

DATE: 3/22/2017

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00119224

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

VENDOR: _

BUYER: DREAMEY

Bids will be received until 11:00 AM, 3/28/2017 via fax: 504-364-2693 or via online at www.jeffparishbids.net.

This site is free for all Jefferson Parish vendors. For additional information on registration or use of this free site, please see the text box highlighting electronic procurement.

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at purchasing.jeffparish.net and clicking on On-line forms.

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

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

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

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office as appropriate and a written response will be provided as soon as possible.

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

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or 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, 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 A1 17.1-1961).

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.

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

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

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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 without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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

**EID # 50-00119224
 SPECIFICATIONS
 SODIUM HYPOCHLORITE PUMPS
 PROGRESSING CAVITY
 JEFFERSON PARISH DEPARTMENT OF SEWERAGE
 Bridge City Wastewater Treatment Plant**

PART 1 GENERAL

1.01 DESCRIPTION

A. SCOPE: This section specifies positive displacement progressing cavity pumps, complete with electric motors, and all specified appurtenances, as specified.

B. TYPE: The pumping units shall be of the positive displacement, progressing cavity type specifically designed for pumping sodium hypochlorite solutions, as specified.

C. EQUIPMENT LIST

NaOCl Feed Pump #1 One (1)

D. PERFORMANCE AND DESIGN REQUIREMENTS:

1. Pumps shall be specifically designed and selected for continuous duty pumping of sodium hypochlorite with the following properties:

Percent Concentration 12.5 %

2. The pumps shall be of the compact, close-coupled design. The gear reducer shall be sized for a minimum service factor of 1.5 and designed with a thrust load capability of 150 percent of the actual thrust load.

E. OPERATING CONDITIONS: The progressing cavity pumps shall have the following operating characteristics:

Equipment Service	Rated Capacity, gpm (gph)	Differential Pressure Psi	Maximum/minimum pump speed, rpm	Suction and discharge port size, NPT – in	Minimum motor hp	Drive
Feed Pump #1 High Flow	(36)	65	372	Suction 1 Discharge ½"	0.5	AC Motor With Integral Controller

PART 2 PRODUCTS

2.01 ACCEPTABLE PRODUCTS

- A. Progressing cavity pumps construction materials need to be specific to be able to handle 12.5% Sodium Hypochlorite and there be no piping differences from what already exists.

2.02 MATERIALS

Component	Material - NaOCl Pumps
Rotor	Titanium
Stator	EPDM
Pump Body	HDPE
Shaft	Titanium
Mechanical Seal	John Crane Type 1 with Titanium Metal Parts

2.03 EQUIPMENT

- A. **ROTOR AND STATOR:** Each pump shall be a minimum two-stage design employing a convoluted rotor operating in a similarly convoluted stator. The convolutions shall be configured to form a cavity between the rotor and stator, which shall progress from the pump's inlet to discharge port with the operation of the rotor. The fit between the rotor and stator at the point of contact shall compress the stator material sufficiently to form a seal and to prevent leakage from the discharge back to the inlet end of the pumping chamber. The stator shall be molded with a seal integral to the stator elastomer preventing the metal stator tube and the bonding agent from the elastomer from contacting the pumped liquid. Gaskets or "O" rings may not be used to form this seal. Stators for sodium hypochlorite pumps shall have EPDM elastomer. **The sodium hypochlorite pump rotors shall be constructed of titanium.**
- B. **ROTOR AND DRIVE TRAIN:** The rotor drive train shall be warranted for one (1) year from acceptance and shall consist of the following:
- Each pump rotor shall be driven through a positively sealed and lubricated pin joint. The pin shall be constructed of high speed steel, air hardened to 60-65 HRC. The joint shall be grease lubricated with a high temperature (450° F), PTFE filled synthetic grease, covered with EPDM sleeve and positively sealed with hose clamps constructed of Hastelloy. **The shaft under the mechanical seal shall be constructed of titanium.**
- C. **CASING:** NPT connections shall be provided at both the inlet and discharge ports. Casings shall be constructed of high-density polyethylene (HDPE).
- D. **SHAFT SEALS AND BEARINGS:**
Shaft shall be sealed using a single-acting mechanical seal constructed of EPDM elastomers, silicon carbide or ceramic faces, and titanium metal parts. The shaft shall be solid through the mechanical seal area, but of a two part design which allows the mechanical seal and all other wetted rotating parts to be removed from the pump without disassembly of the pump or gear motor (if required) bearings. Bearings shall be located in the motor or gear motor as required and shall be

designed to adequately withstand all radial and thrust loads imposed by the pump at the service conditions.

