



Bid Number 50-00121065

**LABOR, MATERIALS & EQUIPMENT NECESSARY TO FURNISH &
INSTALL TWO (2) 40-TON AIR COOLED WATER CHILLERS AT JEFFERSON
PARISH FIRST PARISH COURT FOR THE DEPARTMENT OF GENERAL
SERVICES**

BID DUE DATE, TIME: NOVEMBER 7, 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.

IMPORTANT NOTICE TO ALL BIDDERS – BID REQUIREMENTS

A. LOUISIANA CONTRACTOR'S LICENSE FOR THIS PROJECT
Must be in the following category:

MECHANICAL

B. TIMELINES

Except as where provided by law, Bidder agrees that this bid shall be legally binding and may not be withdrawn for a period of forty-five (45) calendar days after the scheduled closing time for receiving bids. In the event the Owner issues the Letter of Award (copy of adopted resolution awarding bid by Jefferson Parish Council) during this period, the bid accepted shall continue to remain binding pending execution of the Contract.

Bidder agrees to execute the ensuing Contract and will deliver applicable Bonds to secure the faithful performance thereof.

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 within 48 hours after bid opening. After consultation, the Parish Attorney's Office will then respond to protests in writing.

Upon full execution of the Contract and receiving a written notice to proceed, the Bidder agrees that all work shall be completed as follows:

The work shall be substantially completed within 14 days.

C. LIQUIDATED DAMAGES

In accordance with Resolutions 113646 and 113647, Bidder agrees to pay, as liquidated damages, the sum of \$500.00/DAY for: (1) each consecutive calendar day after the agreed date of completion that the work remains substantially incomplete, or (2) each consecutive calendar day after substantial completion that the work has not been finally completed.

In addition to, but not in lieu of the per diem liquidated damages, Owner shall also be entitled to recover from Contractor or Contractor's Surety additional liquidated damages as detailed in Resolutions 113646 and 113647. These additional liquidated damages may include, but are not limited to the following, in the amounts and for each of the items identified in the Supplementary Conditions:

- (1) Extended architectural and/or engineering fees \$ N/A ;
- (2) Extended Resident Project Representative fees \$ N/A ;
- (3) Extended construction management fees \$ N/A ;
- (4) Extended Owner's overhead and personnel expenses \$ 500.00 ; and
- (5) Owner's other costs directly related to the delay in completion beyond the Contract Times.

Also, in accordance with Section 6.02, "Labor; Working Hours," whenever Contractor's work requires inspections in excess of the budgeted amount for inspection, Contractor shall reimburse Owner for the additional costs incurred by the Owner attributable to inspection of the contracted project in excess of the budgeted amount for inspections.

In accordance with the terms of the Engineer's agreement with the Owner, the average hourly rate to be charged for resident inspection for this construction project is \$ N/A and the reasonable budget for such inspections is \$ N/A (the overtime rates shall be \$ N/A per hour). The cost of inspection in excess of this budgeted amount shall be assessed against Contractor's progress payments, all in accordance with LSA R.S. 38:2216(L)(2).

D. METHODS OF BID SUBMISSION

- 1) Online at no charge via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net Registration and use of this site is free to Jefferson Parish vendors.
- 2) West Bank Purchasing Department, Suite 4400, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.
Office Hours: Monday-Friday, 8:30AM-4:30PM
- 3) 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 submitted for this project will be publicly opened at the West Bank location on the date and time advertised for bid opening.
Office Hours: Monday-Friday, 8:30AM-4:30PM

E. ETHICAL STANDARDS AND COOPERATION WITH THE OFFICE OF THE INSPECTOR GENERAL

Vendor agrees by bid submission to comply with all provisions of Louisiana Law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, as published on <http://ethics.la.gov> and applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

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 this chapter. Every parish contract and every bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program shall contain a statement that the corporation, partnership, or person understands and will abide by all provisions of this chapter.

F. REQUIRED AFFIDAVITS

For convenience, all legally mandated affidavits have been combined into one form, entitled THE PUBLIC WORKS BID AFFIDAVIT. All bidders must submit with their bid submission, a completed, signed and properly notarized affidavit in its original format and without 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 prior to, or at 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.

