

DATE: 7/23/2019

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00127424

**JEFFERSON PARISH**

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

VENDOR:

BUYER: SFOLSE@jeffparish.net

Bids will be received until 11:00 AM, 8/05/2019 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net) or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. 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 submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [purchasing.jeffparish.net](http://purchasing.jeffparish.net) and clicking on On-line forms.

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

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

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

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

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

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

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

All formal Addenda require written acknowledgment on the bid form by the bidder. 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 A117.1-1961).

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**

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

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

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

3,4,5,6,10,13

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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

DATE: 7/23/2019  
BID NO.: 50-00127424

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

VENDOR:

BUYER: SFOLSE

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

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

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

<b>DELIVERY: FOB JEFFERSON PARISH</b>	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>9-5-19</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>10 DAYS 9-19-19</u>
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>30 DAYS</u>

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) 21904

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>AUTOMATED CONTROL SYSTEMS, INC.</u>	
SIGNATURE: (Must be signed here) <u>Paul Reuter</u>	TITLE: <u>PRESIDENT</u>
PRINT OR TYPE NAME: <u>PAUL REUTER</u>	
ADDRESS: <u>P.O. Box 9566</u>	
CITY, STATE: <u>METAIRIE, LA.</u>	ZIP: <u>70055-9566</u>
TELEPHONE: <u>(504) 885-3694</u>	FAX: <u>(504) 885-3700</u>
EMAIL ADDRESS: <u>preuter@accompanies.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 15,650.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127424

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>LABOR, MATERIALS &amp; EQUIPMENT NECESSARY TO REMOVE EXISTING, SUPPLY AND INSTALL NEW VFD DRIVES &amp; CONTROLLERS FOR THE EMERGENCY MANAGEMENT BUILDING.</p> <p>0010 - LABOR &amp; MATERIALS REMOVE SIX (6) VFD AND THREE (3)PLC AND SUPPLY AND INSTALL SIX (6) NEW VFD AND THREE (3) (PLC) FOR THE BOOSTER SYSTEM LOCATED AT THE:</p> <p>EMERGENCY MANAGEMENT BUILDING 910 3RD ST. GRETNA, LA 70053</p> <p>***PLEASE SEE ATTACHED SPECIFICATIONS***</p>	# 15,650. <sup>00</sup>	# 15,650. <sup>00</sup>

**LABOR & MATERIALS & EQUIPMENT NECESSARY TO REMOVE EXISTING, SUPPLY  
& INSTALL NEW VFD DRIVES & CONTROLLERS FOR THE EMERGENCY  
MANAGEMENT BUILDING**

**BID #50-127424**

**SECTION 1.0 – SITE VISITS:**

Site Visits are being offered for this Job.

Please Contact Chris Frazier @ 504-364-2675 or [CFrazier@jeffparish.net](mailto:CFrazier@jeffparish.net)

**SECTION 2.0 – SCOPE:**

We extend this bid to provide labor, materials, delivery, equipment and all other incidentals necessary to remove six (6) existing variable frequency drives, three(3) existing programmable logic controllers (plc), supply and install six (6) new ABB® variable frequency drives, install three (3) new Delta –P/ Carver variable speed booster systems with programmable logic controllers (PLC) and touchscreens at the Jefferson Parish Emergency Operation and Communication Center located at 910 3<sup>rd</sup> Street, Gretna, LA. 70053.

**SECTION 3.0 –LICENSE REQUIREMENTS:**

The following Louisiana State licenses will be required for this bid:

- Commercial Contractor with a specialty in the following Category:
- Instrumentation and Calibration

**SECTION 4.0 – QUANTITIES/INSPECTION:**

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of labor and materials and equipment required to complete this project.

**SECTION 5.0 -SUBMITTALS:**

If bidder intends to provide equipment and/or materials other than specified in Section 7.0 and 7.1 all submitted equipment and materials shall be equal to or greater than owner specified. Bidder must include with their bid submittal any literature, manufacture specification, etc. indicating the

submitted equipment and materials are greater than or equal to the owner specifications. Failure to provide the requested information with the bid will result in the bid being deemed non-responsive.

## **SECTION 6.0 -SPECIFICATIONS:**

- All items shall be as specified or owner reviewed and approved equal.
- All materials for this project shall be bidder supplied new.

