



**Bid Number 50-00120812**

**LABOR, MATERIALS, TRANSPORTATION, PROGRAMMING, SHIPPING &  
ALL OTHER NECESSARY ESSENTIALS TO FURNISH & INSTALL ONE (1)  
HI-SCAN 6040-2is X-RAY INSPECTION SYSTEM AT THE JEFFERSON  
PARISH GENERAL GOVERNMENT BLDG. FOR J.P. DEPARTMENT OF  
GENERAL SERVICES**

**BID DUE DATE, TIME: SEPTEMBER 26, 2017 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: Daphne Nelson  
Buyer Email: DNelson@jeffparish.net  
Buyer Phone: (504) 364-2650**



# 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:**

- For all advertised sealed bids, written evidence of signature authority must be included 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 produce 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.

**Supply and install one (1) New Hi- Resolution HI-SCAN 6040-2is X-Ray Inspection System.**

**Section 1.0 – Pre-Bid Conference:**

NO PRE-BID CONFERENCE IS REQUIRED FOR THIS BID.

**NOTE: If a site visit is needed, please contact Ryan Babcock, Assistant Director, General Services at (504) 364-2675 between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, to schedule a site visit.**

All prospective bidders are invited to attend this non-mandatory pre-bid conference which will be held; date and location to be determine. However, failure to attend the non-mandatory pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the non-mandatory 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. This conference is held to allow questions to be answered and to inspect the site with the owner's representative.

**Section 2.0 – Scope:**

We extend this bid to supply all labor, materials, transportation, programming, shipping, and all other necessary essentials to furnish and install the following:

- One (1) Smiths Detection HI-Scan 6040-2is x-ray Inspection System at the Jefferson Parish General Government Building, located at 200 Derbigny St. Gretna, LA.

**Section 3.0 – Quantities/Inspection:**

Bidders are invited to inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project. All measurements given in these specifications are informational only.

**Section 4.0 – Submittals:**

If another product is being bid other than the specified equipment the bidder shall indicate on their bid form that an or equal product is being bid. If an or equal is being bid the following information shall be provided with the bid for owner review and approval. Failure to provide the requested information will result in the bid being deemed non-responsive.

1. Manufacturer's catalog with data sheets
2. Specifications of product including weights, dimensions, software, etc.
3. Warranty and preventative maintenance certificates

**Section 5.0 – Performance and Payment Bond:**

A performance and payment bond in the amount of 100% of the total contract amount will be required. Performance and payment bond shall be produced upon contract execution.

**Section 6.0 – Bid Specifications Hi-Scan 6040-2is High Resolution X-ray Inspection System:**

The successful bidder shall supply all labor, materials, and necessary essentials to perform the following at the Jefferson Parish General Government Building located at 200 Derbigny Street Gretna, LA:

**Removal:**

- Disconnect and remove existing x-ray machine and roller table and properly prepare unit for owner to place in storage.
- X-ray machine shall be wrapped with hand stretched plastic shrink wrap.

**Installation:**

- Install One (1) new bidder supplied Smiths Detection or owner approved equal Hi-Scan 6040-2is High Resolution X-ray Inspection System.
- Install new x-ray machine in existing x-ray machine location
- Install Two(2) new bidder supplied 19" LCD hi resolution monitor
- Install One (1) new bidder supplied manufacturer approved operator key board.
- Install One (1) new bidder supplied and programmed advanced software with the following options:
  - Image Store System-Digital image management
  - X-Act-Advanced Contents Tracking
  - Hi-Tip Plus-Threat Image Projection
  - High Density Alert-Automatic Marking of Suspicious Packages
  - X-Plore-Determination of Organic Materials
  - OTS Xtrain-Operator Training
- Install new bidder supplied 6 foot roller table on discharge side of machine
- Plug in new x-ray machine to existing electrical circuits.
- Replace existing receptacle to match new plug. (If applicable)
- Properly level machine.
- Commissioning of new x-ray system shall be performed with an owner's representative present.
- Provide a minimum of two (2) hours of operation training during installation
- Provide two (2) aTIX Online Operator Training courses.