E. MOTOR AND DRIVE UNIT:

AC MOTOR WITH INTEGRAL VARIABLE DRIVE: Motor shall be ½ Hp, 20 to 600 rpm gear motor, TEFC High Efficiency, 115V 60Hz with power cord. The controller housing shall be NEMA 4 and integral to the motor. The integral motor/controller shall have a minimum 6 Ft. cord with AC plug single phase, 115 VAC, and be designed for up to a 30:1 turndown without an encoder. The controller shall have the following as a minimum: 10-turn speed potentiometer and HOA switch. In addition, the controller shall have the following Turck FP-5 connection inputs: 4-20mA control signal, AC flow switch, and AC pressure switch. Separate DC control units and motors will not be accepted.

SPECIFICATIONS

Utility Water Pump

Jefferson Parish Department of Sewerage
Bridge City Wastewater Treatment Plant

Supply One (1) 6 inch x 10 inch, 150 pound fabricated discharge head and pump, complete with stuffing box, John Crane GFO packing, stainless steel hardware, 416 stainless steel head and line shaft, bronze nut, threaded water lubricated column pipe. Discharge head must match existing piping, as there are other pumps on the same manifold. Manufacturers are Layne, Vertiline, or approved equal.

- Model 10RKLC -3 stage water lubricated bowl assembly, cast iron bronze fitted, with bronze rings and stainless steel hardware
- 6 inch threaded column pipe x 1 inch bell
- 2 coats of TENEMEC N-140 paint
- OAL 259 inches
- Conditions of service: 250 GPM @ 127 TDH
- Driven by a 15 H.P., 1170 RPM, US VHS motor with NRR, 460/3/60, WP-1 type AUSA Premium Efficiency inverter duty motor

Pump Data Sheet - Layne-Verti-Line



AURORA LAYNE VERTI-LINE SERIES

Pump:

Size: 10RKLC (3 stage)
 Type: Vertical Turbine
 Synch speed: 1600 rpm
 Curves:
 Specific Speeds:

Dimensions:

Vertical Turbine:

Speed: 1760 rpm
 Dia: 7.375 in
 Impeller:
 Ns: ---
 Nsa: ---
 Suction: 6 in
 Discharge: ---
 Bowl size: 9.75 in
 Max lateral: ---
 Thrust K factor: 3.4 lb/ft

Search Criteria:

Flow: 250 US gpm

Head: 127 ft

Fluid:

Water
 Density: 62.32 lb/ft³
 Viscosity: 0.9948 cP
 NPSHr: ---

Temperature: 68 °F
 Vapor pressure: 0.3391 psi a
 Atm pressure: 14.7 psi a

Motor:

Standard: NEMA
 Enclosure: TEFC

Size: 15 hp
 Speed: 1800
 Frame: 254T

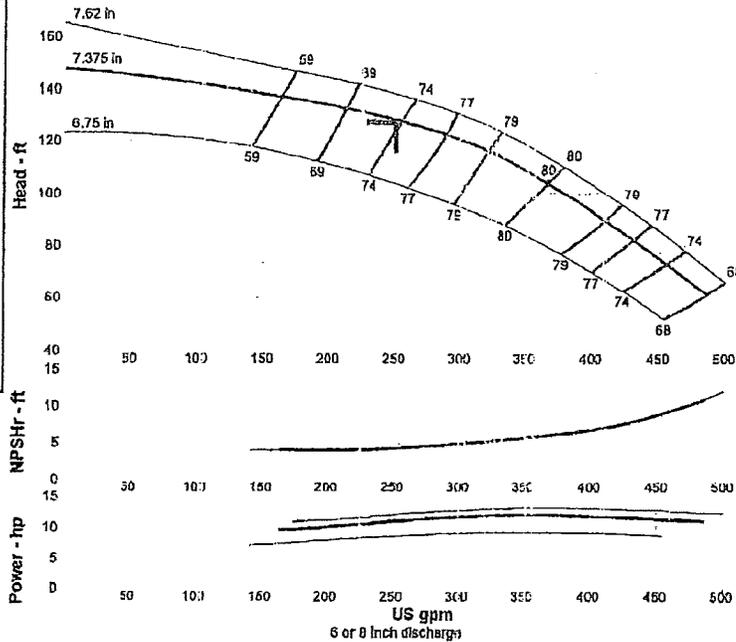
Sizing criteria: Max Power on Design Curve

