



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000141133 Two (2) Year Contract to Provide on an as Needed Basis ,
Collection of Used/Waste Motor Fluids from Jefferson Parish Facilities
for the Department of Environmental Affairs**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

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Bid Number 50-00141133

**Two (2) Year Contract to Provide on an as Needed Basis, Collection of
Used/Waste Motor Fluids from Jefferson Parish Facilities for the
Department of Environment Affairs**

BID DUE: March 20, 2023 AT 11:00 A.M.

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 on the Purchasing
Department's eProcurement site, www.jeffparishbids.net, by the bid due date
and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Doris Abraham
Buyer Email: DABRAHAM@jeffparish.net
Buyer Phone: 504-364-2690**

Two Year Contract for
Collection of Used/Waste Motor Fluids
from Jefferson Parish Facilities
for the Department of Environmental Affairs

Pre-Bid Conference:

A pre-bid conference is not required.

Successful bidder must furnish all materials and perform all work required in accordance with the specifications outlined herein at no additional costs to the owner.

Specifications:

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

Service Locations:

Jefferson Parish currently has 32 locations, managed by four different governmental departments, which produce and store waste motor oil in tanks and in 55-gallon drums. Most of these locations will need to be serviced one to three times per year (see waste oil station spreadsheet for details). Four of these locations will need to be serviced several times a year, in some cases, once or several times per month. These four locations (described below) produce gasoline, diesel, antifreeze, and waste oil filters as well as waste oil.

- **Parish Waste Fluids Drop Sites:** The Parish operates two (2) waste motor fluid collection centers for use by Parish residents. Residents are allowed to dispose of small quantities of waste fluids from autos, lawn mowers, boats, etc., daily at these drop sites. The facilities are located at 400 David Drive, Metairie, LA., and 6440 Lapalco Blvd., Marrero, LA. Each site has separate, permanent containers for used motor oils and used antifreeze. The vendor must service these containers with a vacuum pump. Additionally, each drop site uses 55-gallon drums to containerize gasoline (4 drums) and used oil filters (1 drum). These drums may be emptied at the site and left in place, or they may be removed completely and replaced with empty drums. Finally, although the containers at these sites are clearly labeled and site attendants work to monitor citizens depositing fluids, there have been cases when containers became contaminated with other fluids (e.g. water, diesel, paint, or other household chemicals).
- **Fleet Management:** The Parish has two facilities where maintenance of all local governmental vehicles is performed. These sites are located at 4901 Jefferson Highway, Suite A, Jefferson, LA. and 1501 River Park Road, Bridge City, LA. Both sites produce several thousand gallons of waste oil per year that must be vacuum pumped for removal. The Jefferson Highway location uses 55-gallon drums to house waste gasoline, diesel, and antifreeze for both sites. Despite efforts to maintain drums with only used gasoline,

Bid Specifications for Bid # 50-00141133

some drums at this location hold gasoline that becomes mixed with water or other contaminants such as diesel fuel.

All other locations only produce waste oil.

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

Requested Services:

Vendor shall provide labor, equipment, transportation, and all else incidental to remove waste fluids from specified locations safely and in compliance with federal, state, and local regulations.

- The Parish will not provide equipment for loading fluids into vendor vehicles.
- The Parish will not be responsible for marking or labeling materials for transport.

Services must be provided at each location on an as-needed basis within seventy-two (72) hours of request by the Parish (including weekend hours).

All fluids shall be sold, disposed of, processed, and/or recycled in accordance with federal, state, and local regulations.

Non-Conforming Materials:

Vendor will be responsible for removing contracted fluids in the event that the fluids become contaminated.

The Parish will be responsible for the extra costs incurred by transportation and disposal of any waste fluids that are contaminated with incompatible materials or hazardous waste upon proof of said contamination.

Vendor must notify the appropriate Parish department in writing if fluid contamination has been detected and has incurred extra charges. Notification must specify the type of contaminant if it can be identified.

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

Testing and Measurements:

Vendor must provide its own equipment to measure the quantity and test for the quality of the fluids it removes from Parish service locations.

Vendor measurements and test results will govern the transactions employed for this contract.

Proof of vendor's proper calibration and equipment inspection must be provided to the Parish upon request.

Emergency Services:

In the event of an emergency such as severe storm or hurricane, all drums of gasoline and oil filters must be picked up from the Parish Waste Fluids Drop Sites (400 David Dr., Metairie, LA. and 6440 Lapalco Blvd., Marrero, LA.) within 48 hours of notification.