**Section 6.1 Unit Description: Hi-Scan 6040-2is High Resolution X-ray Inspection System:**

**Tunnel Dimensions:**

Max. Object size: 620 (W) x 420 (H) [mm] 24.4" (W) x 16.5" (H)  
615 (W) x 410 (H) [mm] 24.2" (W) x 16.1" (H)

Conveyor height: approx. 800 mm (31.4")

Conveyor speed at mains frequency: approx. 0.2 / 0.24 [m/s] 50 Hz / 60 Hz

Max. Conveyor load even distributed: 160 kg (352 lbs.) Over the whole conveyor

Resolution (wire detectability): standard: 39 AWG (0.09 mm) • typical: 40 AWG (0.08 mm)

Penetration (steel): standard: 35 mm • typical: 37 mm

X-ray dose (typical): 4.6  $\mu$ Sv

External Dose: <1 $\mu$ Sv/h

Film safety guaranteed: up to ISO 1600 (33 DIN) with a maximum of 5 inspections

Operating cycle: 100 %, no warm-up procedure required

**X-ray Generator:**

Quantity: 2

Anode voltage cooling: 160 kV cp • hermetically sealed oil bath

Beam direction: Horizontal and Vertical

**Image Generating System:**

X-ray converter: Duel view detector system with large scale integrated monolithic amplifier

Grey levels stored: 4096

Image presentation: B/W, color Hi Mat Plus

Digital video memory: 1280 x 1024 / 24 bit

Image evaluation functions: VARI-MAT, O2, OS, HIGH, Low, NEG

Stepless electronic zoom: up to 64-times

Monitor: Two (2) 19" Flat Panel LCD Monitor with stand

**Additional Features:**

- ✓ Fading-in of date/time
- ✓ Luggage counter
- ✓ User id-number
- ✓ Luggage marking system (acoustic)
- ✓ Display of operating mode
- ✓ REVIEW-feature (to recall previously visible image areas)
- ✓ Zoom overview
- ✓ Free programmable keys
- ✓ USB 2.0 interface
- ✓ Stepless zoom

**Section 6.2 Unit Description: Hi-Scan 6040-2is High Resolution X-ray Inspection System:**

**Additional Options:**

- ✓ HI-TIP
- ✓ HI-SPOT
- ✓ SEN
- ✓ XPlore
- ✓ IMS (image store system-Stores up to 100,000 images)
- ✓ Xport
- ✓ Media Bay for RIDA (250 GB),

**Installation Data:**

X-ray leakage: Meets all applicable laws and regulations with respect to X-ray emitting devices.

CE-labelling in compliance with directives: 2004/108/EC, 2006/42/EC, 2006/95/EC

Sound pressure level: < 70 dB(A)

Operating- / storage temperature: 0° - 40°C / -20°C - +60°C

Humidity: 10% - 90% (non-condensing)

Power supply standard: 100,120,230,240 VAC +10% / -20% 50 Hz / 60 Hz ± 3 Hz

Power consumption: approx. 1.2 kVA

Protection class system/keyboard: IP 20 / IP 43

Dimensions: 2340 (L) x 1314 (W) x 1372 (H) [mm] 83.5" (L) x 38.8" (W) x 56.8" (H)

Weight approx. 580 kg or 1278.7 lbs.

Mechanical construction: Steel construction with steel panels, mounted on roller castors

Standard color(s): Silver matt/B11-W1 (blue)

**Section 7.0 – Hours of Work:**

The work that is to be performed shall be scheduled during regular working hours Monday through Friday 8:00 a.m. and 4:00 p.m.

**Section 8.0 – Existing Structure:**

Should any cutting, patching, alteration, addition, or repairs to existing structure, wall, floor, ceiling, or part of building be required of this project, the contractor shall restore the alteration to its original condition, with the same type materials, finish, and workmanship. Any concrete curbs broke or damaged shall be repaired or replaced by the contractor.

Precautions must be exercised at all times to safeguard and protect from damage, all Parish, public, and private properties. Any such damages shall remain the sole responsibility of the contractor.

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

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

**Section 10.0 – MSDS:**

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

**Section 11.0 –Preventative Maintenance:**

A Preventative maintenance inspections shall be performed twelve (12) months from the substantial completion date. The preventative maintenance inspection shall include but is not limited to the following:

- Travel time
- Travel expenses
- Freight
- Replacement parts
- Labor
- Shipping
- Check condition of all doors, panels, fenders, safety/jump rollers and lens covers.
- Check condition of all conveyor belts for damage, proper tracking/tension and alignment/leveling.
- Check for oil leaking from motors or excessive noise from belt. Recommend replacement, if needed.
- Check and replace defective x-ray on indicators.
- Open system and check internal condition.
- Clean dust and dirt from PI Board, Power Supply fans, XRC, LIF and Light barriers.
- Gently clean the light barrier transmitter and receiver Diodes from the inside of the tunnel.
- Check the inside of the tunnel and remove any foreign material stuck to inside walls, plastic collimator cover and under the conveyor belt.
- Perform a full alignment of the X-Ray generator. Adjust the offset and gain of the LIF board either mechanically (LIF 1 units) or via the software (LIF 3 units).
- Check the high voltage, anode current and heater current values and make adjustments, if necessary.
- Check the AC line voltage, proper grounding at the AC outlet and the low voltage DC power supply.
- Check all cables and tighten loose connections.
- Test and verify that all emergency stops are working properly.
- Verify that all keyboard controls and buttons are working properly.
- Test operator foot mat and clean optical attendant sensor and test for proper alignment. (Optional Devices may not be present on all systems).

- Check, clean and align the VGA monitor.
- Open all panels/covers for the x-ray conveyor system and remove all debris from the rollers, motor and covers/panels.
- Perform radiation leakage safety survey. Attach completed radiation form.

**Section 12.0 – Warranty:**

All labor and materials shall be covered for a minimum of one (1) year starting from the date of acceptance of the project against defects. The warranty shall include travel time, travel expenses, freight, replacement parts, labor, shipping, and all other incidentals required to repair or replace any defective parts. The bidder must agree, upon written notice from the owner, promptly and without charge, and to the satisfaction of the owner, to make changes, replacements, and corrections which may be required to make good all defects in materials and/or equipment under its intended use, within the warranty period, at no cost to the owner.

**Section 13.0 – Permits:**

The contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement and the City of Gretna (if applicable). The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

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

**Section 14.0 – Liquidated Damages:**

Liquidated Damages in the amount of \$100.00 per day will be assessed on the seventh day from the date of the "Notice to Proceed" until work is substantially completed.

**Section 15.0 – Pre-Construction Conference and Notice to Proceed:**

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

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

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

DATE: 8/30/2017  
BID NO.: 50-00120812

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: DNELSON@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, 9/26/2017 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](http://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.

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

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

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

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

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

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. 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 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 which will then respond in writing as soon as possible.

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.

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](http://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.

**3,5,6,8,9,10,11,13,15**

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(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.

**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 stated 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-Collusion 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.

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

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

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

10 WEEKS ARO

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

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

FIRM NAME: Products Unlimited, Inc

ADDRESS: PO BOX 339

CITY, STATE: JUSTIN, TEXAS ZIP: 70247

TELEPHONE: (800) 805-4083 FAX: (940) 648-3407

EMAIL ADDRESS: rebe'kah@products-unlimited.com

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

Acknowledge Receipt of Addenda: NUMBER: N/A  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ 94,689.63

AUTHORIZED SIGNATURE: Rebekah Enright

Rebekah Enright  
Printed Name

TITLE: Account Manager

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00120812

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>LABOR, MATERIALS, TRANSPORTATION, PROGRAMMING, SHIPPING AND ALL OTHER NECESSARY ESSENTIALS TO FURNISH &amp; INSTALL ONE (1) X-RAY INSPECTION SYSTEM AT THE J.P. GENERAL GOVERNMENT BUILDING</p> <p>0010-SUPPLY AND INSTALL ONE (1) NEW HI-RESOLUTION HI-SCAN 6040-2is X-RAY INSPECTION SYSTEM.</p> <p>WE EXTEND THIS BID TO SUPPLY ALL LABOR, MATERIALS, TRANSPORTATION, PROGRAMMING, SHIPPING, AND ALL OTHER NECESSARY ESSENTIALS TO FURNISH AND INSTALL ONE (1) SMITHS DETECTION HI-SCAN 6040-2is X-RAY INSPECTION SYSTEM AT THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, LOCATED AT 200 DERBIGNY ST., GRETNA, LA, FOR THE DEPARTMENT OF GENERAL SERVICES, AS PER THE ATTACHED SPECIFICATIONS.</p> <p>***** NO PRE-BID IS REQUIRED FOR THIS BID. *****</p> <p>*****SITE VISIT***** IF A SITE VISIT IS NEEDED, PLEASE CONTACT RYAN BABCOCK, ASSISTANT DIRECTOR GENERAL SERVICES AT (504) 364-2675 BETWEEN THE HOURS OF 8:00 A.M., AND 2:00 P.M., MONDAY THROUGH FRIDAY, TO SCHEDULE A SITE VISIT. *****</p>	56,567.19	56,567.19
2	1.00	ONLY	<p>0020-PROVIDE AN ADDITIONAL ONE (1) YEAR (TWO YEAR TOTAL) EXTENDED WARRANTY AND PREVENTATIVE MAINTENANCE PROGRAM AS DESCRIBED IN SECTION 11.0 OF THESE SPECIFICATIONS FOR THE NEW BIDDER SUPPLIED HI-SCAN 6040-2IS X-RAY INSPECTION SYSTEM.</p>	6747.86	6747.86
3	1.00	ONLY	<p>0030-PROVIDE AN ADDITIONAL TWO (2) YEARS (THREE YEARS TOTAL) EXTENDED WARRANTY AND PREVENTATIVE MAINTENANCE PROGRAM AS DESCRIBED IN SECTION 11.0 OF THESE SPECIFICATIONS FOR THE NEW BIDDER SUPPLIED HI-SCAN 6040-2IS X-RAY INSPECTION SYSTEM</p>	12,708.58	12,708.58
4	1.00	ONLY	<p>0040-PROVIDE AN ADDITIONAL THREE (3) YEARS (FOUR YEARS TOTAL) EXTENDED WARRANTY AND PREVENTATIVE MAINTENANCE</p>	18,666.00	18,666.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00120812