G. BID REQUIREMENTS (BID DOCUMENTS, SPECIFICATIONS, BONDS, W-9 AND PAYMENT INFO)

Bidders must review the bid specifications and include any required documentation including but not limited to the LA Public Works Uniform Bid Form, Bid Security, Corporate Resolution or written evidence of signature authority, and the Public Works Affidavit. Pursuant to LA R.S. 38:2212(B)(3)(b), bidders shall also be responsible for providing any other documentation as required, i.e. federal grant documentation, etc. Please note that the payment and performance bonds must be supplied by the successful bidder at contract signing. Further, while Jefferson Parish may have these on file, all bidders are encouraged to furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. However, the successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in payment delays. Bidders must comply

with all provisions of the General Terms and Conditions as approved by Resolution No. 113646 and/or 113647. A copy of these terms and resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, Louisiana 70053. Bidders may also obtain a copy by visiting the Purchasing Department's webpage at www.purchasing.jeffparish.net and clicking on Online forms.

Bid Security: Bidders shall provide bid security in the form of a bid bond, cashier's check or money order in the amount of five percent (5%) of the total bid price (Base Bid and any Alternates). Such security will become the property of the Owner in the event the successful bidder fails or refuses to execute the Contract or fails to produce performance and payment bonds upon contract signing.

If submitting online, bidders 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.

H. INSURANCE REQUIREMENTS

Bidders must submit with bid submission a current (valid) insurance certificate evidencing required coverages. Failure to comply will cause the 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.

Provide and install Two (2) new 40-ton air cooled water chillers
at First Parish Court, 924 David Drive, Metairie, LA

Section 1.0 – Pre-Bid Conference:

A **MANDATORY** Pre-Bid Conference will be held:

Location:	Jefferson Parish First Parish Court 924 David Drive Metairie, LA 70003
Date:	October 23, 2017
Time:	10:00 a.m.

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.

Section 2.0 – Scope:

We extend this proposal to cover the following work:

- Remove and properly dispose of two (2) existing 40 ton Trane air cooled water chillers.
- Provide and install two (2) new 40 ton air-cooled water chiller.

Section 3.0 –License Requirements:

The following Louisiana State license shall be required for this project:

- Louisiana State Mechanical Contractor's License will be required for all HVAC/mechanical work.
- All electrical work shall be performed by a properly licensed contractor.

Section 4.0 – Performance Bond:

A Performance Bond in the amount of 100% of the total bid will be required.
Performance bond shall be produced upon contract execution.

Section 5.0 – Quantities/Inspection:

Bidders must 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: 6.0 – Standards:

All work shall meet or exceed the following industry standards:

American Society of Mechanical Engineers (ASME):

ASME B16.3 - Malleable Iron Threaded Fittings.

ASME B16.4 - Gray Iron Threaded Fittings.

ASME B16.18 - Cast Copper Alloy Solder Joint Pressure Fittings.

ASME B16.22 - Wrought Copper and Copper Alloy Solder Joint Pressure Fittings.

ASME B31.1 - Power Piping.

ASME B31.9 - Building Services Piping.

ASME Section IX - Boiler and Pressure Vessel Code - Welding and Brazing Qualifications.

American Welding Society (AWS):

AWS A5.8 - Specification for Filler Metals for Brazing and Braze Welding.

AWS D1.1 - Structural Welding Code - Steel.

American Society for Testing and Materials (ASTM)

ASTM 36/A 36M - Standard Specification for carbon structure steel.

ASTM 366/A 366M Standard Specification for Commercial Steel Sheet, Carbon, (0.15 Maximum Percent) Cold Rolled; 1997

ASTM A 653/A 653M Standard Specification for steel sheet, Zinc-Coated (Galvanized) or zinc-iron alloy coated (Galvanized) by the hot dipped process; 1998

ASTM A 569/A 569M Standard Specification for steel Carbon (0.15 Maximum Percent) Hot rolled sheet and strip commercial.

ASTM A53 / A53M - Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless.

ASTM A234 / A234M - Standard Specification for Piping Fittings of Wrought Carbon Steel and Alloy Steel for Moderate and High Temperature Service.

ASTM A395 / A395M - Standard Specification for Ferritic Ductile Iron Pressure-Retaining Castings for Use at Elevated Temperatures.

ASTM A53, Grade B, welded or seamless, black steel pipe.

ASTM A536 - Standard Specification for Ductile Iron Castings.

ASTM B32 - Standard Specification for Solder Metal.

ASTM B88 - Standard Specification for Seamless Copper Water Tube.

ASTM B584 - Standard Specification for Copper Alloy Sand Castings for General Applications.

