

DATE: 4/19/2017

Page: 5

BID NO.: 50-00119458

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

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

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

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

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

60 days ARO

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

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

FIRM NAME: Trafficware Group, Inc.

ADDRESS: 522 Gillingham Ln, Sugar Land, TX 77478

CITY, STATE: Sugar Land, TX ZIP: 77478

TELEPHONE: (281)-240-7233 FAX: (281)-240-7238

EMAIL ADDRESS: joecluster@trafficware.com

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

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

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 38,750.<sup>00</sup>/<sub>xx</sub>

AUTHORIZED SIGNATURE: [Signature]

TITLE: CEO

Joe Cluster  
Printed Name

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

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

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119458

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	5.00	EA	<p>A ONE-TIME PURCHASE OF BASE MOUNTED CABINETS FOR TRAFFIC SIGNAL CONTROLLERS FOR THE JEFFERSON PARISH DEPARTMENT OF ENGINEERING</p> <p>0001 - CABINET ASSEMBLY, 12 LOAD CELLS, 6 TRANSFER RELAYS, DETECTOR RACK W/PS, TWO EACH FOUR CHANNEL CARD RACK DETECTOR, TIME DELAY, TYPE P, (TYPE 6) CABINET, WIRED NO CONTROL EQUIPMENT.</p> <p>SPECIFICATIONS ATTACHED</p> <p>THE CABINET MUST BE COMPATIBLE AND WORK WITH THE EXISTING ELECTRICAL EQUIPMENT IN THE FIELD. THESE CABINETS ARE USED TO OPERATE/RUN THE INTERSECTIONS.</p> <p>DELIVER TO AND SEND INVOICE TO: JEFFERSON PARISH TRAFFIC ENGINEERING 2100 DICKORY AVENUE HARAHAN, LA 70123</p>	<del>\$7,750.00</del> <del>XX</del>	<del>\$38,750.00</del> <del>XX</del>

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
TRAFFICWARE GROUP,  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF TRAFFICWARE GROUP, INC.  
INCORPORATED, DULY NOTICED AND HELD ON April 27, 2017,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT JOE WINTER, 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

4/28/17

\_\_\_\_\_  
DATE



## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
TRAFFICWARE GROUP,  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF TRAFFICWARE GROUP, INC.  
INCORPORATED, DULY NOTICED AND HELD ON APRIL 27, 2017,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT JOE CUSTER, 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

4/28/17

\_\_\_\_\_  
DATE



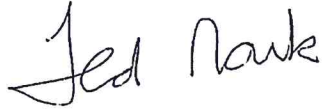
**Corporate Resolution - Board Consent**  
**Trafficware Group, Inc.**  
**April 27, 2017**

The directors of Trafficware Group, Inc. ("Trafficware") hereby appoint Joe Custer, as CFO of Trafficware, with full power and authority to act on behalf of the 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.



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Charles Gwirtsman, Board Member



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Ted Nark, Board Member



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Jon Newhard, CEO

**Non-Public Works Bid**

**AFFIDAVIT**

**STATE OF** Texas

**PARISH/COUNTY OF** Fort Bend

BEFORE ME, the undersigned authority, personally came and appeared: Joe  
Custer, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized CFO of Trafficware Group, (Entity),  
the party who submitted a bid in response to Bid Number 50-00119458, 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** X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

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

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

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

Affiant further said:

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

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



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

Signature of Affiant

Joe Custer

Printed Name of Affiant

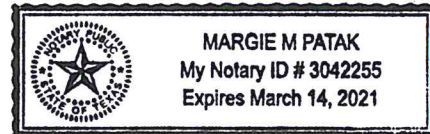
SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 26th DAY OF APRIL, 2017.

Margie M Patak  
Notary Public

Margie M Patak  
Printed Name of Notary

3042255  
Notary/Bar Roll Number

My commission expires 3-14-21.



