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561 Owens Circle  
Hueytown, AL 35023  
Phone: (205) 744-7572  
Fax: (205) 744-7579

**Power Pro-Tech Services, Inc.**

# Fax

To:	Jefferson Parish Purchasing Department	From:	Bob Whorton
Attn:	Melissa Ovalle, Buyer I	Page:	3 (including cover)
Fax:	504-364-2693	Date:	May 27, 2015
Re:	Bid No. 50-00113393	CC:	PPT Mid-South Estimates

☐ Urgent    ☒ For Review    ☐ Please Comment    **Please Reply**

Dear Ms. Ovalle,

Please find our bid on the following pages. We were just issued a PO for similar services at the West Bank Water Plant. We supplied them with a certificate of insurance as required. If PPT is the successful bidder, will we need to provide another certificate?

*Bob Whorton*

DATE: 5/26/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00113393

## JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MOVALLE

Bids will be received until 11:00 AM, 6/10/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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

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

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

## DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

6-27-15

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

n/a

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

n/a

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: n/a

NUMBER: n/a

NUMBER: n/a

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: POWER PRO-TECH SERVICES, INC	
SIGNATURE: (Must be signed here)	TITLE: PROJECT MANAGER
PRINT OR TYPE NAME: BOB WHORTON	
ADDRESS: 561 OWENS CIRCLE	
CITY, STATE: HUEYTOWN, AL	ZIP: 35023
TELEPHONE: 205 744-7572	FAX: 205 744-7579
EMAIL ADDRESS: Bob.whorton@generator.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 2,600.00

DATE: 5/26/2015

## INVITATION TO BID FROM JEFFERSON PARISH - continued

Page: 5

BID NO.: 50-00113393

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	4.00	EA	<p>FURNISH LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PERFORM PREVENTATIVE MAINTENANCE INSPECTION ON GENERATORS FOR JEFFERSON PARISH EAST BANK WATER PLANT.</p> <p>0010 PREVENTATIVE MAINTENANCE INSPECTION ON FOUR (4) GENERATORS.</p> <p>SEE ATTACHED CHECK OFF SHEET</p> <p>LOCATION: JEFFERSON PARISH EB WATER PLANT 3600 JEFFERSON HWY., BLDG. D JEFFERSON, LA 70121</p> <p>ATTN: MERVIN GRAVES 504-838-4398</p>	<p>\$650<sup>00</sup></p>	<p>\$2,600.00</p>



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6/9/2015 3:04 PM

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36376 Hwy 30 Geismar, LA 70734  
Phone: 225) 744-7006 Fax: 225) 744-7005

## Fax Cover Sheet

<b>Fax to:</b> Jefferson Parish Purchasing Dept <b>Buyer:</b> Movalle	<b>From:</b> Katherine Beck  <b>Email:</b> katherineb@totalenergysolutions.net
<b>Ref: Bid No:</b> 50-00113393	<b>Date:</b> 6/9/15
<b>Fax:</b> 504-364-2693	
<b>Phone:</b> 504-364-2678	<b>Total pages- (incl. cover):</b> 16

DATE: 5/26/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00113393

## JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MOVALLE

Bids will be received until 11:00 AM, 6/10/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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

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 WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

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

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

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

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

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

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A1 17.1-1961).

DATE: 5/26/2015

BID NO.: 50-00113393

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**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS****IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

3,5,6,10,13

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

DATE: 5/26/2015

BID NO.: 50-00113393

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**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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. 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 or 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 (in Original Format) required;** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.

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: 5/26/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00113393

## JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

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

## DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

7/1  
14 DAYS UPON RECEIVING PO  
10 DAYS

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

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

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

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

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 58030

## \*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\*

FIRM NAME: <u>TOTAL ENERGY SOLUTIONS</u>	
SIGNATURE: <u>[Signature]</u> (Must be signed here)	TITLE: <u>CO-OWNER</u>
PRINT OR TYPE NAME: <u>RON GRANT</u>	
ADDRESS: <u>36376 Hwy 30</u>	
CITY, STATE: <u>GREYSMAR, LA</u>	ZIP: <u>70734</u>
TELEPHONE: <u>225 744-7006</u>	FAX: <u>225 744-7005</u>
EMAIL ADDRESS: <u>Katherineb@totalenergysolutions.net</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 14,000.00