National Fire Protection Agency (NFPA)

NFPA 90A Standard for the installation of Air Conditioning and Ventilating Systems; 1996

NFPA 90B Standard for the installation of warm Air Conditioning and Ventilating Systems; 1996

Section 7.0 – Bid Specifications:

The following work shall be performed:

- Remove two existing air cooled water chiller units.
- Install two new bidder supplied chiller units. (See attachment "A" for location).
- Successful bidder and a Jefferson Parish representative shall meet on site to discuss and confirm exact location of chiller units before any work starts.
- If work is performed during a normal building workday, one chiller must be fully operational before the any unit can be removed.
- If work is performed during a weekend or holiday one chiller must be fully operational for the next work day.
- All materials for this project shall be bidder supplied new.
- If Bidder intends to provide a unit other than specified by the owner, the bidder shall indicate on the bid form the make and model of the proposed unit(s).
- Provide and install two (2) new 40 Ton Trane Air-Cooled Chillers Model Number - CGAM040A2 or owner approved equal.
- All mounting and securing hardware shall be stainless steel.
- No additional compensation will be allowed for modification of chiller platform. This work shall be part of the bid.
- Perform testing and balancing of the water system and provide owner with a typed report at completion of project.
- Design, engineer, supply and install new 208/230 volt circuit breaker disconnect on each new chiller.
- All wire and disconnects shall be sized per manufacturer standards and guidelines.
- All high voltage wire shall be copper.
- All electrical equipment shall be weather tight and UL approved.
- Supply and install restrained spring isolation pads between existing platform and new chillers. See Attachment "B"
- Successful bidder shall be responsible to repair or replace any pipe insulation or pipe jacketing damaged or removed during this project. New insulation and jacketing shall be the same style and size as existing.
- The successful Bidder shall take all precautions necessary to protect the roof of the building from any damage to the roof due to this work shall be repaired at no additional cost to the owner.

- Before any work is to begin a Jefferson Parish representative and the successful bidder shall inspect the roof and take photos of any existing building or roof conditions.

Section 7.1 – GENERAL UNITS DESCRIPTIONS:

- Air-Cooled Scroll Packaged Chiller
- Startup Included - Trane Service must start equipment for warranty to be honored
- 40 nominal tons
- 60 hertz
- 208 volt 3 phases
- High efficiency/performance
- Full factory refrigerant charge (HFC-410A)
- With factory installed freeze protection
- Refrigerant isolation valves (discharge valve)
- UL listed to US and Canadian safety standard
- ASHRAE 90.1 2010 compliant
- AHRI certified
- Factory installed flow switch - set point 60 cm/sec
- Phase reversal protection
- Std cooling (40 to 65F/4.44 to 18C)
- Grooved pipe connection
- Factory insulation - all cold parts
- Performance based on water
- Wide ambient (0 to 125F/-18 to 52C)
- Microchannel coil
- Across the line starter/direct on line
- Single point connection main line unit power-ancillary items require other power
- Terminal block conn for incoming lines
- Enclosure type UL 1995 rated for outdoor applications
- BACnet interface
- Default A short circuit rating
- Elastomeric isolators
- With water strainer factory installed
- Super quiet
- Architectural louvered panels

Section 7.2 Unit Performance Data:

- Refrigeration capacity (tons) 37.34
- Total power (kW) 43.14
- Cooling efficiency (EER) 10.387
- NPLV.IP (EER) 12.996
- IPLV.IP (EER) 12.996
- Sound power level (dBA) 89
- Sound pressure level (dBA) 63
- Refrigerant R410A
- Refrigerant charge circuit 1 (lb) 19.0
- Refrigerant charge circuit 2 (lb) 19.0
- Oil charge circuit 1 (gal) 1.43
- Oil charge circuit 2 (gal) 1.43
- Entering fluid evaporator (F) 54.00
- Leaving fluid evaporator (F) 44.00
- Flow evaporator (gpm) 89.19
- Min flow evaporator (gpm) 45.40
- Min flow PD evaporator +strainer (ft H2O) 5.25
- Max flow evaporator (gpm) 136.10
- Max flow PD evaporator +strainer (ft H2O) 42.99
- Evap fluid freeze point (F) 32.00
- Fluid pressure drop evaporator (ft H2O) 16.84
- Total PD evaporator +strainer (ft H2O) 19.02
- Evap fouling factor (hr-sq ft-deg F/ Btu) 0.000100
- Saturated evaporator temp circuit 1 (F) 35.01
- Saturated evaporator temp circuit 2 (F) 35.85
- Ambient air temperature (F) 95.00
- Altitude (ft) 0.00
- Saturated condenser temp circuit 1 (F) 116.20
- Saturated condenser temp circuit 2 (F) 116.49
- Compressor power input (kW) 37.95
- RLA - compressor 1A (A) 39.10
- LRA - compressor 1A (A) 267.00
- RLA - compressor 1B (A) 39.10
- LRA - compressor 1B (A) 267.00
- RLA - compressor 2A (A) 39.10

