

DATE: 12/11/2019

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BID NO.: 50-00128993

BID FORM
Non Public Works

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

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

Are you requesting an escalation provision?

YES _____ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 04/09/20

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

14 - 16 WEEKS

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

N/A

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: FLUID PROCESS & PUMPS, LLC

ADDRESS: PO BOX 10608

CITY, STATE: NEW ORLEANS, LA

ZIP: 70181

TELEPHONE: (504) 733-1330

FAX: (504) 736-9348

EMAIL ADDRESS: CD@FLUIDPROCESS.NET

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

Acknowledge Receipt of Addenda: NUMBER: _____
NUMBER: _____
NUMBER: _____
NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 58,780.00

AUTHORIZED

SIGNATURE: 

CARL A. DEROCHE, JR.

Printed Name

TITLE: PRESIDENT

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.

DATE: 12/11/2019

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00128993

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>A ONE-TIME PURCHASE OF A SUBMERSIBLE NON-CLOG SEWAGE PUMP FOR TERRYTOWN II SEWER LIFT SATION</p> <p>0010 - Purchase of a Hydromatic Explosion - Proof Premium Efficient Submersible Non Clog Sewage Pump with 50 foot cords, 75HP, 460/3/60, 1150 RPM, Hydromatic Model S12LXP7500FB Pump and Motor with 12 inch discharge to match the existing pumps dimensions and hydraulics for Terrytown II Sewer Lift Station (Q-11-6), per the attached specifications</p>	\$58,780.00	\$58,780.00

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

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

RESOLVED THAT _____, 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

DATE

**CONSENT AND CERTIFICATE OF AUTHORITY
OF
FLUID PROCESS & PUMPS, L.L.C.**


The undersigned constitutes the sole member and manager of **FLUID PROCESS & PUMPS, L.L.C.** (the "Company"). In such capacity, the undersigned are authorized to and do hereby certify to the following matters pertaining to the Company:

- A.** The Company is existing and operating pursuant to Articles of Organization of the Company which were filed with the Secretary of State of Louisiana on April 5, 2010, and they have not been amended (the "Articles of Organization"). The Company has no written operating agreement.
- B. Carl A. Deroche, Jr.** is the sole member and manager of the Company, and he does hereby appoint and designate himself, Carl A. Deroche, Jr. ("Manager") to have the full power and authority to act in the name of and on behalf of the Company to cause the Company to take the following actions:
- (1) to enter into a contract with Jefferson Parish for the purchase of one (1) Submersible Non-Clog Sewage Pump for Terrytown II Sewer Lift Station, on such terms and conditions contained therein, and execute any and all other documents that may be required or that Manager deems in his sole discretion necessary, advisable or appropriate to effectuate the matter(s) described herein;
 - (2) to acquire, whether by sale, donation, exchange, lease or any other manner, any property whether movable or immovable, whether corporeal or incorporeal, or any interests therein, including leasehold or sublease hold interests, servitudes, or rights of use, as Manager may in his sole discretion consider appropriate, all for such price and upon such terms and conditions as the Manager may in his sole discretion consider appropriate;
 - (3) to enter into any and all manner of agreements and contracts in connection with the above matter(s), all upon such terms and conditions as the Manager may in his sole discretion consider appropriate; and
 - (4) generally to do any and all other acts that the said Manager may, in his sole discretion, consider appropriate in order to effectuate any of the matter(s) described herein, all upon such terms and conditions as the said Manager may in his sole discretion consider appropriate, and all pursuant to such documents and instruments, containing such clauses and provisions, as the said Manager may in his sole discretion consider appropriate.

Carl A. Deroche, Jr., in his capacity as the sole member and manager and certifying official of the Company, pursuant to La.-R.S. 1305(c)(5), executes this Certificate for the purpose of certifying the authority of the Manager/Agent as above described.

This Certificate is effective as of the date of execution hereof.