DATE: 5/26/2015

Page: 5

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00113393

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	4.00	EA	<p>FURNISH LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PERFORM PREVENTATIVE MAINTENANCE INSPECTION ON GENERATORS FOR JEFFERSON PARISH EAST BANK WATER PLANT.</p> <p>0010 PREVENTATIVE MAINTENANCE INSPECTION ON FOUR (4) GENERATORS.</p> <p>SEE ATTACHED CHECK OFF SHEET</p> <p>LOCATION: JEFFERSON PARISH EB WATER PLANT 3600 JEFFERSON HWY., BLDG. D JEFFERSON, LA 70121</p> <p>ATTN: MERVIN GRAVES 504-838-4398</p>	<del>8</del> 3,500	<del>0</del> 14,000

## CHECK LIST

1. FUEL SYSTEM INCOMPLETE

A) Fuel Type \_\_\_\_\_  
 B) Fuel Filters Date Changed \_\_\_\_\_ Hours \_\_\_\_\_ Fuel Level \_\_\_\_\_ Sample \_\_\_\_\_  
 C) Day Tank Capacity \_\_\_\_\_ Rupture Basin \_\_\_\_\_ Racor Element \_\_\_\_\_  
 D) Transfer Pump \_\_\_\_\_ Water In Day Tank \_\_\_\_\_  
 E) Solenoid Valve \_\_\_\_\_ Strainer \_\_\_\_\_  
 F) Fuel Piping Flexible \_\_\_\_\_ Rigid \_\_\_\_\_ Vents \_\_\_\_\_

2. LUBRICATION SYSTEM INCOMPLETE

A) Oil Filters Date Changed \_\_\_\_\_ Hours \_\_\_\_\_ Oil Level \_\_\_\_\_ Sample \_\_\_\_\_  
 B) Crankcase Breather Inspect \_\_\_\_\_ Drain \_\_\_\_\_ Filter \_\_\_\_\_  
 C) Oil Heater \_\_\_\_\_ D) Make-up Tank \_\_\_\_\_ E) Leakage \_\_\_\_\_  
 F) Grease Fittings Fan Hub \_\_\_\_\_ Governor Linkage \_\_\_\_\_

3. COOLING SYSTEM INCOMPLETE

A) Radiator Core Exterior \_\_\_\_\_ Coolant Level \_\_\_\_\_ Sample \_\_\_\_\_  
 B) Radiator Fan \_\_\_\_\_ Air Flow \_\_\_\_\_  
 C) Water Pump \_\_\_\_\_ Belts Condition \_\_\_\_\_ Tension \_\_\_\_\_  
 D) Radiator Cap PSI \_\_\_\_\_ Tab \_\_\_\_\_ Size \_\_\_\_\_ Condition \_\_\_\_\_  
 E) Coolant Hoses \_\_\_\_\_ Isolation Valves \_\_\_\_\_  
 F) Jacket Water Heater \_\_\_\_\_ G) Louvers/Dutchwork \_\_\_\_\_  
 H) Leakage \_\_\_\_\_ I) Coolant Filters \_\_\_\_\_

4. EXHAUST SYSTEM INCOMPLETE

Leakage \_\_\_\_\_ Drain Condensate \_\_\_\_\_  
 A) Insulation/Fire Resistance \_\_\_\_\_  
 B) Exhaust Restrictions \_\_\_\_\_ Rain Cap \_\_\_\_\_ Bird Screen \_\_\_\_\_  
 C) Flexible Exhaust \_\_\_\_\_ Supports \_\_\_\_\_  
 D) Silencer Condition \_\_\_\_\_

5. ELECTRICAL SYSTEM INCOMPLETE

General Inspection \_\_\_\_\_  
 A) Check Engine Wiring and Power Connections \_\_\_\_\_  
 B) Inspect Wire for Chafing Where Subject to Movement \_\_\_\_\_  
 C) Control Panel, Junction Boxes, Circuit Breakers and Fuses \_\_\_\_\_  
 D) Operate Safety Shutdowns