CONTINUED Section 7.2 Unit Performance Data:

- LRA - compressor 2A (A) 267.00
- RLA - compressor 2B (A) 39.10
- LRA - compressor 2B (A) 267.00
- Total airflow (cfm) 33010
- Number of fans (4)
- Fan power (kW) 4.84
- Total fan FLA (A) 27.00
- Single point power MCA (A) 197.30
- Single point power MOP (A) 225.00
- Short circuit current rating (A) 5000.00
- Number of compressors (4)
- Number of circuits (2)
- Refrigeration capacity steps (4)
- Shipping weight (lb) 3306.9
- Operating weight (lb) 3313.5
- Length (in) 113.800
- Width (in) 88.400
- Height (in) 84.800

Section 7.3 – Piping:

- Design, engineer, supply, and install new schedule 40 black steel pipe as needed to properly connect new bidder supplied chillers to existing chill water inlet and outlet water lines.

Section 8.0 – Facility Management System (FMS)

- Vendor shall be responsible for any and all work needed to allow the new chillers to be controlled by the existing facility management system at no additional cost to the owner.
- Provide any and all necessary integrators and/or any other communications devices necessary to allow for the newly installed chillers to communicate with the existing FMS at no additional charge to the owner.
- The controls shall allow for the new chillers to lead/lag with the existing Trane remote monitoring system.
- The chillers shall be able to start/stop from the existing facility management system and by a local start/stop in the event of a failure.
- The chillers shall be interlocked with the existing chill water pumps to prevent start-up without water flow.
- Vendor shall be responsible for any and all work needed to allow the new chiller units to be controlled by the existing FMS at no additional cost to the owner.

- Provide and install any and all necessary integrators and/or any other communications devices necessary to allow for the newly installed chiller units to communicate with the existing FMS at no additional charge to the owner.

Section 9.0 Commissioning:

Commissioning shall be performed by a factory trained representative of equipment supplied. All commissioning shall be performed with an owner's representative present and a hand written report given to owner at completion of commissioning. Seven days from completing the commissioning of the equipment a typed copy of the report shall be delivered to owner.

Section 10.0 - Hours of Work:

Work shall be performed Friday 6:00 pm thru Monday at 6:00 a.m.
One chiller shall be fully operational for the next work day.

Section 11.0 – 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.

There must be a fire watch present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder.

Section 12.0 – 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 successful bidder shall restore the alteration to its original condition, with the same type materials, finish, and workmanship.

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Section 13.0 – Warranty:

All workmanship and materials shall have a minimum of five (5) years on parts, labor, and refrigerant warranty in writing from the manufacturer starting from the date of acceptance of the project against defects. 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 14.0 – SDS:

The bidder 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. The bidder shall provide SDS as per this requirement to the Director of the Jefferson Parish Department of General Services.

Section 15.0 – Permits:

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The successful bidder 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 the Department of General Services before final payment is rendered.

Section 16.0 – Hot Work Permit:

The successful bidder shall obtain a burn permit form from the Department of General Services before any cutting, soldering or welding is performed.

At no additional cost to owner the successful bidder shall provide a fire watch when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder.

Section 17.0 – Liquidated Damages:

Liquidated Damages in the amount of \$500.00 per day will be assessed on the fifteenth day from the date of the "Notice to Proceed" until work is substantially completed.