#361955

**Form W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Trafficware Group, Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  
☐ Individual/sole proprietor or single-member LLC  
☒ C Corporation  
☐ S Corporation  
☐ Partnership  
☐ Trust/estate  
☐ Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, Partnership) **>**  
☐ Other (see instructions) **>**

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
 Applies to accounts maintained outside the U.S. \_\_\_\_\_

5 Address (number, street, and apt. or suite no.)  
**522 Gillingham**

6 City, state, and ZIP code  
**Sugar Land, TX 77478**

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number  
 [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]  
 or  
 Employer identification number  
 [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person **[Signature]** Date **4-24-17**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/irv9](http://www.irs.gov/irv9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1068 (mortgage interest), 1068-E (student loan interest), 1098-T (tuition)
- Form 1065-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing this filed-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
- Certify that you are not subject to backup withholding; or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

## **Non-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*





**Bid Number 50 - 00119458**

**A ONE-TIME PURCHASE OF BASE MOUNTED CABINETS FOR TRAFFIC  
SIGNAL CONTROLLERS FOR THE JEFFERSON PARISH DEPARTMENT OF  
ENGINEERING**

**BID DUE: May 4, 2017, 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: Melissa Ovalle  
Buyer Email: movalle@jeffparish.net  
Buyer Phone: (504) 364-2687**



# 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 bids, corporate resolutions and/or written evidence of signature authority must be included with bid submission.
- Effective June 1, 2017, bidders may no longer send bid responses via facsimile, as some bid solicitations may provide. Vendors responding to bid solicitations may only submit via USPS, courier service, hand delivery or via online by registering free of charge at [www.jeffparishbids.net](http://www.jeffparishbids.net). For more information, please contact the Purchasing Department or visit [jeffparish.net](http://jeffparish.net).
- 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 continue producing 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.

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053

Office 504.364.2678 – Fax 504.364.2693

Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)

## **BASE MOUNTED CABINET (P-TYPE) FOR FULL-ACTUATED CONTROLLER WITH PREEMPTION AND HARDWIRE INTERCONNECT**

### **1.0 SPECIFICATIONS PURPOSE**

This specification describes the minimum acceptable requirements for a base mounted cabinet to house a solid state full-actuated controller unit, load switches, flasher, preemption equipment and conflict monitor.

### **2.0 DESIGN REQUIREMENTS**

Unless otherwise called for in the plans, the cabinet shall be a base mount cabinet with the following external dimensions:

Width.....- 44 inches

Height.....- 54 inches

Depth .....- 26 inches

The height and depth dimensions may be plus 4 inches, minus 2 inches.

### **3.0 MOUNTING REQUIREMENTS**

The base mounting holes shall be located at the corners of a 40.6-inch by 18.5-inch rectangle. The holes shall be slotted to allow the cabinet to be adjusted plus or minus 1/2 inch along the short dimension of the cabinet and shall be large enough to accommodate a 1 inch diameter bolt.

- 3.1 Four, 3/4 inch (minimum) by 18 inch galvanized anchor bolts with nuts and washers and a mounting template shall be provided for each cabinet.

### **4.0 MISCELLANEOUS REQUIREMENTS**

- 4.1 The cabinet shall be constructed using unpainted sheet aluminum with a minimum thickness of 0.125 inch. No wood, wood fiber products or other flammable material shall be used in the cabinet. All welds shall be neat and of uniform consistency.
- 4.2 The cabinet shall be completely weatherproofed to prevent the entry of water. All un-welded seams shall be sealed with a clear or aluminum colored weather seal compound. Aluminum lifting eyes or ears shall be permanently attached or built into the cabinet to permit the purchaser to lift the cabinet with a sling. The corners of each eye or ear shall be rounded.



- 4.3 Vertical shelf support channels shall be provided to permit adjustment of shelf location in the field.
- 4.4 Each cabinet shall be equipped with an extra set of Unistrut channels or a keyhole panel on either side of the front section of the cabinet to permit the purchaser to mount additional equipment as necessary.
- 4.5 Shelves shall be at least 10 1/2 inches deep and be located in the cabinet to provide a 1/2 inch clearance between the back of the shelf and the back of the cabinet.
- 4.6 There shall be sufficient shelf space to accommodate a controller unit 13 inches high, a 12 channel NEMA conflict monitor and 12 NEMA type loop detector amplifiers. An additional space 12 inches high, 14 inches wide and 12 inches in depth, shall be provided.
- 4.7 The cabinet shall be vented and cooled by two (2) thermostatically controlled fans. The fans shall be a commercially available model with a capacity of at least 100 CFM. The thermostat shall be an adjustable type with a range of between 70 and 110 degrees F. A press-to-test switch shall be provided to test the operation of the fans.
- 4.8 The intake for the fan ventilation system shall be filtered with an air conditioning filter. The filter dimensions shall be 14 inches wide by 25 inches high by one inch thick. The filter shall be securely mounted so that any air entering the cabinet must pass through the filter. *The cabinet opening for this intake of air shall be large enough to use the entire filter.* The air intake and exhaust vent shall be screened to prevent entry of insects. The screen shall have openings no larger than 0.0125 sq. inch. The total free air opening of the exhaust vent shall be large enough to prevent excessive back pressure on the fans.
- 4.9 The cabinet shall be provided with a unique five digit (minimum) serial number, which shall be stamped directly on the cabinet or engraved on a metal or metalized Mylar plate, epoxied or riveted with aluminum rivets to the cabinet. The digits shall be at least 0.2 inch in height and located on a visible interior sidewall of the cabinet near the front.