### **REMOVAL OF EQUIPMENT:**

- Remove and properly dispose of six (6) existing variable frequency drives.
- Remove and properly dispose of three (3) existing proportional-integral-derivative (PID) touchscreen pump controllers.

### **INSTALLATION OF EQUIPMENT:**

- Supply and Install six (6) new wall mounted ABB® Model ACH550-UH-08A8-4 5HP 460V Variable Frequency Drives (VFD)
- Supply and install three (3) new Delta –P/ Carver variable speed booster systems with programmable logic controllers (PLC) and touchscreen.
- All mounting and securing hardware shall be stainless steel.
- No additional compensation will be allowed for modification of mounting location. This work shall be part of the bid.
- Connect new VFD to existing external branch 3 phase 460 volt fused disconnect.
- Use of existing high and low voltage wiring will be allowed on this project.
- Successful bidder shall supply and install any new high and low voltage wire need to connect new VFD and PLC.
- All wire shall be sized as per all Local, State, Federal, and Manufacturer guidelines.
- All high and low voltage wire shall be run in ridged conduit
- All high and low voltage wire shall be copper
- All lugs shall be properly sized to match wire size
- Work shall be completed and the VFD fully operational prior to work beginning on the next VFD.
- Bidder shall be responsible for all work needed to allow the variable frequency drive to be controlled by the new TIGERFLOW® Mark V variable speed booster systems at no additional cost to the owner.

## **SECTION 7.0 – VARIABLE FREQUENCY DRIVE DESCRIPTION:**

- ABB® Variable Frequency Drives (VFD)
- Model ACH550-UH-08A8-4 5HP
- 460V
- BACnet capability

- Bypass motor starter
- Wall mounted
- Factory mounted Hand Off Automatic (HOA) switch
- Bypass serial communications with major BAS protocols embedded
- Supply fan run-stop control
- Smoke control
- Damper control
- Static pressure control
- Fireman's override
- Single-phase protection in bypass mode
- programmable manual or automatic transfer to bypass
- Proof of Flow
- Pad lockable in the OFF position
- Electronic motor overload protection
- Local programming and operator keypad with LCD display
- Two contactors:
  1. One contactor is the bypass contactor, used to connect the motor directly to the incoming power line in the event that the Variable frequency drive is out of service.
  2. Second contactor is the Variable frequency drive output contactor that disconnects the Variable frequency drive from the input power and the motor when the motor is operating in the Bypass mode.
- The drive output contactor and the bypass contactor are interlocked to prevent "back feeding," which occurs if line voltage is applied to the Variable frequency drive output terminals.

**SECTION 7.1-VARIABLE SPEED BOOSTER SYSTEM:**

- Delta -P/ Carver
- Non-Volatile Memory for All User Set points
- 6" Color Touch Screen HMI
- "TAP" Technology Set point Adjustment
- Individual HOA Pump Operation
- Individual Pump Run Indication and Verification
- Pump Sequencing Based on Pressure and/or Flow
- Field Adjustable Settings
- Pump Alternation
- Event History Records up to 100 Past Events
- Suction & Discharge Pressure Read out in PSI
- High Suction Economy Mode
- 7 Password-Protected Levels of Security
- Field Adjustable Passwords
- Multiple Communication Protocols (BACnet, ModBus, Profinet, etc.)
- Communication Ports RS-485, RS-232, Ethernet, etc.

- Touch-Safe DC Power Supply
- 24 VDC Digital I/O
- Through Door Disconnect(s) with Individual Motor Fuse or Circuit Breaker Protection
- Alarm Horn & Indicating Light

### **SECTION 8.0 COMMISSIONING:**

Commissioning shall be performed by a factory authorized and trained representative of equipment manufacturer. 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 9.0 - HOURS OF WORK:**

Work that shall not affect the normal operation of this facility can be scheduled during normal working hours Monday thru Friday 7:00 a.m. – 4:00 p.m. all other work will need to be scheduled after normal working hours or weekends.

### **SECTION 10.0 – CLEANING AREA AND SAFETY:**

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

### **SECTION 11.0 – EXISTING STRUCTURE**

Should any cutting, patching, alteration, addition, or repairs to existing parking lot be required of this project, the successful bidder shall restore the area to its original condition, with the same type materials, finish, and workmanship.