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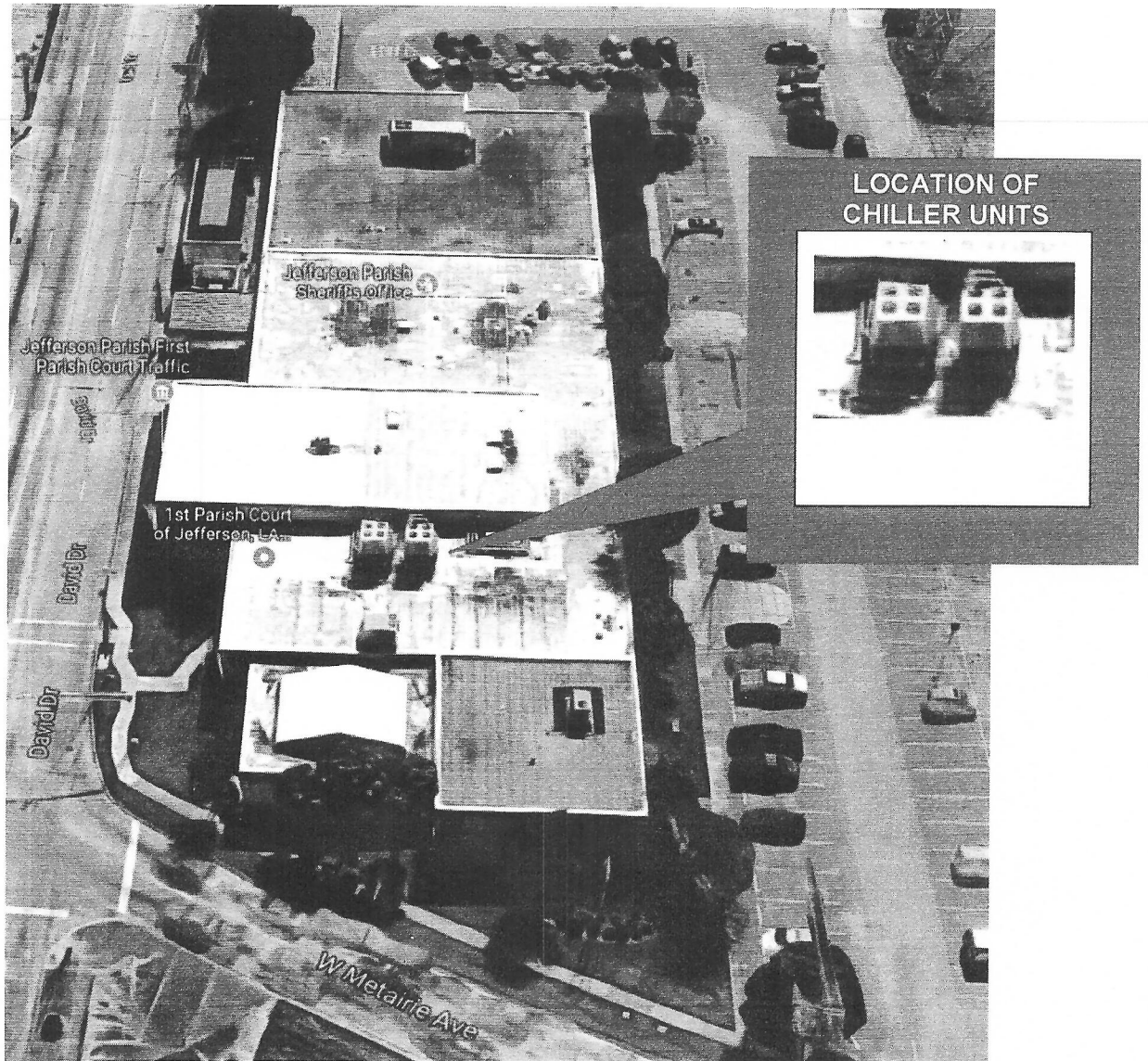
Section 18.0 – Pre-Construction Conference and Notice to Proceed:

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.