## 5.0 BACK PANEL

- 5.1 The back panel shall be designed to accept 12 NEMA load switches (Eight vehicle phases and four positions for overlap and/or pedestrian phase combinations) and a NEMA two circuit flasher. A minimum of six flash transfer relays (NEMA standard) shall be provided to permit the use of the overlap/pedestrian load switches in any combination without having to add more relays.
- 5.2 The back panel shall be hinged at the bottom and shall fold down and out from the top for maintenance with all components (load switches, relays, etc.) in place. It shall be possible to gain full access to the back of the panel in less than two minutes using simple tools. Wire termination points on the back of the back panel shall be numbered or identified to correspond to the labeling on the face of the panel. No printed circuits on back panels shall be permitted. No components shall be mounted behind the back panel. Transient suppression devices for relay coils are an exception to this requirement.
- 5.3 The bottom edge of the back panel shall be at least six inches above the base of the cabinet.
- 5.4 The outputs from the controller to the load switches shall be brought through posted 6-32 x 1/4 inch binder head screw terminals with removable shorting bars installed.
- 5.5 The controller assembly back panel shall provide 12 load switch sockets connected for 8 vehicle (phase 1-8) and 4 overlap (phases 2,4,6 and 8) movements. Twelve load switches shall be supplied with each cabinet. It shall be possible to easily configure the overlap load switches to perform pedestrian functions using only a screwdriver.
- 5.6 The load switches and flasher shall be supported by a shelf or bracket(s), designed to accept all NEMA type load switches and flashers that will support the switch and prevent vibration from dislodging it from the socket in the back panel.
- 5.7 The load switch outputs shall be brought out through posted 10-32 x 5/16 inch binder head screw terminals. Field wiring for the signal heads shall be connected at this terminal strip.
- 5.8 Flash programming of either Amber or Red flashing field signal indications shall be easily configured using only a screwdriver.



## 6.0 DETECTOR PANEL

- 6.1 The cabinet shall have a loop detector panel mounted on the left side of the cabinet. This panel shall provide for all connections between loops at the street and detector amplifiers, Pedestrian call isolation, detector test switches and connection between detector amplifiers and the controller unit.
- 6.2 Inputs from the street loops shall be brought in through posted 10-32 x 5/16 inch binder head screw terminals. Terminations shall be provided for 16 loops inputs, four pedestrian push buttons (for phases two, four, six and eight), and four emergency vehicle preemption detectors.
- 6.3 The outputs from the detectors to the controller shall be brought through posted 6-32 x 1/4 inch binder head screw terminals with either removable shorting bars installed or wire jumpers located on separate terminals on the face of the back panel.
- 6.4 An ON-OFF MOMENTARY toggle switch shall be provided for each vehicle and pedestrian phase to permit the user to disconnect the input from the detector for that phase from the controller unit, or permit the user to place a call to the controller. The MOMENTARY position shall place a call to the controller. The ON position shall connect the detector to the controller unit. The center OFF position shall disconnect the detector from the controller unit.
- 6.5 Pedestrian isolation card shall be provided. Pedestrian calls from pushbuttons shall be optically isolated from the controller inputs using external solid-state circuitry mounted on a pedestrian isolation card.

## 7.0 DETECTOR CARD RACK

- 7.1 Card rack shall be designed with top and bottom card guides for four-four channel detector cards mentioned above, one four channel Opticom phase selector, and a power supply installed.
- 7.2 The housing shall be constructed of 5052 aluminum alloy of a minimum thickness 0.062 inch.