By: _____


Carl A. Deroche, Jr.
Sole Member and Manager

Date: 01/03/20

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/~~COUNTY~~ **OF** JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: _____

CARL A. DEROCHÉ, JR., (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized PRESIDENT of Fluid Process & Pumps, LLC (Entity), the party who submitted a bid in response to Bid Number 50-00128993, 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 X 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.

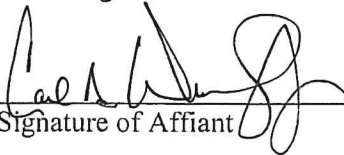
Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

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

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

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



Signature of Affiant

CARL A. DEROCHE, JR.

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 3RD DAY OF JANUARY, 20 20.



Notary Public

ALAN R. EMERMAN

Printed Name of Notary

36648

Notary/Bar Roll Number

My commission expires FOR LIFE.

ATTACHMENT:

Campaign Contribution Disclosures:

Payee: Michael S. Yenni - Campaign Fund
Check #: 15607
Date: 3/24/17
Amount: \$1,000.00

Payee: Danny Martiny Campaign Fund
Check #: 15823
Date: 5/8/17
Amount: \$1,000.00

Payee: Dominick Impastato Campaign Fund
Check #: 16498
Date: 9/12/17
Amount: \$2,500.00

Payee: Committee to Elect Joseph Lopinto Sheriff
Check #: 17659
Date: 2/6/18
Amount: \$5,000.00

Payee: Michael S. Yenni - Campaign Fund
Check #: 18153
Date: 5/9/18
Amount: \$1,500.00

Payee: Deano Bonano Campaign Fund
Check #: 19763
Date: 4/17/19
Amount: \$1,000.00

Payee: Committee to Elect Cynthia Lee Sheng
Check #: 20002
Date: 5/28/19
Amount: \$1,000.00

Payee: Committee to Elect Cynthia Lee Sheng
Check #: 20171
Date: 6/27/19
Amount: \$1,000.00

Payee: Deano Bonano Campaign Fund
Check #: 20488
Date: 9/05/19
Amount: \$1,000.00

Payee: Paul Johnston Campaign Fund
Check #: 20629
Date: 10/09/19
Amount: \$1,000.00

[Print](#)

Notary Search - Detail

Name: MR. ALAN R. EMERMAN
Address: 1812 CLEARVIEW PKWY.
METAIRIE, LA 70001
Phone: (504) 455-1643
Notary ID Number: 36648
Parish: JEFFERSON with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 5344
Status: Active
Commission Date: 11/14/1983
Oath Date: 11/10/1983
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/3/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 111 Veterans Boulevard, Suite 1130 Metairie LA 70005	CONTACT NAME:	
	PHONE (A/C, No, Ext): 504-888-1100	FAX (A/C, No): 504-888-1299
INSURED Fluid Process & Pumps, LLC 405 Commerce Pt. New Orleans LA 70123	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Bridgefield Casualty Insurance Company	
	INSURER B: Continental Insurance Company	
	INSURER C: American Casualty Company of Reading, PA	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 1762200794 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			6072074969	6/1/2019	6/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS \$ 10,000			6072032219	6/1/2019	6/1/2020	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			19631579	6/1/2019	6/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

General Liability Policy includes the following endorsements, pursuant to and subject to the policy terms, definitions, conditions and exclusions:
Blanket Additional Insured - Owners, Lessees or Contractors - with Products-Completed Operations Coverage-Limited Liability
Endorsement Form # CNA75081XX (1-15)
Blanket Waiver of Subrogation Form # CNA74879XX (1-15)

Worker's Compensation includes Blanket Waiver of Subrogation Form # WC 00 03 13 (4-84)
Additional Insured: THE PARISH OF JEFFERSON, IT'S DISTRICTS, DEPARTMENTS & AGENCIES
UNDER THE DIRECTION OF THE PARISH PRESIDENT AND THE PARISH COUNCIL