Replacement drums must not be left at the site when full drums are picked up for an emergency. Replacement drums must be dropped off within 48 hours after notification by the Department of Environmental Affairs that the emergency has passed.

Bid Requirements:

Inclusive Pricing: Provide bid prices for each material to be serviced on the attached bid form. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of each fluid/material. Read the following specifications as a guide to filling out the bid form.

- **Price per Gallon of Waste Oil:** Provide a current price per gallon for removal of waste oil. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of used motor oil.
- **Price for Waste Gasoline, Diesel, and Used Oil Filters:** Provide prices for removing waste gasoline, diesel, and used oil filters by the drum. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of waste gasoline/diesel and used oil filters.
- **Replacement Drums:** If the vendor intends to remove the drums of gasoline and used oil filters from Parish sites rather than empty and leave them in place, the vendor must fill out the second line item for each material on the bid form specifying the price of the vendor's provision of a replacement drum. If vendor does not plan to remove drums, leave these line items blank.
- **Price for Waste Antifreeze:** Provide a price per gallon for removing waste antifreeze. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of used antifreeze.
- **Common Contaminated Fluids:** Provide a price per gallon for servicing each of the contaminated fluids listed below. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of each fluid.
 - Motor oil contaminated with gasoline.
 - Gasoline contaminated with water.
 - Antifreeze contaminated with motor oil.
 - Antifreeze contaminated with gasoline.

Bid Specifications for Bid # 50-00141133

- **Unknown/Uncommon Contaminated Fluids:** Vendor must NOT fill out this line item on the bid form. It is a place holder for non-conforming materials which will be filled in as necessary in the event of fluid contamination with an unknown or uncommon material.
- **Emergency Service Trip Fee:** To avoid inflating the cost of regular service, the Parish requests an independent quote for the price of emergency gasoline and oil filter pick up from the Waste Fluids Drop Sites. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose both waste gasoline and used oil filters in emergency conditions and within the 48-hour time frame required. This quote must be given as cost per trip and include picking up both materials in the same price. This quote should not include the price of the replacement drums but must include all costs for the extra trip transporting the replacement drums to the Drop Sites after the emergency has passed.

Vendor must provide, upon departmental request, before award, copies of any and all required federal, state, and local permits for the transport of specified waste fluids.

All drivers shall be properly licensed to haul these wastes and licenses must be made available upon request.

Vendor must provide, upon departmental request, before award, copies of any and all applicable LA Department of Environmental Quality permits, including the Used Oil Storage and Transfer Permit, for processing, recycling and disposal sites to be used as transport destinations.

Vendor must provide samples of manifests (one if universal, several if different for each fluid) to be used in governing service provision.

Contract Terms:

Invoicing and Payment:

Invoices must be submitted to Parish departments on a monthly basis.

Each Parish department will pay separately for services rendered to their facilities. Billing information is listed on the second sheet of the attached waste fluid spreadsheet.

Invoices with relevant manifests attached must be provided to each Parish department for payment for services rendered to their facilities.

Invoices must reference manifest numbers and accurately reflect the information on the manifests in order for payment to be processed.

Payment will only be processed after services are rendered and proper invoices and manifests have been received by the appropriate department.

Manifests:

The vendor shall supply the Parish with two copies of a completed manifest or certificate of receipt for each fluid removed from a Parish site. One copy of the manifest will be left with a Parish employee or approved agent at the pick-up location and one copy of the manifest will be sent with the invoice to the associated Parish department's billing address or with the royalty check to the Department of Environmental Affairs.

A unique manifest will be filled out for each fluid removed from each Parish service location (even if more than one fluid is picked up in a trip).

The manifests must certify the type of material collected, date material is collected, and quantity collected, the site collected from, and the destination of the materials collected.

All manifests must be signed by a Parish employee or authorized agent certifying that service was provided. Failure to do so will result in delay of payment or non-payment for services.

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

Reporting:

The vendor shall, each month, provide the Parish's Department of Environmental Affairs with a written report, within 15 days after the end of each month, showing for each site collected from, the amounts of each fluid collected, dates collected, and the charge invoiced to the correlating department. The monthly report shall also identify the end-use of each material.

