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# AUTOMATED CONTROL SYSTEMS, INC.

P.O. BOX 9566

METAIRIE, LOUISIANA 70055-9566

PH (504) 885-3694 FAX (504) 885-3700

[www.acscompanies.com](http://www.acscompanies.com)

## FACSIMILE TRANSMISSION COVER SHEET

DATE: 11-10-16  
TO: Danna Reamey 504-364-2693  
COMPANY: Jefferson Parish Purchasing  
FROM: Jonathan Wells  
REFERENCE: Bid No: 50-00118071  
NUMBER OF PAGES INCLUDING COVER SHEET: 14

REMARKS: \_\_\_\_\_  
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SHOULD YOU HAVE ANY PROBLEMS RECEIVING THIS DOCUMENTATION, PLEASE CALL SENDER AT 504-885-3694

DATE: 10/18/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00118071

**JEFFERSON PARISH**  
PURCHASING DEPARTMENT  
P.O. BOX 9  
GREYNA, LA. 70064-0009  
504-364-2678

VENDOR: Automated Control Systems, Inc.

BUYER: DREAMIEY

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 is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

<b>DELIVERY: FOB JEFFERSON PARISH</b>	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>6 weeks</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>60 days</u>
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>7 days</u>

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 21904

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>Automated Control Systems, Inc.</u>	
SIGNATURE: <u>[Signature]</u> (Must be signed here)	TITLE: <u>Sales</u>
PRINT OR TYPE NAME: <u>Jonathan Wells</u>	
ADDRESS: <u>P.O. Box 9566</u>	
CITY, STATE: <u>Metairie, LA</u>	ZIP: <u>70055</u>
TELEPHONE: <u>(504) 885-3694</u>	FAX: <u>(504) 885-3700</u>
EMAIL ADDRESS: <u>jwells@acscompanies.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 10,500.00

DATE: 10/18/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00118071

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

VENDOR: Automated Control Systems, Inc.

BUYER: DREAMEY

Bids will be received until 11:00 AM, 11/04/2016 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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. 113645 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 [www.purchasing.jeffparish.net](http://www.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 [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. 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**

**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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

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, 1966, 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).

DATE: 10/18/2016

BID NO.: 50-00118071

Page: 2

### 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.

### ADDITIONAL REQUIREMENTS FOR THIS BID

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

2,3,5,6,10,13

PRE-BID CONFERENCE TO BE HELD AT: JPAC 6400 AIRLINE HWY, METAIRIE, LA 70003  
@ 9:00 AM  
ON 10/25/2016

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.

DATE: 10/18/2016

BID NO.: 50-00118071

Page: 3

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and 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.

**Supply and install one (1) new ABB variable frequency drive at the  
Jefferson Parish Performing Art Center**

**Section 1.0 – Pre-Bid Conference:**

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

**Location: Jefferson Parish Performing Arts Center**

**6400 Airline Hwy, Metairie, La. 70003**

**Date: October 25, 2016**

**Time: 9:00 AM**

All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and to inspect the site with the owner's representative, etc.

**Section 2.0 – Scope:**

We extend this proposal to cover the following work:

- Supply and install One (1) new variable frequency drive.

**Section 3.0 – License Requirements:**

The following licenses will be required for this bid:

- Louisiana State Commercial Contractor Licenses
- Louisiana State Electrical license
- Louisiana State specialty license in Heat, Air Conditioning, Ventilation Duct Work, and Refrigeration
- Louisiana State specialty license in Instrumentation and Calibration

A copy of each required license must be turned in with the bid. Failure to comply will cause the bid to be rejected.

**Section 4.0 – Quantities/Inspection:**

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project. All measurements given in these specifications are informational only and are not intended to be used as installation perimeters.

NOTE: Owner will not pay for any equipment needed to lift, move, haul, etc. which is not covered in the successful bidders original bid.