	Local	Remote		Local	Remote		Local	Remote		Local	Remote
1. NIA	_____	_____	6. ES	_____	_____	11. LFL	_____	_____	16. BCF	_____	_____
2. OC	_____	_____	7. EPS-SL	_____	_____	12. LCL	_____	_____	17. LGP	_____	_____
3. OS	_____	_____	8. HFL	_____	_____	13. LWT	_____	_____	18. OTHER	_____	_____
4. HWT	_____	_____	9. CLFL	_____	_____	14. HWTPA	_____	_____	19. OTHER	_____	_____
5. LOP	_____	_____	10. OTHER	_____	_____	15. LOPPA	_____	_____	20. OTHER	_____	_____

F) If N/A explain \_\_\_\_\_ 5  
 G) Remote Alarm \_\_\_\_\_ 5

6. **PRIME MOVER** INCOMPLETE General Inspection \_\_\_\_\_

A) Air Filters Inner \_\_\_\_\_ Outer \_\_\_\_\_ Turbocharger \_\_\_\_\_

B) Governor \_\_\_\_\_ Oil level \_\_\_\_\_ Linkage \_\_\_\_\_

C) Ignition - Plugs, points, etc. \_\_\_\_\_ OK \_\_\_\_\_

D) Choke Setting and Carburetor Adjustment \_\_\_\_\_

E) Fuel Pump \_\_\_\_\_

F) Engine Generator Mounting \_\_\_\_\_

G) Vibration Isolation Adjustment \_\_\_\_\_

7. **GENERATOR** INCOMPLETE General Inspection \_\_\_\_\_

A) Rotor And Stator (visual) Winding Condition \_\_\_\_\_

B) Bearings/Bearing Grease \_\_\_\_\_ Rectifier \_\_\_\_\_ PMG \_\_\_\_\_

C) Voltage Regulator \_\_\_\_\_ Exciter (visual) \_\_\_\_\_

8. **OVERALL SYSTEM CONDITIONS** INCOMPLETE \_\_\_\_\_

9. **PARALLELING GEAR** INCOMPLETE

A) Inspect Wiring, Controls and Instrumentation \_\_\_\_\_

B) Operate System Test Switch (no load test) \_\_\_\_\_

10. **AUTOMATIC TRANSFER SWITCHES** INCOMPLETE

A) Visual Inspection \_\_\_\_\_

B) Check Exerciser Clock Settings Time On \_\_\_\_\_ Off \_\_\_\_\_ Day \_\_\_\_\_

C) Operate Automatic Transfer Switches (with Customer Approval) \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Time \_\_\_\_\_

11. RECORD READINGS	No Load	Load	Remarks
Engine Hours			
Engine RPM			
Coolant Temperature Inlet			
Coolant Temperature Outlet			
Oil Pressure / Differential	/	/	
Oil Temperature			
Fuel Pressure / Differential	/	/	
Exhaust Temperature			
Frequency			
Voltage			
Amps/phase			
Kilowatts	N/A	N/A	
Ambient Temp (Room)			



## 12. BATTERY SYSTEM INCOMPLETE

A) System Voltage \_\_\_\_\_ Battery Size \_\_\_\_\_ Quantity \_\_\_\_\_  
 Battery Connection (Post, Stud, etc.) \_\_\_\_\_ B) Terminals Clean and Tight \_\_\_\_\_  
 C) Electrolyte Level \_\_\_\_\_ SEALED \_\_\_\_\_ D) Battery Case - Clean and Dry \_\_\_\_\_  
 E) Battery Charger \_\_\_\_\_ Float Rate \_\_\_\_\_ VDC @ \_\_\_\_\_ amps  
 Equalize \_\_\_\_\_ VDC @ \_\_\_\_\_ amps  
 F) Alternator Output \_\_\_\_\_ Battery Installation Date \_\_\_\_\_ Battery Conditions \_\_\_\_\_

☐ A) Lead Acid

1	2	3	+
4	5	6	-

☐ B) Lead Acid

1	2	3	+	7	8	9
4	5	6	-	10	11	12

☐ C) Lead Acid

1	2	3	+
4	5	6	-

7	8	9	-
10	11	12	+

☐ D) 4 Battery Lead Acid

1	2	3	+	7	8	9
4	5	6	-	10	11	12

☐ E) 8 Battery Lead Acid

13	14	15	+	19	20	21
16	17	18	-	22	23	24

25	26	27	+	31	32	33
28	29	30	-	34	35	36

37	38	39	+	43	44	45
40	41	42	-	46	47	48

## Notes:

Ni-Cad One-step Rack read from left to right

Ni-Cad 2-Step Rack read top row first. From left to right and bottom row last from left to right.