- 7.3. The dimension of the rack shall be approximately 19 inches wide, 6 inches high and 9 inches deep. The rack shall be mounted to the bottom shelf in the cabinets, hinged to swing out to provide access to the rear assembly without removing the shelf(s) size to be increased to include space for the 3M opticom detector and wiring to the emergency preemtor input.
- 7.4. The power supply shall be a separate device with the necessary wiring to connect to the detector rack. And operate on 120 VAC, 60 Hz, and the AC+ into the power supply shall be fused. The fuse shall be located on the supply card, permanently labeled indicating the fuse and size. The supply shall meet NEMA specifications and provide 24 VDC, 385 ma, regulated as specified in NEMA TS-1-1989, Section 15.2.6.2. A power indicator and a fuse shall be provided on the front of the supply for each output. A pull handle shall be on the front of the unit. The power supply shall be located on the left side of the rack when viewed from the front. DC voltage from the power supply shall not be supplied to the isolator positions.
- 7.5. The rack shall be wired with a separate power cord and individual wires to each card position. Each module slot shall be wired directly to the card edge connector with color coded harness. The harness shall meet the requirements for wiring elsewhere in this standard. Each input from the field wiring shall be a twisted pair. A sufficient amount of slack in the wiring harness shall allow the rack to be moved for visual inspection and mechanical repairs. The wiring shall be cabled together into a harness, attached to the back right side (viewed from the front) with an approved cable clamp, and routed to the back and detector panel.
- 7.6. The cards in the rack shall be numbered from left to right viewed from the front in order to identify the position function. The first position will be the power supply; the second, a four channel detector for phases 1, 2, 3, and 4; the third, a four channel detector for phases 5, 6, 7, and 8; the fourth, a four channel detector for special detectors 1, 2, 3, and 4; the fifth, a four channel detector for special detectors 5, 6, 7, and 8; and the sixth position shall be a four channel opticom phase selector wired to the first four emergency vehicle preemption inputs.

## 8.0 CABINET DOOR

- 8.1. The cabinet shall be provided with one door in front that will provide access to the cabinet. The door shall be provided with three hinges with non-removable stainless steel pins, or a full-length piano hinge with a stainless steel pin spot-welded at the top of the hinge. The hinge(s) shall be mounted so that it is not possible to remove them from the door or cabinet without first opening the door. The bottom of the door opening shall extend at least to the bottom level of the back panel.
- 8.2. The door and hinge(s) shall be braced to withstand a 50-pound per vertical foot of door height load applied vertically to the outer edge of the door when standing open. There shall be no permanent deformation or impairment of any part of the door or cabinet body when the load is removed. Provisions shall be designed to hold the door open at approximately 90 degrees and 180 degrees.
- 8.3. The cabinet door shall be fitted with a Number 2 Corbin lock and cast aluminum or chrome plated steel handle with a 1/2-inch (minimum) shaft and a three point latch. The lock and latch design shall be such that the handle cannot be released until the lock is released. One key shall be provided for each cabinet. The lock shall be located clear of the arc of the handle. The door handle shall be capable of being padlocked in the closed position.
- 8.4. A gasket shall be provided to act as a permanent dust and weather resistant seal at the controller cabinet door facing. The gasket material shall be of a nonabsorbent material and shall maintain its resiliency after long-term exposure to the outdoor environment. The gasket shall have a minimum thickness of 3/8 inch. The gasket shall be located in a channel provided for this purpose whether on the cabinet or on the door(s). An "L" bracket is acceptable in lieu of this channel if the gasket is fitted snugly against the bracket to insure a uniform dust and weather resistant seal around the entire door facing.



- 8.5. A locking auxiliary police access door shall be provided in the door of the cabinet to provide access to a panel that shall contain a signal shutdown switch, a signal flash switch, a manual-automatic switch and a manual controller phase advance pushbutton switch on a six foot retractable cord. Manual control of the controller unit from the police door panel shall override any external control (external logic, etc.) in effect when the Manual-Automatic switch is in the manual position. Each actuation of the manual advance pushbutton switch shall advance the controller to the next pedestrian or green interval as described in NEMA TS 1-1983 14.3.4.2(5). Manual control shall not override any calls for preemption.
- 8.6. The police access door shall be gasketed to prevent entry of moisture or dust and the lock shall be provided with one brass key.
- 8.7. A heavy gauge vinyl plastic pouch shall be riveted to the inside of the cabinet door. The pouch shall be approximately 12 x 17 inches and large enough to accommodate a copy of the cabinet wiring diagram, controller manual, and a documentation for other accessories.