**Section: 5.0 – Standards:**

All work shall meet or exceed the following industry standards:

- American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) 90.1 – Energy Standard for Buildings except Low-Rise Residential Buildings
- American National Standards Institute (ANSI)
- National Fire Protection Association (NFPA) 70
- National Electrical Code (N.E.C.)

**Section 6.0 – Bid Specifications:**

The successful bidder shall supply all labor, materials, and necessary essentials to perform the following:

- Install one (1) new ABB, variable frequency drive (Wall mounted) Model number ACH550 HVAC Drive. All mounting and securing hardware shall be steel.
- No additional compensation will be allowed for modification of mounting location. This work shall be part of the bid.
- All materials for this project shall be bidder supplied new.
- If Bidder intends to supply an alternate drive other than specified by the owner, the bidder shall indicate on the bid form the make and model of the proposed unit.
- Install one (1) new Ultra-Zone electronic static pressure switch Model Number PS4.
- Install all low voltage wire from new variable frequency drive to new Ultra-Zone electronic static pressure switch. New static pressure switch shall be programmed to shut unit off in the event static pressure exceeds owner's set point.
- Install all low voltage wire to connect new variable frequency drive to existing duct smoke detector. New variable frequency drive shall be programmed to shut unit off in the event smoke is present.
- Existing disconnecting external branch 3 phase 460 volt fused circuit protection shall be terminated to new contractor supplied variable frequency drive.
- All wire shall be sized per all Local, State, Federal, and Manufacturer guidelines.
- All high and low voltage wire shall be run in ridged conduit
- All high and low voltage wire shall be copper
- All lugs shall be properly sized to match wire size
- All points indicated in Section 6.0 and Section 6.1 shall be programmed into existing facility Management System. All points shall be able make adjustments as needed by owner. This work shall be part of the bid.

**Section 6.1 – Variable Frequency Drive Description:**

- BACnet capability
- Bypass motor starter
- Wall mounted
- Bypass serial communications with major BAS protocols embedded
- Supply fan run-stop control
- Smoke control
- Damper control
- Static pressure control
- Fireman's override
- Single-phase protection in bypass mode
- programmable manual or automatic transfer to bypass
- Proof of Flow
- Pad lockable in the OFF position
- Electronic motor overload protection
- Local programming and operator keypad with LCD display
- Two contactors:
  - One contactor is the bypass contactor, used to connect the motor directly to the incoming power line in the event that the Variable frequency drive is out of service.
  - Second contactor is the Variable frequency drive output contactor that disconnects the Variable frequency drive from the input power and the motor when the motor is operating in the Bypass mode.
- The drive output contactor and the bypass contactor are interlocked to prevent "back feeding," which occurs if line voltage is applied to the Variable frequency drive output terminals.
- The BAS system shall monitor measured data such as current (in amps), kilowatt hours (resettable), operating hours (resettable), and bypass logic board temperature.
- The BAS is also capable of monitoring status data such as bypass relay output status, and digital input status. Bypass override, diagnostic, warning and faultProvide main power connection(s), and control power connections.

**Section 6.2 – Facility Management System (FMS)**

- Bidder shall be responsible for any and all work needed to allow the variable frequency drive to be controlled by the existing facility management system at no additional cost to the owner.
- Provide any and all necessary integrators and/or any other communications devices necessary to allow for the newly installed variable frequency drive to communicate with the existing FMS at no additional charge to the owner.
- The new variable frequency drive shall be able to start/stop from the existing facility management system and by a local start/stop in the event of a failure.

**Section 7.0 Commissioning:**

Commissioning shall be performed by a factory trained representative of equipment supplied. All commissioning shall be performed with an owner's representative present and a hand written report given to owner at completion of commissioning. Seven days from completing the commissioning of the equipment a typed copy of the report shall be delivered to owner.

**Section 8.0 - Hours of Work:**

Work that shall not affect the normal operation of this facility can be scheduled during normal working hours Monday thru Friday 7:00 a.m. – 4:00 p.m.  
For this project only one chiller shall be down during this project.