CERTIFICATE HOLDER

JEFFERSON PARISH PURCHASING DEPT. 200 DERBIGNY ST. GENERAL GOV'T BLDG, SUITE 4400 BID NO. 50-00128993 GRETN LA 70053 USA	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

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/03/2020

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 CHUCK MIRAMON 4402 HWY 22 MANDEVILLE LA 70471 	CONTACT NAME: Stacy Lawson PHONE (A/C No. Ext): 985-626-0200 E-MAIL: Stacy.Lawson.iu0b@statefarm.com FAX (A/C No): 985-626-1003 ADDRESS: Stacy.Lawson.iu0b@statefarm.com
	INSURER(S) AFFORDING COVERAGE INSURER A : State Farm Mutual Automobile Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED FLUID PROCESS & PUMPS LLC PO BOX 10608 NEW ORLEANS LA 70181	NAIC # 25178

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <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	Y	Y	0314652,0314654,0314655, 0314659,0314664,0683193, 0765600,1024519,3155292, 1456073,3254513	09/19/2019	03/19/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATU-TORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Additional Insured:

The Parish of Jefferson, It's Districts, Departments and Agencies
Under the Direction of the Parish President and the Parish Council
Bid# 50-00128993

CERTIFICATE HOLDER

CANCELLATION

Jefferson Parish Purchasing Department
200 Debigny St. General Govt. Bldg. Suite 4400
Bid# 50-00128993
Gretna, LA 70053

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

Stacy Lawson

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**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. FLUID PROCESS & PUMPS, LLC		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) C Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) P. O. BOX 10608	Requester's name and address (optional)	
6 City, state, and ZIP code NEW ORLEANS, LA 70181		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

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

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

Social security number								
			-					
or								
Employer identification number								
2	7	-	2	3	1	2	5	6 1

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶ 	Date ▶ 7/24/15
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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

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

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

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

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

By signing the filled-out form, you:

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



Bid Number 50-00128993

**A ONE-TIME PURCHASE OF A SUBMERSIBLE NON-CLOG SEWAGE PUMP
FOR TERRYTOWN II SEWER LIFT SATION**

BID DUE: January 9, 2020 at 2:00 PM

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Melissa Ovalle
Buyer Email: movalle@jeffparish.net
Buyer Phone: (504) 364-2687**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

June 2019

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

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

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

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

**SPECIFICATIONS
SUBMERSIBLE NON-CLOG SEWER PUMP
JEFFERSON PARISH DEPARTMENT OF SEWERAGE
TERRYTOWN No. 2 SEWER PUMP STATION**

1.01 GENERAL

- A. The vendor shall provide one (1) Hydromatic Model No. S12LXP7500FB submersible explosion-proof, premium efficient, solids handling pump, or approved equal. The pump must match the existing pumps already in service, fit the existing rail system, utilize the existing sealing flange, and fit into the aluminum hatches at Terrytown No. 2 Sewer Pump Station. This is a 4 pump station, with 3 pumps currently in service. This pump must match the existing pumps already in service. The pump must match the hydraulic performance limits listed in these specifications. The pump motor shall be NEMA Premium Efficient, and bear a stainless steel nametag showing FM approval for Class I Division I explosion proof environments and NEMA Premium Efficient. Pump shall be supplied by a Hydromatic authorized dealer for Jefferson Parish, Louisiana. If bidding an alternate, pump shall be supplied by an authorized dealer for Jefferson Parish, Louisiana for that pump brand. Any bids submitted for alternate pump manufacturers, other than that as specified, must include in their bid all information needed to fully demonstrate complete compliance with the requirements of these specifications and dimensional duplicity of the existing pumps. Should the alternative pump bidder not supply all information needed to compare the alternate pump with their bid submission, the bidder shall be rejected. The pump on this bid shall, at the owner's option, have a complete witnessed certified Hydraulic Institute pump test performed in the same facility that the pump was manufactured in. This hydraulic test shall certify at least seven (7) separate operating points along its operating curve, including the duty point, shut-off, and show GPM, TDH, efficiency, and BHP at each tested point. This certified curve shall be approved by Jefferson Parish, or its appointed agent before the pump can be released for shipment.
- The bid will be awarded to the lowest responsible bidder complying with all provisions of this invitation, providing the bid is reasonable and that is in the best interest of Jefferson Parish to accept. Jefferson Parish reserves the right to accept or reject the bid in whole or part. Jefferson Parish reserves the right to reject any bids that are incomplete, or do not demonstrate that they are equal to the requirements of these specifications. It is the bidder's responsibility to provide adequate information necessary for the complete evaluation of their proposed equipment. Jefferson Parish shall be the sole judge as to the equality of any alternate manufacturer's offering.