### **SECTION 12.0 – WARRANTY:**

All workmanship and materials shall have a minimum of one (1) years parts and labor 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 13.0 – 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 14.0 – 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.

**SECTION 15.0 – LIQUIDATED DAMAGES:**

Commencing on the thirty-first day following the notice to proceed until work is substantially complete, liquidated damages will be assessed in the amount of \$300/day.

**SECTION 16.0 – 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.

## STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

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

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

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

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

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

**COMMERCIAL GENERAL LIABILITY**

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

**COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

**DEDUCTIBLES** - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

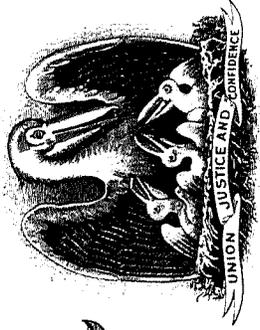
1) **OWNER'S PROTECTIVE LIABILITY**

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.

# State of Louisiana



## State Licensing Board for Contractors

This is to Certify that:

AUTOMATED CONTROL SYSTEMS, INC.  
P. O. Box 9566  
Metairie, LA 70055-9566

is duly licensed and entitled to practice the following classifications

ELECTRICAL WORK (STATEWIDE); SPECIALTY: HEAT, AIR CONDITIONING, VENTILATION DUCT  
WORK AND REFRIGERATION; SPECIALTY: INSTRUMENTATION AND CALIBRATION



Witness our hand and seal of the Board dated,  
Baton Rouge, LA 26th day of April 2018

*Michelle M. O'D*  
Director

*See Malott*  
Chairman

*Andy D'Amico*  
Treasurer

Expiration Date: April 25, 2021

License No: 21904

This License Is Not Transferrable



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/29/2019

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 have ADDITIONAL INSURED provisions or 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 Eustis Insurance, Inc.  110 Veterans Memorial Blvd., Ste 200  Metairie, LA 70005-4913	1-504-586-0440	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL: ADDRESS:	FAX (A/C, No):
INSURED Automated Control Systems, Inc.  P.O. Box 9566  Metairie, LA 70055-9566		INSURER(S) AFFORDING COVERAGE INSURER A: CONTINENTAL INS CO INSURER B: NATIONAL FIRE INS CO OF HARTFORD INSURER C: WESCO INS CO INSURER D: CONTINENTAL CAS CO INSURER E: COLUMBIA CAS CO INSURER F:	
		NAIC # 35289 20478 25011 20443 31127	

**COVERAGES**

CERTIFICATE NUMBER: 534751033

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 INSD	SUBR 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 <input checked="" type="checkbox"/> Empl. Ben. \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6076591523	04/18/19	04/18/20	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1000000 MED EXP (Any one person) \$ 15000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000 Employee Benefits \$ 1000000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			6076591537	04/18/19	04/18/20	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			6076591554	04/18/19	04/18/20	EACH OCCURRENCE \$ 2000000 AGGREGATE \$ 2000000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N N/A			WWC3409754	04/18/19	04/18/20	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1000000 E.L. DISEASE - EA EMPLOYEE \$ 1000000 E.L. DISEASE - POLICY LIMIT \$ 1000000
D	<input checked="" type="checkbox"/> Install./Bldr. Risk			C3011102987	04/18/19	04/18/20	Install. Floater 50,000
E	<input checked="" type="checkbox"/> Prof/Pollution Liability			CEO2088361809	04/18/19	04/18/20	1000000/2000000 2000000

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

Certificate holder will be considered an additional insured & a waiver of subrogation will be provided on the Gen.Liab. and Auto policies if required by written contract. The General Liability policy will be primary and non-contributory if required by written contract. The Workers Compensation policy will provide a Waiver of Subrogation if required by written contract. The Umbrella policy is excess to the General Liability, Auto, and Employers Liability policies subject to the terms, conditions and exclusions of the Umbr.policy. The above coverage is subject to the following forms' terms, conditions and exclusions: CNA75081XX, CNA75240LA, CNA74705XX, CNA63359XX, WC0003130484 (04/84).

**CERTIFICATE HOLDER****CANCELLATION**

The Parish of Jefferson, Its Districts, Depts. & Agencies Under the Direction of the Parish Pres. & Parish Council Michelle Dufrene 200 Derbigny Street, Suite 3300 Department of General Services Gretna, LA 70053  USA	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 
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