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PROGRAM AS DESCRIBED IN SECTION 11.0 OF THESE SPECIFICATIONS FOR THE NEW BIDDER SUPPLIED HI-SCAN 6040-2IS X-RAY INSPECTION SYSTEM.		

Non-Public Works Bid

AFFIDAVIT

STATE OF TEXAS

PARISH/COUNTY OF DEKINSON

BEFORE ME, the undersigned authority, personally came and appeared: Rebekah Enright, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Account manager of Products Unlimited Inc. (Entity), the party who submitted a bid in response to Bid Number 50-00120812, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A  Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B  there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A  Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

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

Affiant further said:

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

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

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

Rebekah Enright  
Signature of Affiant

Rebekah Enright  
Printed Name of Affiant

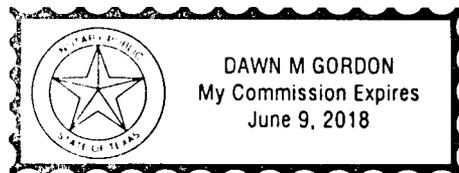
SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 20<sup>th</sup> DAY OF September 2017.

Dawn M. Gordon  
Notary Public

Dawn Gordon  
Printed Name of Notary

5218506  
Notary/Bar Roll Number

My commission expires 06/09/2018



## **STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS**

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 advertised 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.

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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, Workmen's Compensation Insurance 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.

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **WORKER'S COMPENSATION INSURANCE**

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

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

**COMMERCIAL GENERAL LIABILITY**

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

**COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

**DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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

**Corporate Resolution**

I, Julie Procm, President of Products Unlimited, Inc, organized and existing under the laws of The State of Texas and having it's principle place of business at 115 East 1<sup>st</sup>, Justin, TX, hereby certify that the following is a true copy of a resolution adopted by the Board of Directors of the Corporation at a meeting convened and held on September 1, 2016 at which a quorum was present and voting throughout and that such a resolution is now in full force and effect and is in accordance with the provisions of the charter and by laws of the Corporation.

RESOLVED: That the Corporation approves the Susan Raitzel and ReBekah Enright to sign for Products Unlimited, Inc on Bids, quotations, and job contracts.

RESOLVED: That the President of the Corporation is hereby authorized to sign on behalf of the Corporation any contracts or forms for the Enterprise Project Application;

RESOLVED: That the President are hereby authorized and directed to certify to any interested party that this resolution has been duly adopted, is in full force and effect, and is in accordance with the provisions of the charter and by-laws of the Corporation

I further certify that this Corporation is duly organized and existing, and has the power to take the action called for by the foregoing resolution.

**DIRECTORS**

[Signature]  
\_\_\_\_\_  
President

9-1-16  
\_\_\_\_\_  
Date

Vice President

\_\_\_\_\_  
Date

[Signature]  
\_\_\_\_\_  
Secretary

9-1-16  
\_\_\_\_\_  
Date

Treasurer

\_\_\_\_\_  
Date

Witness my hand seal of the corporation on the 1 day of September 2016  
(month) (year)