2.01 OPERATING CONDITIONS

- A. The pump shall be rated 75 H.P., 460 volts, 3 phase, 60 hertz, maximum 1150 R.P.M. The unit shall produce 5,690 GPM at 36.7 feet TDH, with a minimum pump efficiency of 75 percent, and maximum input KW of 65.5. The pump shall be capable of handling a minimum 6 inch spherical solid. The pump shall be non-overloading throughout the entire range of operation, without employing service factor. The pump shall have an auxiliary duty point of 3,150 GPM @ 57 feet TDH, with a minimum 75 percent pump efficiency. The pump shall have a minimum shut off head of 81 feet. The pump motor shall reserve a minimum service factor of 1.3. The performance curve shall show head, capacity, pump efficiency, solids handling capacity, and reflect motor service factor.

3.01 CONSTRUCTION

- A. The pump shall be a centrifugal, non-clog, solids handling, submersible, wastewater type; model S12LXP, as manufactured by Hydromatic Pumps, or approved equal. The pump must bear a stainless steel manufacturer's nameplate stating Made in the U.S.A., or Assembled in the U.S.A. The pump volute, motor, and seal housing shall be high quality gray cast iron, ASTM A-48, Class 30. The pump discharge shall be fitted with a 12 inch standard ASA 125-lb. flange, faced, and drilled. Slotted flange bolt holes will not be accepted. All external mating parts shall be machined and Buna N Rubber O-ring sealed on a beveled edge. Gaskets will not be accepted. All fasteners exposed to the pumped liquids shall be 300 series stainless steel.

3.02 ELECTRICAL POWER CORD

- A. Electrical power cord shall be 50 feet long, and made of STW-A, water resistant 600 V, 60° Celsius, UL and CSA listed, and applied dependent on amp draw for size. The pump shall have an independent sensor cord containing motor overtemp and moisture sensor wires.
- B. The pump shall be double protected with a compression fitting and epoxy potted area at the power cord entry to the pump.
- C. The power cable entry into the cord cap assembly shall first be made with a compression fitting. Each individual lead shall be stripped down to bare wire at staggered intervals, and each strand shall be individually separated. This area of the cord cap shall then be filled with an epoxy compound potting, which will prevent water contamination to gain entry even in the event of wicking or capillary attraction through the power cord.
- D. The power cord leads shall then be connected to the motor leads with extra heavy terminal board that allows for easy connection of motor leads to power cord leads.
- E. The cord cap assembly where bolted to the connection box assembly and the connection box assembly where bolted to the motor housing shall each be sealed with a Buna N Rubber O-ring on a beveled edge, to assure proper sealing.