In addition to the above, total amounts collected shall be reported monthly as follows:

- Gallons per month of used motor oils and end destination (processing or disposal).
- Gallons per month of used antifreeze and end destination (processing or disposal).
- Gallons per month of used gasoline and end destination (processing or disposal).
- Gallons per month of contaminated fluids and end destination (processing or disposal).
*Include type of containment.
- Total # or weight of used oil filters collected per month.

Liability/Indemnification:

The vendor is responsible for the cleanup of any spills that occur during loading, unloading, or transport of materials in their vehicles.

The Parish cannot guarantee any minimum quantity of product or need for services.

Quantities of product will vary.

Service locations will vary.

Bid Specifications for Bid # 50-00141133

Jefferson Parish has the right to cancel a contract for any reason providing a 30-day cancellation notice.

Station Name	Address	City	Waste Oil Storage	Estimated waste oil quantity to be collected per year	Estimated gasoline/diesel quantity to be collected per year	Estimated antifreeze quantity to be collected per year	Estimated oil filter quantity to be collected per year
Department of Environmental Affairs							
David Drive Waste Fluids Drop-Off Site	400 David Drive	Metairie, LA 70003	1,000 gal	8,000 gal	25 drums	200 gallons	2 drums
Marrero Waste Fluids Drop-Off Site	6440 Lapalco Blvd.	Marrero, LA. 70072	1,000 gal	8,000 gal	10 drums	200 gallons	2 drums
Fleet Management East Bank							
Fleet Management East Bank	4901 Jefferson Highway, Suite A	Jefferson, LA 70121	2 tanks at 75,000 gallons + 55 gallon drums	10,000 gal	16 drums	550 gallons	(25) 55 gallon drums
Fleet Management West Bank							
Fleet Management West Bank	1501 River Park Rd	Bridge City, LA 70094	2,000 gal + 55 gal drums	6,000 gal	55 gallons	105 gallons	(4) 55 gallon drums
Drainage East Bank							
Bonnabel Pump Station	1500 Beverly Gardens Drive	Metairie, LA 70002	760 gal	150 gal			
Suburban Pump Station	4800 Lake Villa Drive	Metairie, LA 70005	2 tanks: 250 gal + 55 gal drums	250 gal			
Elmwood Pump Station	5400 Caryota Drive	Kenner, LA 70005	10,000 gal + 55 gal drums	250 gal			
Duncan Pump Station	1800 Joe Yenni Boulevard	Kenner, LA 70065	760 gal	150 gal			
Harahan Pump to the River Station	1088 Dickory Avenue	Harahan, LA 70123	1000 gallon tank	100 gal			
Drainage West Bank							
Ames Pump Station	5100 Rochester Drive	Marrero, LA. 70072	300 gal + 200 gal + 55 gal drums	275 gal			
Old Bayou Segnette Pump Station	801 Louisiana Street	Westwego, LA. 70094	500 gal	132 gal			
New Bayou Segnette Pump Station	801 Louisiana Street	Westwego, LA. 70094	750 gal	185 gal			
Lake Catouache Station #1	3901 Highway 90	Avondale, LA. 70094	55 gal drums	80 gal			
Lake Catouache Station #2	3901 Highway 90	Avondale, LA. 70094	500 gal	240 gal			
Westminster Pump Station	2050 Watling Drive	Marrero, LA. 70072	250 gal	225 gal			