#### 9.0 SPECIAL FUNCTION PANEL

In this bid or on enclosed plan sheets, special function panel will be supplied as described in the following specifications.

- 9.1. The panel shall be provided that contains all special functions between the cabinet and the controller unit that are listed for the 57 pin connector. The panel shall be located on the left side of the cabinet interior.
- 9.2. The panel shall be interfaced through a 57- conductor communication cable. The cable shall be hardwired to the back of the special function panel, and shall be connected to the controller through a 57-pin plastic shell twist-lock connector having standard pin assignments defined in Appendix I. The exact socket pin part number will depend on the vendor's available tooling. The cable shall be an AMP 206437-1 connector or exact equivalent with gold plated male pins.
- 9.3. All pins defined in Appendix I shall be available at terminal strip connections on the special function panel. The terminals shall be 6-32 x 1/4 inch minimum.

#### 9.4. Preempt Requirements

9.4.1 When stated on the plans or purchase order the following Railroad preempt requirements shall be provided. All necessary circuitry in addition to those stated in this specification shall be included and wired within the cabinet. All necessary expansion and adjustment shall be made to the detector card rack to provide space for the additional cards.

9.4.2. A position within the card rack shall be provided for a two or four channel isolator card. These circuits shall be used to isolate the incoming preempt commands from the controller unit logic circuitry. The circuits shall be programmable to operate as a normally open-contact.

9.4.3. All necessary interconnection cables and mounting hardware shall be provided.

#### 10.0 COMMUNICATIONS PANEL

10.1 In this bid or on enclosed plan sheets, a communications interconnect panel will be supplied as described in the following specifications.

10.2 A communications interconnect panel shall be provided that contains all interface circuits and wiring for Closed Loop Communication functions between the master controller, secondary (local) controllers and central monitoring station (computer).

10.3 The panel shall be constructed of 0.125 aluminum plate and shall contain non-seams or joints of any kind. All edges and holes shall be smooth and free of burrs. The plane surfaces shall have smooth, uniform natural aluminum finish.

10.4 The panel shall have terminals and connections for a minimum of six (6) communication twisted pairs to be terminated. These terminals shall be 6-32 x 1/4 inch (minimum) binder head screws. Also located on the communications panel shall be one surface mounted Bell Systems RJ11 jack for connecting voice/phone communications. Also connected to the communications panel shall be one five (5) foot (minimum) RJ11 telecommunications (phone cable) cable for communication between controllers.



- 10.5 Surge suppressers shall be supplied for a minimum of one of the terminal pair connections and one for the voice/phone connection. These surge suppressers shall be EDCO Model SRA-6LC or approved equivalent for the terminal pair and an EDCO SRA-64C-150 or approved equivalent for the voice/phone communication and shall be mounted directly to the surface of the communications panel.
- 10.6 All unused pairs either terminated on terminal blocks or spared shall be grounded to the communications panel, which shall be securely mounted to the sidewall of the cabinet.
- 10.7 Termination and labeling of the six (6) pair communications cable will be in the following order.

TERMINAL	CONNECTION
DT4-1	Wire 1 of first pair
DT4-2	Wire 2 of first pair
DT4-3	Wire 1 of second pair
DT4-4	Wire 2 of second pair
DT4-5	Wire 1 of third pair
DT4-6	Wire 2 of third pair
DT4-7	Wire 1 of fourth pair
DT4-8	Wire 2 of fourth pair
DT4-9	Wire 1 of fifth pair
DT4-10	Wire 2 of fifth pair
DT4-11	Wire 1 of sixth pair
DT4-12	Wire 2 of sixth pair

- 10.8 All necessary communication cables and hardware shall be provided.

## 11.0 WIRING

- 11.1 All wiring within the cabinet shall be neat and routed such that opening and closing the door or raising or lowering of the back panel will not twist nor crimp the wiring. All wiring harnesses shall be either braided, sheathed in nylon mesh sleeving or made of PVC or polyethylene insulated jacked multi-wire cable only.