3.03 MOTOR

- A. The stator, rotor, and bearings shall be mounted in a sealed and oil filled submersible type housing. The stator windings shall have a minimum Class H insulation (180° Celsius or 356° Fahrenheit), NEMA B design (3-phase). Air filled designs will not be accepted. Further protection shall be provided by "on winding" thermal sensors.
- B. The pump and motor shall be specifically designed so that they may be operated partially or completely submerged in the liquid being pumped.
- C. The motor stator shall be slip fit mounted into the watertight casing. Stators must be capable of being repaired or rewound by local motor service facilities. Heat shrink motor fits will not be accepted. No special tools shall be required for pump and motor disassembly.
- D. Motor shall be equipped with integral heat sensors, one for each phase (three phase motor). The head sensor(s) shall be a low resistance; bi-metal disc that is temperature sensitive. They shall be mounted directly on the stator windings. The sensors shall be connected in series with motor starter coil so that the pump ceases operation when an over-temperature condition is sensed. These sensors shall be used in conjunction with and supplemented by external motor over-current protection located at the control panel. The pump shall cease operation when the overload is tripped. The overload shall be manually reset.
- E. Motors shall have a service factor of 1.3, or greater.
- F. Cable Entry: The cable entry water seal design shall be such that it precludes specific torque requirements to ensure a watertight and submersible seal. It shall permit no entry of water into any high voltage area, even if the cable is severed below the water level.
- G. Cooling System: Each pump shall be provided with an adequately designed cooling system. Water jackets or closed loop cooling systems will not be accepted.
- H. Motors shall conform to the NEMA Premium Efficiency Electric Motor Program. Motors must meet or exceed the nominal energy efficiency levels listed in NEMA standards publication MG 1-2006, tables 12-12 and 12-13.

3.04 BEARINGS AND SHAFT

- A. An upper radial bearing and a lower thrust bearing shall be required. These shall be heavy-duty single row ball bearings, which are permanently lubricated by the dielectric oil which fills the motor housing. Sealed grease packed bearings will not be accepted. Bearings that require lubrication according to a prescribed schedule will not be accepted. The upper radial bearing shall have a minimum B-10 life at the specified condition of 50,000 hours, and the lower double row thrust bearing shall have a minimum B-10 life at the specified condition of 50,000 hours. Bearings shall be available within one (1) hour of request by the Jefferson Parish Department of Sewerage.
- B. The shaft shall be machined from a solid 416 series stainless steel forging and is a design that is of large diameter with minimum overhang to reduce shaft deflection and prolong bearing life.

3.05 SEALS

- A. The pump shall have two mechanical seals, mounted in tandem, with an oil chamber between the seals. Seals shall be used with the rotating seal faces being carbon and the stationary seal faces to be silicone carbide. The lower seal shall be replaceable without disassembly of the seal chamber and without the use of special tools. Pump-out vanes shall be present on the backside of the impeller to keep contaminants out of the seal area. Units that require the use of foreign manufactured seals will not be accepted. Seals shall be available within one (1) hour of request by the Jefferson Parish Department of Sewerage.
- B. The pump shall be equipped with a seal leak detection probe and warning system. This shall be designed to alert maintenance personnel of lower seal failure without having to take the unit out of service for inspection, or requiring access for checking seal chamber oil level and consistency.
- C. There shall be an electric probe or seal failure sensor installed in the seal chamber between the two tandem mechanical seals. The seal fail circuit must use a probe that has no moving parts. If the lower seal fails, contaminants which enter the seal chamber shall be detected by the sensor and send a signal to operate the specified warning device.
- D. Units equipped with opposed mechanical seals will not be accepted.

3.06 IMPELLER

- A. Impeller shall be of the two-vane, enclosed non-clogging design, and have pump-out vanes on the front and backside of the impeller to prevent grit and other materials from collecting in the seal area. Single vane design impellers, which cannot be easily trimmed, which do not maintain balance with wear causing shaft deflections, and reduce seal and bearing life will not be accepted. Impeller shall not require coating. Because most impeller coatings do not remain beyond the very early life of the impeller, efficiency and other performance data submitted shall be based on performance with an uncoated impeller. Attempts to improve efficiency by coating impeller will not be accepted. The impeller shall be manufactured from ductile iron ASTM A-536 material.
- B. Impellers shall be dynamically balanced. The tolerance values shall be as listed below, according to the International Standard Organization grade 6.3 for rotors in rigid frames. The tolerance is to be split equally between the two balance planes, which are the two impeller shrouds.