Estelle Station #1	4105 Destrehan Avenue	Harvey, LA. 70058	55 gal drums	125 gal			
Estelle Station #2	3850 Destrehan Avenue	Harvey, LA. 70058	2 tanks: 150 gal	300 gal			
Planters Pump Station	268 By Pass Road	Belle Chasse, LA. 70037	320 gal	500 gal			
Whitney Barataria	1301 Engineers Road	Belle Chasse, LA. 70037	1,000 gal + 55 gal drums	500 gal			
Hero Pump Station	4644 Peters Road	Harvey, LA. 70058	500 gal	500 gal			
Cousins Canal Pump Station	2466 Destrehan Avenue	Harvey, LA. 70058	2 tanks: 600 gal	500 gal			
Harvey Pump Station	1600 Destrehan Avenue	Harvey, LA. 70058	200 gal	225 gal			
Westwego Station #1	100 Vic A Pitre Drive	Westwego, LA. 70094	55 gal drums	100 gal			
Westwego Station #2	820 Larousini Street	Westwego, LA. 70094	55 gal drums	180 gal			
Sewerage East Bank							
EBWWTP	#2 Humane Way	Harahan, LA. 70123	300 gal	150 gal			
EB Lift Station Mechanic Shop	4901 Jefferson Hwy.	Jefferson, LA 70123	220 gals (4-55 gal drums)	660 gal			
Sewerage West Bank							
Marrero WWTP	6250 Lapalco Blvd	Marrero, LA 70072	220 gals (4-55 gal drums)	100 gal			
Bridge City WWTP	1400 Hwy. 90W	Bridge City, LA 70094	110 gals (2-55 gal drums)	50-100 gal			
Jonathan Davis WWTP	4500 Privateer Blvd.	Barataria, LA 70036	55 gal drums	10-15 gal			
Rosethorne WWTP	865 Jean Lafitte Blvd.	Lafitte, LA 70067	55 gal drums	30 gal			
Harvey WWTP	2343 Pallet Ave.	Harvey, LA 70058	220 gals (4-55 gal drums)	110 gal			
WB Lift Station Mechanic Shop	1450 River Park Road	Bridge City, LA 70094	220 gals (4-55 gal drums)	660gal			
Billing Information							
Waste Fluids Drop Off Sites	Contact: Michael DeSoto Email: mdesoto@jeffparish.net Phone: 504-731-4621	Department of Environmental Affairs 834 S. Clearview Parkway Harahan, LA 70123					
Fleet Management East Bank	Contact: Keith Nicholas Email: knicholas@jeffparish.net Phone: 504-736-6887	Fleet Management EB 4901 Jefferson Hwy, Suite A Jefferson, LA 70121	Alternate contact: Amy Truesdell Email: ATruesdell@jeffparish.net Phone: 504-364-2823				
Fleet Management West Bank	Contact: Ken Teen Email: kteen@jeffparish.net Phone: 504-437-4844	Fleet Management WB 1501 River Park Rd. Bridge City, LA 70094	PO Contact: Kiesler Lee Email: klee@jeffparish.net Phone: 504-437-4841				
Drainage East Bank	Contact: Robert Federico Email: rfederico@jeffparish.net Phone: 504-838-4370	Department of Drainage EB 4800 Lake Villa Drive Metairie, LA 70006	Alternate contact: Ben Lepine Email: BLepine@jeffparish.net Phone: 504-736-6759				
Drainage West Bank	Contact: Jamal Singleton Email: jsingleton@jeffparish.net Phone: 504-349-5143	Department of Drainage WB 5100 Rochester Drive Marrero, LA 70072					
Sewerage East Bank	Contact: Diane Landry Email: dlandry@jeffparish.net Phone: 504-736-6704	Department of Sewerage EB 1221 Elmwood Park Blvd. Suite 803 Jefferson, LA 70123					
Sewerage West Bank	Contact: Rose Martin Email: rmartin@jeffparish.net Phone: 504-731-4631	Department of Sewerage WB 1221 Elmwood Park Blvd. Suite 803 Jefferson, LA 70123					