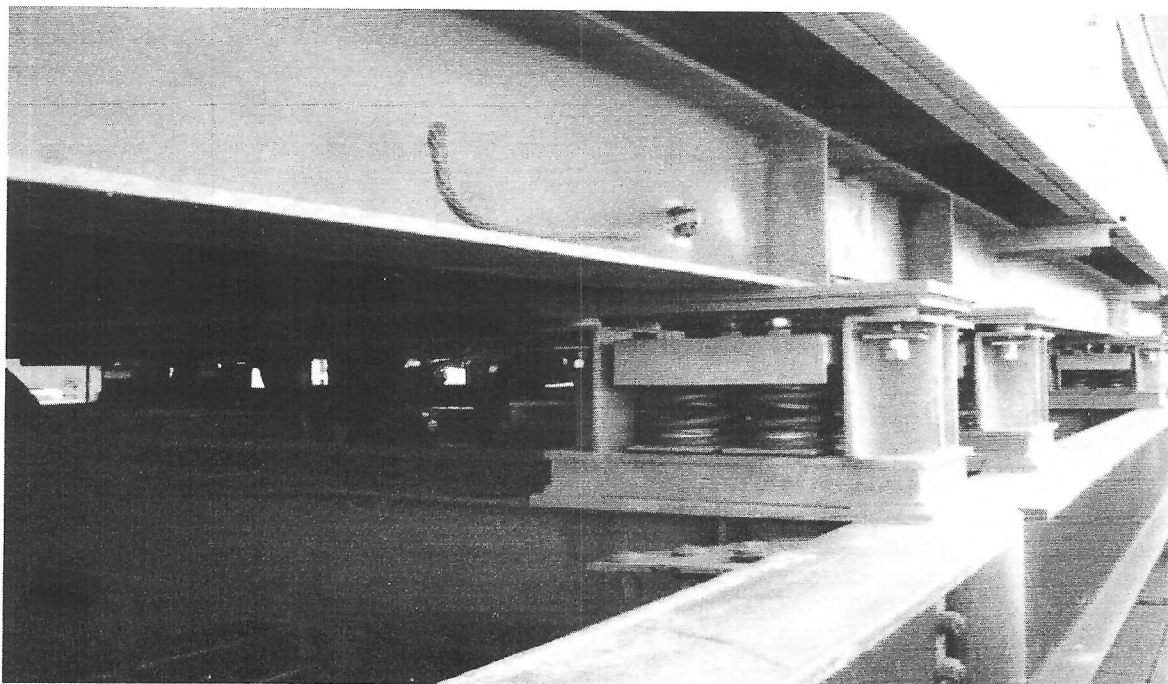
No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work, from the Department of General Services.

Attachment "A"

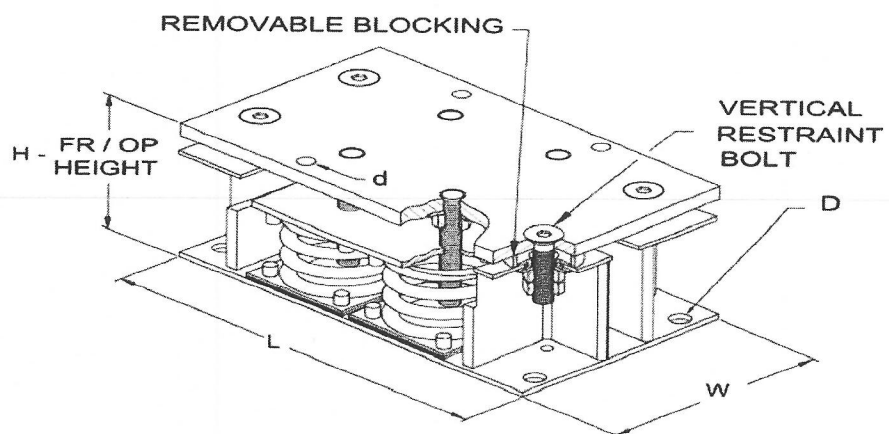


50-00121065

Attachment "B"



50-00121065



50-00121065

DATE: 10/03/2017
BID NO.: 50-00121065

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, 11/07/2017 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 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 via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

1,3,4,5,6,7,10,11,13,14

MANDATORY

**PRE-BID CONFERENCE TO BE HELD AT: JEFFERSON PARISH FIRST PARISH COURT,
924 DAVID DR., METAIRIE, LA AT 10:00 AM
ON 10/23/2017**

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise 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 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 Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are 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 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.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

50-00121065

Page: 5

TO: JEFFERSON PARISH
PURCHASING DEPT
200 DERBIGNY ST. SUITE 4400
GRETN, LA 70053

BID FOR

LABOR, MATERIALS & EQUIPMENT NECESSARY
TO FURNISH & INSTALL TWO (2) NEW
40-TON AIR COOLED WATER CHILLERS AT
JEFFERSON PARISH FIRST PARISH COURT FOR
THE DEPARTMENT OF GENERAL SERVICES

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Charles A. Blaque

(Owner to provide name of entity preparing bidding documents.) and dated: 11-7-17

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following ADDENDA: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) ADDENDUM #1

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

One hundred sixty seven thousand, eight hundred and no cents Dollars (\$) 167,800.00

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

N/A

Dollars (\$) _____

Alternate No. 2 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

N/A

Dollars (\$) _____

Alternate No. 3 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

N/A

Dollars (\$) _____

NAME OF BIDDER: JC Services AC LLC

ADDRESS OF BIDDER: PO Box 791135 New Orleans, LA 70179

LOUISIANA CONTRACTOR'S LICENSE NUMBER: 57756

NAME OF AUTHORIZED SIGNATORY OF BIDDER: Charles A. Blaque

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: Owner / Project Manager

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: Charles A. Blaque

DATE: 11-7-17

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(B)5.