RPM Tolerance

1150 .026 in. - oz./lb. of impeller weight

- C. The impeller shall be slip fit to a tapered shaft and key driven. A 300 series stainless steel washer and impeller bolt shall be used to fasten the impeller to the shaft. Straight end or threaded shafts for attachment of the impeller will not be accepted.

3.07 CASING

- A. The casing shall be of the end suction volute type, having sufficient strength and thickness to withstand all stress and strain from service at full operating pressure and load. The casing shall be of the centerline horizontal discharge type. The design shall be such that the pumps will be automatically connected to the discharge piping when lowered into position with the guide rails. The casing shall be accurately machined and bored for register fits with the suction and casing covers.
- B. A volute case wearing ring shall be provided to minimize impeller wear. The wear ring shall be 300 series stainless steel or bronze ASTM # B584-932 and held by 300 series stainless steel fasteners. The wear ring shall be easily replaceable in the field. Wear rings of any other material will not be accepted.

3.08 PAINTING

- A. The pump shall be painted after assembly and testing, with a dark green water reducible air dry enamel. The paint shall be applied in one coat, covering all exterior surfaces. The pump shall be air dried after testing and before painting.

3.09 SERVICEABILITY

- A. The complete rotating assembly shall be capable of being removed from the volute without disturbing discharge piping or volute. The motor housing, seal housing with seal plate, and impeller still attached to the shaft shall be capable of being lifted out of the volute case from the top as one assembly.

3.10 SUPPORT

- A. Though the pump may not require feet to support the unit while installed, the pump volute must have feet to support the unit when removed for service. Units which do not have feet upon which the unit can be supported when removed for service will not be accepted.

4.01 TESTING

- A. Commercial testing shall be required, and include the following:
 - 1. The pump shall be visually inspected to confirm that it is built in accordance with the specifications as to HP, voltage, phase, and hertz.
 - 2. The stator motor leads shall be tested for integrity using a meg-ohm meter at the highest setting.
 - 3. Pump shall be allowed to run dry to check for proper rotation.
 - 4. Discharge piping shall be attached; the pump submerged in water and amp readings shall be taken in each leg to check for an imbalanced stator winding. If there is a significant difference in readings, the stator windings shall be checked with a bridge to determine if an unbalanced resistance exists. If so, the stator shall be replaced. The pump test facility shall be located in the same plant that the pump was assembled, and shall be capable of providing certified Hydraulic Institute level test reports.
 - 5. The pump shall be removed from the water, meg-ohm meter tested again, dried, and the motor housing filled with dielectric oil.

5.01 WARRANTY PERIOD AND SERVICE

- A. The pump bidder must be listed as a factory authorized service center, for the brand they are bidding, and be capable of completely servicing the proposed pumps. Successful bidder will be required to service the proposed pump within one (1) hour of being notified by the Jefferson Parish Department of Sewerage. The pump bidder must own and operate a direct factory service center and stocking facility capable of completely servicing and supplying spare parts for the proposed pumps within one (1) hour of being notified by the Jefferson Parish Department of Sewerage. The bidder's factory service center/stocking facility shall be available for Jefferson Parish inspection on a twenty four (24) hour prior notice. The bidder's service center must have full time, factory trained mechanics capable and certified to service the equipment being offered.
- B. The pump unit, or any parts thereof shall be warranted against defects in material or workmanship within one year from date of installation, or 18 months from date of manufacture, whichever comes first, and shall be replaced at no charge with a new or manufactured part, F.O.B. factory or authorized warranty service station. The warranty shall not assume responsibility for removal, reinstallation, or freight, nor shall it assume responsibility of incidental damages resulting from the failure of the pump to perform. The warranty shall not apply to damage resulting from accident, alteration, design, misuse, or abuse.

DATE: 12/11/2019
BID NO.: 50-00128993

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 1/09/2020 AND PUBLICLY OPENED THEREAFTER.

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

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

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

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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

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

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.

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

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

13, 15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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

See Page 1 for Conflicts of Interest Statement