On Ni-Cad systems specific gravity reading will be followed by voltage of that specific cell. E.g. 1220/1.45

RETURNED ALL CONTROLS TO AUTOMATIC POSITION AND CLOSED BREAKER BY: \_\_\_\_\_

Initials Incomplete Paperwork

NOTES:

--

Customer: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip code: \_\_\_\_\_  
Customer ID: \_\_\_\_\_

## Customer Representative:

First: \_\_\_\_\_  
Last: \_\_\_\_\_  
Title: \_\_\_\_\_  
Customer Phone: \_\_\_\_\_

Engine: \_\_\_\_\_  
Serial #: \_\_\_\_\_  
Model #: \_\_\_\_\_  
Generator: \_\_\_\_\_  
Serial #: \_\_\_\_\_  
Model #: \_\_\_\_\_  
KW: \_\_\_\_\_

\_\_\_\_\_  
CUSTOMER REPRESENTATIVE\_\_\_\_\_  
FIELD ENGINEER SIGNATURE\_\_\_\_\_  
DATE INSPECTION PERFORMED

**Bid 50-00113393****INSURANCE REQUIREMENTS - BIDS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

*Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.*

**1. 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.

**2. 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.

**3. 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.

**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.

**UMBRELLA LIABILITY COVERAGE**

**Bid 50-00113393**

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

**CONSTRUCTION AND RENOVATION PROJECTS:**

Unless otherwise specified in the bid, these additional insurance is required. 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.

**NOTE for CERTIFICATE HOLDER:**

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014



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Jefferson Parish East Bank Water Plant

Attention: Mervin Graves  
 3600 Jefferson Hwy Bldg D  
 Jefferson, LA 70121

### Preventive Maintenance Agreement

This **Maintenance Agreement** is made between Total Energy Solutions and **Jefferson Parish East Bank Water Plant** for the service to equipment at the following locations:

This agreement covers only the equipment listed below.

Address	Generator Information	Annual Service Charge
3600 Jefferson Hwy Bldg D Jefferson, LA 70121	Major PM Service 1 Annual Visit 900KW	\$3,500.00/per unit
	#1 3512 Cat	
	JCMC00846 1000 KV	
	#2 3512 Cat	
	CCMC00847 1000 KV	
	#3 3508 Cat.	
	ECNB01186 1200 KV	
	#4 3508 Cat.	
	PCNB01225 1200 KV	
	Total Annual Contract value	\$14,000.00

Our services are available 24/7/365 with special attention to be provided to our preferred customers during storms or outages. (All service calls are subject to regular rates for workdays or overtime for nights and weekends; see below\*)

Services to be provided under this agreement are as listed below:

**Major Inspection** 1 per year

Definition of Major and Minor Inspections are out-lined below:

#### MAJOR Inspection:

##### 1. General

- a. Inspect fuel tank for leaks or damage.
- b. Record fuel level.

#### **Total Energy Solutions**

36376 Highway 30, Geismar LA 70734  
 Ph: 1-225-744-7006 Fax: 1-225-744-7005



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- c. Check for proper operation.
- d. Check exhaust system.
- e. Check safety shut downs.
- f. Set timer to run as per customer requirement

## 2. Fluids

- g. Change oil
- h. Change all filters (oil, air, fuel, etc).
- i. Inspect coolant via proper gravity test.
- j. Inspect all belts, hoses and fuel lines.
- k. Inspect for any leaks (oil, fuel, coolant, air, etc).
- l. Inspect electrolyte level of battery.
- m. Inspect fuel for need of additional attention, polishing or adding stabilizer.

## 3. Electrical

- n. Check for proper operation of battery charger.
- o. Replace or test back-up batteries in timer if equipped.
- p. Check generator amps per leg.
- q. Check generator volts per leg.
- r. Check generator frequency.
- s. Check proper operation of block heater.
- t. Record exercise settings.
- u. Perform facility drop test to apply load to generator if allowed by customer.
- v. Proper operation of transfer switch.