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LSA-R.S. 38:2218.A is attached to and made a part of this bid.

LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM

Bid# 50-00121065

TO: JEFFERSON PARISH
PURCHASING DEPT
200 DERBIGNY ST, STE 4400
GRETN, LA 70053

LABOR, MATERIALS & EQUIPMENT NECESSARY
TO FURNISH & INSTALL TWO (2) NEW
40-TON AIR COOLED WATER CHILLERS AT
JEFFERSON PARISH FIRST PARISH COURT FOR
THE DEPARTMENT OF GENERAL SERVICES

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices.
Amounts shall be stated in figures and only in figures.

DESCRIPTION: <input checked="" type="checkbox"/> Base Bid 0010 - 40-TON AIR COOLED WATER CHILLERS AT FIRST PARISH COURT <input type="checkbox"/> Alt. # _____				
REF NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)
1	1.00	JOB	167,800.00	

DESCRIPTION: <input type="checkbox"/> Base Bid N/A <input type="checkbox"/> Alt. # _____				
REF NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input type="checkbox"/> Base Bid N/A <input type="checkbox"/> Alt. # _____				
REF NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input type="checkbox"/> Base Bid N/A <input type="checkbox"/> Alt. # _____				
REF NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input type="checkbox"/> Base Bid N/A <input type="checkbox"/> Alt. # _____				
REF NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input type="checkbox"/> Base Bid N/A <input type="checkbox"/> Alt. # _____				
REF NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input type="checkbox"/> Base Bid N/A <input type="checkbox"/> Alt. # _____				
REF NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)

DESCRIPTION: <input type="checkbox"/> Base Bid N/A <input type="checkbox"/> Alt. # _____				
REF NO.	QUANTITY	UNIT OF MEASURE	UNIT PRICE	UNIT PRICE EXTENSION (Quantity times Unit Price)

Wording for "DESCRIPTION" is to be provided by the Owner.
All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

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

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Orleans

BEFORE ME, the undersigned authority, personally came and appeared: Charles
A. Blaque, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized owner of JC Service AC LLC (Entity).
the party who submitted a bid in response to Bid Number 50-00121065 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.

Affiant further said:

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

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.

Affiant further said:

Affiant personally has not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. No individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the Bidding Entity, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67, 16)
- (c) Theft of a business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Issuing worthless checks (R.S. 14:71)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Contractors; misapplication of payments (R.S. 14:202)
- (i) Malfeasance in office (R.S. 14:134)

The five-year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

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

Affiant further said:

- (1) Entity is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
- (2) Entity shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana.
- (3) Entity shall require all subcontractors to submit to the Entity a sworn affidavit verifying compliance with statements (1) and (2).

Charles A. Blaque
Signature of Affiant

CHARLES A. BLANQUE
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 1st DAY OF November, 2011

[Signature]
Notary Public

JAMES MARRIN
Printed Name of Notary

29112
Notary/Bar Roll Number

My commission expires at death

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.

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.

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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/7/2017

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

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

PRODUCER E B Ducasse Insurance Agency, Inc 3200 Ridgellake Dr, Suite 401 Metairie LA 70002 INSURED J C SERVICES AC LLC PO BOX 791135 NEW ORLEANS LA 70179-1135		CONTACT NAME: Darly Oser PHONE (A/C, No, Ext): (504) 840-9883 E-MAIL ADDRESS: doser@ebducasse.com FAX (A/C, No): (504) 840-9889 INSURER(S) AFFORDING COVERAGE <table><tr><td>INSURER A :United Fire and Indemnity Co</td><td>NAIC # 19496</td></tr><tr><td>INSURER B :LWCC</td><td>22350</td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>		INSURER A :United Fire and Indemnity Co	NAIC # 19496	INSURER B :LWCC	22350	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER A :United Fire and Indemnity Co	NAIC # 19496														
INSURER B :LWCC	22350														
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:17-18 #1

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		60392983	5/19/2017	5/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability Exclusion \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	OTHER:					
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY					
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		60392983	5/19/2017	5/19/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS					
A	<input checked="" type="checkbox"/> UMBRELLA LIAB					
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	60392983	5/19/2017	5/19/2018	EACH OCCURRENCE \$ 2000000 AGGREGATE \$ 2000000
	DED <input type="checkbox"/> RETENTION \$					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	150227A	1/19/2017	1/19/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					

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

The general liability and auto liability policies contain a blanket additional insured and blanket waiver of subrogation if required by written contract. The general liability policy is primary and non contributory when required by written contract.