**Section 9.0 – Cleaning Area and Safety:**

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. Inflammable 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 and safety of the general public, employees of Jefferson Parish, and other Parish officials.

There must be a fire watch present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder.

**Section 10.0 – Existing Structure**

Should any cutting, patching, alteration, addition, or repairs to existing structure, wall, floor, ceiling, or part of building be required of this project, the successful bidder shall restore the alteration to its original condition, with the same type materials, finish, and workmanship at no additional cost to Jefferson Parish.

**Section 11.0 – Warranty:**

All workmanship and materials shall have a minimum of one (1) years parts and labor warranty in writing from the manufacturer starting from the date of acceptance of the project against defects. The bidder must agree, upon written notice from the owner, promptly and without charge, and to the satisfaction of the owner, to make changes, replacements, and corrections which may be required to make good all defects in materials and/or equipment under its intended use, within the warranty period, at no cost to the owner.

**Section 12.0 – SDS:**

The bidder shall notify the Jefferson Parish Department of General Services contact person of any hazardous substances that will be brought to and/or used at the workplace. The bidder shall provide SDS as per this requirement to the Director of the Jefferson Parish Department of General Services.

**Section 13.0 – Permits:**

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The successful bidder shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

**Section 14.0 – Hot Work Permit:**

The successful bidder shall obtain a burn permit form from the Department of General Services before any cutting, soldering or welding is performed.

At no additional cost to owner the successful bidder shall provide a fire watch when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder.

**Section 15.0 – Liquidated Damages:**

Liquidated Damages in the amount of \$500.00 per day will be assessed for each day that expires three (3) days from the date of the Notice to Proceed until work is substantially completed.

**Section 16.0 – Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.

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

DATE: 10/19/2016

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page: 5

BID NO.: 50-00118071

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>LABOR, EQUIPMENT &amp; MATERIALS NECESSARY TO SUPPLY &amp; INSTALL ONE NEW ABB VARIABLE FREQUENCY DRIVE AT THE JEFFERSON PARISH PERFORMING ARTS CENTER.</p> <p>0010-SUPPLY AND INSTALL ONE (1) NEW ABB VARIABLE FREQUENCY DRIVE AT JEFFERSON PARISH PERFORMING ARTS CENTER.</p> <p>WE EXTEND THIS BID TO PROVIDE AND INSTALL ONE (1) NEW ABB VARIABLE FREQUENCY DRIVE MODEL NUMBER ACH550 HVAC DRIVE. PROVIDE AND INSTALL ONE (1) NEW ULTRA-ZONE ELECTRONIC STATIC PRESSURE SWITCH MODEL NUMBER PS4. PROVIDE ANY AND ALL NECESSARY INTERGRATORS AND/ANY OTHER COMMUNICATION DEVICES NECESSARY TO ALLOW FOR THE NEWLY INSTALLED VARIABLE FREQUENCY DRIVE TO COMMUNICATE WITHIN THE EXISTING FACILITY MANAGEMENT SYSTEM AT NO ADDITIONAL CHARGE TO THE OWNER, AS PER SPECS. LOCATED AT THE JEFFERSON PARISH PERFORMING ARTS CENTER, 6400 AIRLINE DRIVE, FOR THE DEPARTMENT OF GENERAL SERVICES.</p>		<p>\$10,500.00</p>

**STANDARD INSURANCE REQUIREMENTS – BIDS UNDER \$30k**

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 bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. However, if a bidder has on file with the Purchasing Department a current (valid) insurance certificate that fulfills the requirements in this document, then this will be accepted as evidence of same. Otherwise, failure to submit a current (valid) insurance certificate with bid submission or if no current (valid) insurance certificate is on file, then the bid will be rejected. Final certificates 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 and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

**JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

**WORKER'S COMPENSATION INSURANCE**

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

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

**COMMERCIAL GENERAL LIABILITY**

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

**COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

**DEDUCTIBLES**

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.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/15/2016

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).