DATE: 3/13/2023

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00141133

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DABRAHAM@jeffparish.net

Bids will be received until 11:00 AM, 3/20/2023 via online at www.jeffparishbids.net.

LATE BIDS WILL NOT BE ACCEPTED

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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

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 as amended. 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. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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 local 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. 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 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.)

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

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

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

All formal Addenda require written acknowledgment on the bid form by the bidder by the bidder placing the Addendum number in the appropriate section. 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

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 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.

3, 5, 6, 10, 12, 13

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
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. All sureties must be in original format (no copies). When 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 an as needed basis contract. 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.

DATE: 3/13/2023

BID NO.: 50-00141133

Page: 4

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

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.

DATE: 3/13/2023

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00141133

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DABRAHAM

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

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

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number 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) 27770

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: SEMS, Inc.	
SIGNATURE: (Must be signed here)	TITLE: President
PRINT OR TYPE NAME: Adam M. Morgan	
ADDRESS: 11628 S. Choctaw Dr.	
CITY, STATE: Baton Rouge, LA	ZIP: 70815
TELEPHONE: (225) 924-2002	FAX: (225) 924-2004
EMAIL ADDRESS: amorgan@semsinc.net OR gellison@semsinc.net	

TOTAL PRICE OF ALL BID ITEMS: \$ \$1,374.59

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00141133

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	GL	<p>Two (2) Year Contract to provide on an as needed basis, collection of used / waste motor fluids for the Department of Environmental Affairs.</p> <p>0001 WASTE MOTOR OIL AND OTHER LUBRICATING OILS RECYCLING, INCLUDES ALL LABOR, EQUIPMENT, TESTING AND INCIDENTALS.</p> <p>TWO (2) YEAR CONTRACT TO PROVIDE ON AN AS NEEDED BASIS, COLLECTION OF USED / WASTE MOTOR FLUIDS FROM THE JEFFERSON PARISH FACILITIES FOR THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS.</p> <p>PER ATTACHED BID SPECIFICATIONS AND STATION LIST OF ESTIMATED COLLECTION OF WASTE ***</p>	2.50	2.50
2	1.00	GL	<p>0002 WASTE OIL CONTAMINATED WITH GASOLINE. UNIT PRICE TO INCLUDE LABOR, EQUIPMENT, TRANSPORTATION AND PROPER DISPOSAL OF WASTE</p>	4.09	4.09
3	1.00	DRUM	<p>0003 WASTE OIL FILTER RECYCLING/DISPOSAL INCLUDES REMOVAL/DISPOSAL OF 55 GALLON DRUMS, ALL LABOR, EQUIPMENT, TRANSPORTATION, TESTING AND INCIDENTALS</p>	40.75	40.75
4	1.00	GL	<p>0004 WASTE ANTI-FREEZE RECYCLING INCLUDES ALL LABOR, EQUIPMENT, TRANSPORTATION, TESTING AND INCIDENTALS</p>	1.25	1.25
5	1.00	GL	<p>0005 WASTE ANTI-FREEZE CONTAMINATED WITH MOTOR OIL. UNIT PRICE TO INCLUDE LABOR, EQUIPMENT, TRANSPORTATION AND PROPER DISPOSAL OF WASTE.</p>	2.25	2.25
6	1.00	GL	<p>0006 WASTE ANTI-FREEZE CONTAMINATED WITH GASOLINE. UNIT PRICE TO INCLUDE LABOR, EQUIPMENT, TRANSPORTATION AND PROPER DISPOSAL OF WASTE.</p>	3.25	3.25
7	1.00	DRUM	<p>0007 WASTE GASOLINE RECYCLING, INCLUDES REMOVAL/DISPOSAL OF 55 GALLON DRUMS, LABOR, EQUIPMENT, TRANSPORTATION,</p>	183.00	183.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00141133

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TESTING AND INCIDENTALS.		
8	1.00	GL	0008 WASTE GASOLINE CONTAINMENT WITH WATER. UNIT PRICE TO INCLUDE LABOR, EQUIPMENT, TRANSPORTATION AND PROPER DISPOSAL OF WASTE.	\$ 5.50	\$ 5.50
9	1.00	DRUM	0009 REPLACEMENT DRUM FOR WASTE GASOLINE THIS PRICE SHOULD INCLUDE LABOR, EQUIPMENT, TRANSPORTATION TO SUPPLY JEFFERSON PARISH WITH AN EMPTY DRUM AT THE SITE	\$ 110.00	\$ 110.00
10	1.00	DRUM	0010 REPLACEMENT DRUM FOR WASTE USED OIL FILTERS. THIS PRICE SHOULD INCLUDE LABOR, EQUIPMENT, TRANSPORTATION TO SUPPLY JEFFERSON PARISH AN EMPTY DRUM AT THE SITE	\$ 110.00	\$ 110.00
11	1.00	DRUM	0011 EMERGENCY FACILITY SUPPORT SERVICES. INCLUDES REMOVAL OF HAZARDOUS MATERIALS DURING AN EMERGENCY SITUATION AND A TRIP FEE TO REPLACE DRUM AFTER EMERGENCY	\$ 747.00	\$ 747.00
12	1.00	EA	0012 WASTE OIL-STOP FEE/OR TRANSPORTATION FEE FOR PICK UP WHEN PRICE OF OIL FALLS AT A DETERMINED AMOUNT BASED ON PRICE OF OIL AT THAT TIME	\$ 165.00	\$ 165.00
13	1.00	GL	0013 COLLECTION OF NON-CONFORMING MATERIALS IN THE EVENT OF FLUID CONTAMINATION WITH AN UNKNOWN OR UNCOMMON MATERIAL. NOTE: VENDOR MUST NOT COMPLETE THIS LINE ITEM AS COST IS UNKNOWN UNTIL TIME OF INVESTIGATION AND COLLECTION.	\$	\$

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

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

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

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

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES - 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.

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**

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