### MINOR Inspection:

#### 1. General

- a. Inspect fuel tank for leaks or damage.
- b. Record fuel level.
- c. Inspect cable end lugs/bolts.
- d. Check exhaust system.
- e. Check safety shut downs.
- f. Report any foreign debris that may affect proper operation.

#### 2. Fluids

- g. Inspect coolant via proper gravity test.
- h. Inspect all belts, hoses and fuel lines.
- i. Inspect for any leaks (oil, fuel, coolant, air, etc).
- j. Inspect electrolyte level of battery.

#### 3. Electrical

- k. Check for proper operation of battery charger.

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Ph: 1-225-744-7006 Fax: 1-225-744-7005



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- l. Check generator volts per leg.
- m. Check generator frequency.
- n. Check proper operation of block heater.
- o. Record exercise settings.
- p. Inspect transfer switch visually.

**This agreement has the following terms:**

1. This contract pricing is valid for one year from date of signature. Either party can cancel this agreement with a 30 day written notice.
2. This contract will automatically renew annually. Any price increase or decrease must be submitted in writing and approved prior to invoicing.
3. During the term of this agreement, Total Energy Solutions LLC will provide the maintenance for the price quoted above.
4. All services will be performed during normal working hours of 8:00 am – 5:00 pm, Monday – Friday, unless otherwise specified in this agreement.
5. \*Additional parts and labor due to additional work other than described in this agreement will be charged at \$110.00 per hour straight time, \$150.00 per hour overtime plus \$1.95 per mile and all parts and materials used will be charged at cost plus 40%. Any issues outside the scope of work as noted above will be quoted for repair requiring approval.
6. **Any delays while at the site may carry additional labor charges as outlined above.**
7. Total Energy Solutions LLC will submit invoicing payable net 30 days after receipt of invoice.

**This agreement has the following stipulations:**

1. Total Energy Solutions LLC will not accept direct, indirect, or consequential damages caused by abuse, accidental, or intentional damage to the equipment described above caused by theft, acts of third party, acts of nature, normal wear and tear, alterations to equipment, or overloads.
2. Total Energy Solutions LLC will not be held accountable for failure to fulfill this agreement due to labor disputes, acts of government authorization, or other causes beyond Total Energy Solutions' control.
3. This agreement will remain in effect its expiration or until cancelled in writing by either party with a thirty day notice.
4. All preventive maintenance work performed on the system under this agreement must be performed by Total Energy Solutions LLC or a duly appointed agent of Total Energy Solutions LLC.
5. Cancellation of the package before expiration will void any remaining PM inspection.
6. Should Total Energy Solutions LLC elect to cancel, a prorated refund (calculated monthly) will be issued to the Customer.

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7. Should the customer elect to cancel, a charge of 25% of the Agreement Total Annual Cost will be incurred by the Customer and a prorated refund (calculated monthly) will be issued.

**Warranty:**

Total Energy Solutions warrants its work for a period of NINETY (90) days from the date the work was performed. This warranty is LIMITED to failure as a result of the workmanship of Total Energy Solutions personnel and does not include failures resulting from improper or unauthorized installation, misuse, negligence, accident, overloading, fire, flood, vandalism, theft, repairs made by someone other than Total Energy Solutions personnel or any other acts or events beyond the control of Total Energy Solutions. This warrantee is for the PM work, and is not an extended factory warranty.

The failure of any new parts installed during the course of Preventative Maintenance service will be covered by the Manufacturer's Warranty; should a failure occur by a covered part, the labor will be charged back to the manufacturer, unless terms of parts purchase do not extend labor coverage from the manufacturer, in such case, the customer will be charged for the labor and mileage appropriately.

**Annual Preventive Maintenance Agreement:**

Submitted By:

Accepted By:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,

*Katherine Beck*

Katherine Beck  
Total Energy Solutions  
36376 hwy 30  
Geismar, La 70734  
225-744-7006 office  
mobile 225-290-1203  
katherineb@totalenergysolutions.net

**Total Energy Solutions**

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