PRODUCER  
Eustis Insurance, Inc.  
1-504-586-0440  
110 Veterans Memorial Blvd., Ste 200  
Metairie, LA 70005-6913

CONTACT NAME:  
PHONE:  
FAX (A/C, No):  
E-MAIL:  
ADDRESS:

INSURED  
Automated Control Systems, Inc.  
P.O. Box 9566  
Metairie, LA 70055-9566

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Continental Casualty Company	
INSURER B: State National Insurance Company	
INSURER C: Bridgefield Casualty Insurance Co.	
INSURER D: Columbia Casualty Company	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: 46605095

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	ADDITIONAL INSURER	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			4021121651	04/18/16	04/18/17	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			XKDA-00133-03	04/18/16	04/18/17	COMBINED SINGLE LIMIT (Per accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000			402112168	04/18/16	04/18/17	EACH OCCURRENCE \$ 2000000 AGGREGATE \$ 2000000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NM) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	0196-38825	04/18/16	04/18/17	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1000000 EL DISEASE - EA EMPLOYEE \$ 1000000 EL DISEASE - POLICY LIMIT \$ 1000000
D	Prof/Pollution Liability			CBO 289361809	04/18/16	04/18/17	Each Occurrence 1000000 Aggregate 2000000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Certificate Holder is included as Additional Insured on the General Liability, Auto & Umbrella Policies when required by written contract. Waiver of Sub. is granted in favor of the Cert. holder on the General Liability, Auto, & Workers Compensation policies when required by written contract. The General Liability and Auto policy will be primary & non-contributory. All subject to the terms and conditions of the above policies.

### CERTIFICATE HOLDER

Jefferson Parish Dept of General Services  
and Procurement  
Purchasing Department  
P.O. Box 9  
Gretna, LA 70053

### 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

# State of Louisiana Professional Engineers State Licensing Board for Contractors

This is to Certify that:

AUTOMATED CONTROL SYSTEMS, INC.  
P. O. Box 9566  
Metairie, LA 70055-9566

is duly licensed and entitled to practice the following classifications

ELECTRICAL WORK (STATEWIDE); SPECIALTY: HEAT, AIR CONDITIONING, VENTILATION DUCT  
WORK AND REFRIGERATION; SPECIALTY: INSTRUMENTATION AND CALIBRATION



Expiration Date: April 25, 2018

License No: 21904

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 26th day of April 2015

*[Signature]*  
Director

*[Signature]*  
Chairman

This License is Not Transferable

*[Signature]*  
Secretary-Treasurer

2525 Quail Drive, Baton Rouge, 70808 (225) 765-2301



## Louisiana State Licensing Board for Contractors



### Contractor Information

**Business Name** AUTOMATED CONTROL SYSTEMS, INC.  
**Mailing Address** P. O. Box 9566  
 Metairie, LA 70055-9566  
**Phone Number** (504) 885-3694  
**Fax Number** (000) 000-0000

### Active Licenses

**License Number** 21904  
**Type** Commercial License  
**Status** LICENSED  
**Effective** 04/26/2015  
**Expiration** 04/25/2018  
**First Issued** 04/25/1987

### Classifications

Class	Qualifying Party	Parishes
ELECTRICAL WORK (STATEWIDE)	Marc Joseph Morales	ALL
SPECIALTY: HEAT, AIR CONDITIONING, VENTILATION DUCT WORK AND REFRIGERATION	D. Wayne Durr Jr.	ALL
SPECIALTY: HEAT, AIR CONDITIONING, VENTILATION DUCT WORK AND REFRIGERATION	Paul W. Reuter	ALL
SPECIALTY: INSTRUMENTATION AND CALIBRATION	D. Wayne Durr Jr.	ALL
SPECIALTY: INSTRUMENTATION AND CALIBRATION	Jude Michael Blanchard	ALL
SPECIALTY: INSTRUMENTATION AND CALIBRATION	Paul W. Reuter	ALL

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