Pump Limits:

Temperature: 150 °F
 Pressure: 530 psi g
 Sphere size: 0.47 in

Power: ---
 Eye area: 10.2 in²

--- Data Point ---	
Flow:	250 US gpm
Head:	128 ft
Eff:	73.5%
Power:	11 hp
NPSHr:	4.31 ft
--- Design Curve ---	
Shutoff head:	148 ft
Shutoff dP:	64 psi
Min flow:	---
BEP:	80% @ 367 US gpm
NOL power:	12.1 hp @ 367 US gpm
--- Max Curve ---	
Max power:	13.2 hp @ 379 US gpm



Performance Evaluation:

Flow US gpm	Speed rpm	Head ft	Efficiency %	Power hp	NPSHr ft
300	1760	120	77.7	11.7	4.92
250	1760	128	73.5	11	4.31
200	1760	134	88.4	10.1	4.08
150	1760	138	56.3	8.41	4.06
100	1760	---	---	---	---

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JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
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504-364-2678

VENDOR: _____

BUYER: DREAMEY

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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.

DELIVERY: FOB JEFFERSON PARISH	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>4-6 WEEKS</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	_____
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	_____

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

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

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>Fluid Process & Pumps</u>	
SIGNATURE: <u>Bill Bloom</u> <small>(Must be signed here)</small>	TITLE: <u>SALES</u>
PRINT OR TYPE NAME: <u>Bill Bloom</u>	
ADDRESS: <u>P.O. Box 10608</u>	
CITY, STATE: <u>NEW ORLEANS, LA.</u>	ZIP: <u>70181</u>
TELEPHONE: <u>504 733-1330</u>	FAX: <u>504 736-9348</u>
EMAIL ADDRESS: <u>BB @ FLUIDPROCESS.NET</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 21,114.00

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119224

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>ONE TIME PURCHASE:</p> <p>0010 - Seepex Sodium Hypochlorite Pump, Model 012-12, with built in VFD control, 115/1/60 with power cord</p> <p>SEE ATTACHED SPECIFICATIONS</p>	5,657. ⁰⁰	5,657. ⁰⁰
2	1.00	EA	<p>0020 - Layne fabricated discharge head and pump, complete with stuffing box, 6 inches x 10 inches, 150 pounds. John Crane GFO packing and SS hardware, 416 SS motor shaft with bronze nut, threaded water lube column pipe with 416 SS line shaft, coupling, bronze retainer with 3 stage 10RKLC Layne/Verti-Line bowl assembly, 2 coats of TNE MEC N-140 Paint</p> <p>Note: Discharge head to match existing discharge head foot print and flange</p>	11,477.00	11,477.00
3	1.00	EA	<p>0030 - VHS motor with NRR, 15 H.P., 1770 RPM, WP-1 enclosure, premium efficiency inverter duty motor, 460/3/60</p>	2,780. ⁰⁰	2,780. ⁰⁰
4	1.00	EA	0040 - FREIGHT	1,200. ⁰⁰	1,200. ⁰⁰



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

Other Changes Continued:

- Effective June 1, 2017, bidders may no longer send bid responses via facsimile, as some bid solicitations may provide. Vendors responding to bid solicitations may only submit via USPS, courier service, hand delivery or via online by registering free of charge at www.jeffparishbids.net. For more information, please contact the Purchasing Department or visit jeffparish.net.
- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1, 2016, **affidavits are required with bid submission**. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

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

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