Bid #50-00121065

CERTIFICATE HOLDER**CANCELLATION**

Jefferson Parish First Parish Court for
Dept of General Services c/o Jefferson
Parish Purchasing Dept
200 Derbigny Street
Gen Govt Bldg Suite 4400
Gretna, LA 70053

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

E Ducasse Sr./WAYNE

Edward B. Ducasse Sr.

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JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

November 2, 2017

ADDENDUM #1

Bid No.: 50-00121065

Bid Opening Date: November 7, 2017

For: Labor, materials and equipment necessary to furnish and install two (2) new 40-ton air cooled water chillers at Jefferson Parish First Parish Court for the Department of General Services

Questions and Answers:

Question: Are we required to replace existing disconnects and fuses?

Answer: Yes as per section 7.0 of the bid specifications "Design, engineer, supply and install new 208/230 volt circuit breaker disconnect on each new chiller".

Question: In Section 7.0 Bid Specifications it states, Supply and install restrained spring isolation pads between existing platform and new chillers. See Attachment "B" in lieu of that can we use a Rubber-In-Shear (RIS) Isolator Kit

Answer: No.

Question: Section 7.0 bid specifications:

"Design, engineer, supply, and install new 208/230 volt circuit breaker disconnect on each chiller. Does this require the contractor to replace existing 400amp fuse disconnect?"

Answer: Yes.

Question: Section 7.0 bid specifications:

Requires spring isolation pads. Section 7.1 general units description - requires elastomeric isolators. Please clarify.

Answer: The unit comes with elastomeric isolators Jefferson Parish is requiring restrained spring isolation pads. See attachment B for illustration.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

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Question: Section 7.2 unit performance data:

Refrigeration capacity (tons) 37.34.

Would another manufacturer's chiller with a capacity of 35.1 be acceptable?

Answer: As per section 7.0 "If bidder intends to provide a unit other than specified by the owner, the bidder shall indicate on the bid form the make and model of proposed unit(s)".

Question: Is the contractor required to remove refrigerant from existing chiller?

Answer: See section titled "Addition to the Bid Specifications" included in this addendum.

Question: Is the contractor required to remove existing chiller from site?

Answer: See section titled "Addition to the Bid Specifications" included in this addendum.

Question: What is the existing Facility Management System/controls?

Answer: Schneider Electric, Trane, and Invensys Building Systems

Question: In Spec Section 7.0:

There is a note related to Vibration Isolation indicating Isolator Springs, as well as in the photos. These photos do not match what is existing. Is the intention to replace the spring isolators on the chiller with isolators that are similar to the existing ones?

Note: The spec and the photo indicates Spring Isolator with Structural Isolation Rails that require additional steel both below the isolators and on top of them. Some engineering would be required for sizing this type of isolator properly.

Answer: Is the intention to replace the spring isolators on the chiller with isolators that are similar to the existing ones. Yes, the vibration isolators shall be spring type isolators to match existing spring isolators. The photo is an example of the isolators that will be required in place of rubber isolators.

Question: Please confirm the five year warranty on all workmanship, materials and refrigerant in writing is required from the manufacturer for the above captioned project.

The area which I am inquiring about is as follows:

- On page SP-8 of the specifications, of the attachment, under section 13.0 – Warranty: it states:



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

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Section 13.0 – Warranty:

All workmanship and materials shall have a minimum of five (5) years on parts, labor, and refrigerant warranty in writing from the manufacturer starting from the date of acceptance of the project against defects. 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.

I want to confirm that it is the manufacturer's responsibility for the five year warranty on the workmanship and materials.

Answer: The minimum five year warranty is on all workmanship, materials, parts, labor, and refrigerant on the equipment installed. The manufacturer shall submit the minimum five year warranty paperwork listing all workmanship, materials, parts, labor, and refrigerant in writing.

ADDITION TO THE BID SPECIFICATIONS:

Add the following to section 7.0 of the specifications:

- Remove all refrigerant from each existing unit and place in owner provided cylinders
- Deliver existing chillers and refrigerant cylinders to the Jefferson Parish Surplus Property Yard located at 920 David Drive Metairie, LA 70003

THE BID OPENING DATE WILL REMAIN THE SAME NOVEMBER 7, 2017 AT 2:00 P.M.

Sincerely,

Daphne Nelson

Daphne Nelson, Buyer II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
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Director

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This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.