFICATE HOLDER:**

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014



# JEFFERSON PARISH DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

BRENDA J. CAMPOS  
DIRECTOR

May 22, 2015

## ADDENDUM NO.2

Bid No.: 50-00113118

Bid Opening Date: June 04, 2015

**For: ONE YEAR CONTRACT FOR THE SUPPLY OF WATER METER BOXES AND RELATED ITEMS  
FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS – WATER**

### Correction of Specification(s):

1. Line Item No. 4 – 0060 reads: Cast Iron Meter Box and Cover Assemblies, for ¾ Inch and 1 Inch Meters Oval Shade Box Dimensions-19-1/4 Inch in L by 10-3/8 Inch W by 11-3/8 Inch H Cover Dimensions: 18-5/16 Inch L By 9-5/8 Inch W By 2 Inch H Sigma MB381 38550.
  - a. The Part No. Should read - MB281
2. Line Item No. 5 – 0070 reads: Replacement Covers only ¾ Inch 9 and 1 Inch Cast Iron Meter Boxes Oval Shape 18-5/16 Inch L by 9-5/8 Inch W by 2 Inch H Sigma MB3811 38351.
  - a. The Part No. Should read – MB2811
3. The corrections have been reflected on the Unit Price Form, of the bid packet on pages 6 and 7.
4. Instruction 12 has been added to the bidding instruction requirements on page 3.

**NOTE: Bid Opening date will remain – June 04, 2015 for 2:00pm.**

Sincerely,

Laniel L. Francis, 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.**



JEFFERSON PARISH  
DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

BRENDA J. CAMPOS  
DIRECTOR

May 14, 2015

ADDENDUM NO.1

Bid No.: 50-00113118

Bid Opening Date: June 04, 2015

For: ONE YEAR CONTRACT FOR THE SUPPLY OF WATER METER BOXES AND RELATED ITEMS  
FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS – WATER

Correction of the Bid Description:

1. The listed description has been corrected to state – One Year Contract for the Supply of Water Meter Boxes and Related items.

Correction of Specification(s):

1. All part numbers are correct, as per the end user department

**NOTE: Bid Opening date will remain – June 04, 2015 for 2:00pm.**

Sincerely,

Laniel L. Francis, 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.



**Bid Number 50 - 00113118**

**One-Time Purchase of Water Meter Boxes and Related Items for the  
Jefferson Parish Department of Public Works – Water**

**JUNE 04, 2015 for 2:00pm**

**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  
*Ms. Laniel L. Francis*  
lfrancis@jeffparish.net  
504.364.2690**

DATE: 5/21/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

BID NO.: 50-00113118

## JEFFERSON PARISH

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

Page: 1

BUYER: LFRANCIS@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 6/04/2015 AND PUBLICLY OPENED THEREAFTER.

### 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 compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Forms to register may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on Vendor Information.

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

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

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

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

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

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

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

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.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

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.

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).

E. RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

F. POSTING OF BIDS: A listing of bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA and will remain posted until close of respective bids.

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. Please note requirements contained in this bid package for electronic bid submission.**

**Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.**

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 pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
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.

REVISED PER  
ADDENDUM NO. 2

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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. 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 (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.

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.