## 11.2 SIZE

11.2.1 All conductors between the main power circuit breakers and the signal power bus shall be a minimum size 10 AWG stranded copper. All conductors carrying individual signal lamp current shall be a minimum of size 16 AWG stranded copper. All AC service lines shall be of sufficient size to carry the maximum current of the circuit or circuits they are provided for, Minimum cabinet conductor wire size shall be 22 AWG stranded copper.

11.2.2 Conductors for AC Common shall be white. Conductors for equipment grounding shall be green. All other conductors shall be a color different than the foregoing.

11.3 A barrier terminal block with a minimum of three compression fitting terminals designed to accept up to a 4 AWG stranded wire shall be provided for connection of the AC power lines. The block shall be rated at 50 Amps minimum.

11.3.1 All terminals shall be permanently identified in accordance with the cabinet-wiring diagram. Where through-panel solder lugs or other suitable connectors are used, both sides of the panel shall have the terminals properly identified. Identification shall be permanently attached and as close to the terminal strip as possible and shall not be affixed to any part, which is easily removable from the terminal block panel.

11.3.2 Each controller input and output function shall be distinctly identified with no obstructions, at each terminal point in the cabinet, with both number and the function designation. The same identification must be used consistently on all the cabinet wiring diagrams.

11.3.3 Each load switch socket shall be identified by phase number and overlap number as applicable. No cabinet equipment, including the load switches themselves, may obstruct these identifications.

11.3.4 Each flash transfer base and power relay base shall be properly identified with no possible obstructions.

11.3.5 Each harness within the cabinet shall be distinctly identified by function on the connector end.

- 11.3.6 The flasher socket shall be distinctly identified with no possible obstructions.
- 11.3.7 All other sockets needed within the cabinet to fulfill the minimum requirements of these specifications, or attachments thereof, shall be distinctly identified.
- 11.4 All NEMA controller units and conflict monitor connector pin outs, except for NEMA designated "Spares", shall be made available on 6-32 x 1/4 (minimum) binder head screw terminals on the back panel.
- 11.5 The controller unit harness (A, B and/or C plugs) shall be long enough to reach any point 16 inches above the timer shelf. The conflict monitor harness and any required auxiliary harness shall reach 24 inches from the conflict monitor shelf.
- 11.6 Copper compression ground buses shall be provided for both the power supply neutral (common) and chassis ground. Each bus bar must provide a minimum of ten (10) unused terminals with 8-32 x 5/16 inch or larger setscrews. The AC neutral and chassis ground buses shall be connected together with a minimum 10 AWG wire. The logic ground shall be isolated from the AC neutral and terminated on a logic ground bus designed to accept 20 number 20 AWG stranded wires. The ground shall consist of a compression bus bar connected to the back panel. The bus bar shall be connected to the cabinet by an insulated braided copper ground strap or 10 AWG insulated copper wire. The ground shall be bonded to the cabinet and shall not interfere with the lowering of the back panel.
- 11.7 A 20-Ampere, a 10-Ampere, and a 50-Ampere thermal type circuit breaker shall be mounted and wired in the cabinet. The 20-Ampere breaker shall protect the base light, trouble light, GFCI receptacle auxiliary receptacle 1 and 2, and fans. The 10-Ampere shall protect the power circuitry that supplies the Timer, Conflict Monitor, and Card Rack. The 50-Ampere breaker shall protect the signal load circuits, flasher and loop detectors. The breakers shall be Square "D" QUO 120, QUO 110, and 150 Series or equivalent.
- 11.8 The circuit breakers shall be quipped with solderless connectors and installed on the right side wall (facing the cabinet), on a separate power panel containing cabinet surge suppresser, RFI suppresser and solid state bus relay. The breakers shall be easily accessible. The breakers shall be positioned so that the rating



markings are visible.

- 11.9 A duplex GFCI receptacle shall be mounted and wired in the right side wall of the cabinet. This receptacle shall be wired on the load side of the 20 Amp circuit breaker.
- 11.10 The load side of the main circuit breaker shall be protected by a lightning surge suppresser model EDCO SHA-1250 or equal.
- 11.11 The suppresser ground connection shall be connected to the cabinet by means of a short, 10 AWG stranded wire. The ground shall be bonded to the cabinet.
- 11.12 The suppresser shall be connected to the line filter as recommended by the manufacturer. Number 10 AWG or larger wire shall be used for the connections to the suppresser, line filter and load switch bus.
- 11.13 A fluorescent light, with switch, shall be installed in the cabinet. This light shall be turned on when the cabinet door opened and turned off when the cabinet door is closed.
- 11.14 A radio frequency interference (RFI) suppresser shall be provided and installed on the load side of the signal circuit breaker and shall be protected by the surge protector. This filter shall be rated at 50 Amperes and shall provide a minimum attenuation of 50 decibels over the frequency range of 200 Kiloherztz to 75 Megahertz.
- 11.15 Transient suppression devices shall be placed on the coil side of all relays in the cabinet. DC relay coils shall have, as a minimum, a reversed biased diode across the coil. AC relays shall have a RC Network suppresser across their coils.
- 11.16 Except where soldered, all wires shall be provided with lugs or other approved terminal fittings for attachment to binding post. Insulation parts and wire insulation shall be insulated for a minimum of 600 volts.
- 11.17 The outgoing traffic control signal circuits shall be of the same polarity as the line side of the power source.
- 11.18 A switch shall be provided on the inside face of the cabinet door that shall be labeled Test-Normal. When the switch is in the Normal position, call for flashing operation shall remove the power from the controller unit. When the switch is in the Test position, the call to flashing operation shall permit the controller unit to continue

to run so that its operation can be observed.

- 11.19 A switch shall be provided near the Test-Normal switch to cause the controller unit and any auxiliary equipment, to stop timing. It shall be labeled "STOP TIME".
- 11.20 The cabinet shall be wired so that activation of the conflict monitor will cause the controller unit and any auxiliary equipment, to stop timing.
- 11.21 Conflict and manual flash shall be wired for all red.
- 11.22 The cabinet shall be designed and equipped with enough transfer relays (6 being minimum required) for the purchase to change any main street indications (movements 2,6 and 1,5) to amber for the conflict and/or manual flash operation on the face of the back panel or a side panel, using only simple tools.
- 11.23 Transfer relays shall be the plug-in type manufactured by Midtex (Part No. 136-62T3A1) or AEMCO (Part No. 136-4992), or equivalent. The relays shall have contacts a minimum of 3/8" diameter in size and shall be rated at a minimum of 30 Amps 102/240 VAC, 20 Amps 28 VDC.
- 11.24 A normally opened solid state relay rated at a minimum of 60 amps, control voltage 120 VAC (Crydom series 1 – A2375 or equal) shall be wired between the RIF filter output and the load switch power bus. The relay shall be controlled by the signal shutdown switch and the flash switch. Each solid state relay shall be covered with a *clear plastic cover designed to install onto the relay with out special tools.*
- 11.25 A clear, non breakable, 1/4" Lexan insulating cover shall be used to shield all open connections on the power panel and not cover any switch, breaker levers, terminal blocks, bus bars or convenience outlet. The cover shall be secured in place with screw fasteners and be removable by hand or simple hand tools.
- 11.26 Two auxiliary duplex outlets shall be provided, one on the right interior side and one on the left interior side of the cabinet above the power panel and upper shelf. Power for this outlet shall be protected by the power panel surge protector.

## **12.0 DOCUMENTATION**

- 12.1 Each cabinet shall be provided with the following documentation:
  - 12.1.1 Three complete, accurate and fully legible cabinet wiring diagrams.
  - 12.1.2 Complete parts list including names of vendors for parts not identified by universal part numbers such as JEDEC, RETMA or EAI.

## **13.0 TEST AND ACCEPTANCE OF CONTROLLER CABINET ASSEMBLY**

- 13.1 *The supplier shall be prepared to provide a certified test report from an independent laboratory indicating that the complete controller cabinet assembly meets the requirements of NEMA Standard Publication TS 1-1983, Part 2. The certification may be required at any point in the acceptance process.*

## **14.0 GUARANTY**

- 14.1 If it is normal trade practice for the manufacturer to furnish a guaranty for the work provided herein, the contractor/supplier shall turn this guaranty over to the purchaser for potential dealing with the guarantor. The extent of such guaranty will not be a factor in selecting the successful bidder.



DATE: 4/19/2017  
BID NO.: 50-00119458

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

## JEFFERSON PARISH

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

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 5/04/2017 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

### LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

#### THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

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

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

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

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

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

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

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

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



JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

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

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

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.



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

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**13,15**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(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 state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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