

BID NO.: 50-00123808

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 ☐

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

5-7 days

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME:

Cimsco

ADDRESS:

1840 L+A Rd.

CITY, STATE:

Metairie, LA

ZIP:

70001

TELEPHONE:

(504) 835-7319

FAX:

(504) 832-0820

EMAIL ADDRESS:

JEFFC@CimscoML.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:

#1 8/24

NUMBER:

NUMBER:

NUMBER:

TOTAL PRICE OF ALL BID ITEMS: \$

22485-

AUTHORIZED

SIGNATURE:

Jeffrey J. D.

TITLE:

SALES

Printed Name

Jeff DelVina

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.

DATE: 8/15/2018

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00123808

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	48,000.00	FT	ONE (1) YEAR CONTRACT FOR THE SUPPLY OF POLYETHYLENE WATER SERVICE TUBING FOR THE JEFFERSON PARISH DEPARTMENT OF WATER 0010 - 3/4 INCH SIZE, POLYETHYLENE WATER SERVICE TUBING, 500 FOOT ROLL LENGTH (38450)	.165	7920-
2	24,000.00	FT	0020 - 1 INCH SIZE, POLYETHYLENE WATER SERVICE TUBING, 300 FOOT ROLL LENGTH (38460)	.31	7440-
3	6,000.00	FT	0030 - 2 INCH SIZE, POLYETHYLENE WATER SERVICE TUBING, 100 FOOT ROLL LENGTH (38465)	.95	5700-
4	1,500.00	FT	0040 - 2 INCH SIZE, POLYETHYLENE WATER SERVICE TUBING, 300 FOOT ROLL LENGTH (38465B)	.95	1425-

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Cimco, Inc.

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Cimco, Inc.
INCORPORATED, DULY NOTICED AND HELD ON March 27, 2018
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Jeffrey De Villier, 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.

Amin Thawre
SECRETARY-TREASURER

August 28, 2018
DATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/5/2017

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

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

PRODUCER		CONTACT Daryl Oser	
E B Ducasse Insurance Agency, Inc		PHONE (A/C No. Ext):	(504) 840-9883
3200 Ridgelaque Dr, Suite 401		FAX (A/C No.):	(504) 840-9889
		E-MAIL ADDRESS:	doser@ebducasse.com
Metairie LA 70002		INSURER(S) AFFORDING COVERAGE	
INSURED		INSURER A:	United Fire and Indemnity Co
CIMSICO INC		INSURER B:	AmTrust North America Inc
1840 L AND A ROAD		INSURER C:	
		INSURER D:	
		INSURER E:	
METAIRIE LA 70001-6237		INSURER F:	
		NAIC #	19496

CERTIFICATE NUMBER: 17-18

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE			ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY			60418952	9/1/2017	9/1/2018	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/>	<input type="checkbox"/>	CLAIMS-MADE	<input checked="" type="checkbox"/>				OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/>	<input type="checkbox"/>							MED EXP (Any one person)	\$ 5,000
	GENT. AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	\$ 1,000,000	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	POLICY	<input checked="" type="checkbox"/>				PRO-JECT	<input type="checkbox"/>	LOC
	<input type="checkbox"/>	OTHER:						PRODUCTS - COM/OP AGG	\$ 2,000,000	
								Liquor Liability Exclusion	\$	
AUTOMOBILE LIABILITY										
A	<input checked="" type="checkbox"/>	ANY AUTO			60418952	9/1/2017	9/1/2018	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	<input type="checkbox"/>	ALL OWNED AUTOS	<input type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per person)	\$	
	<input type="checkbox"/>	HIRED AUTOS	<input type="checkbox"/>	NON-OWNED AUTOS				BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/>							PROPERTY DAMAGE (Per accident)	\$	
									\$	
A	<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/>	OCCUR				EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/>	EXCESS LIAB	<input type="checkbox"/>	CLAIMS-MADE				AGGREGATE	\$ 1,000,000	
	<input type="checkbox"/>	DED.		RETENTION \$					\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							<input checked="" type="checkbox"/> PER STATUTE	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							E.L. EACH ACCIDENT	\$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below				TWC3658676	9/1/2017	9/1/2018	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Parish of Jefferson, its districts, departments, and agencies under the direction of the Parish President and Parish Council are named as additional insured on the general liability and auto liability policies when required by written contract. The general liability and workers comp insurers will have no right of recovery or subrogation against the Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and Parish Council, it being the intention of the parties that the General Liability and Workers Compensation policies described above shall protect both parties and be primary coverage for any and all losses covered by the described insurance. Bid No:50-123808

CERTIFICATE HOLDER

CANCELLATION

The Parish of Jefferson, its Districts, Department & Agencies under the direction the Parish President & the Parish Council Department of Engineering 1221 Elmwood Park Blvd Su 802 Jefferson, LA 70123	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE	
E Ducasse Sr. /WAYNE	Edward B. Ducasse, Sr.

ACORD 25 (2014/01)

INS025 (201401)

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Non-Public Works Bid

AFFIDAVIT

STATE OF LAPARISH/COUNTY OF JeffersonBEFORE ME, the undersigned authority, personally came and appeared: JohnDeViver, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Agent of Cinco (Entity),the party who submitted a bid in response to Bid Number 50-123808, 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.

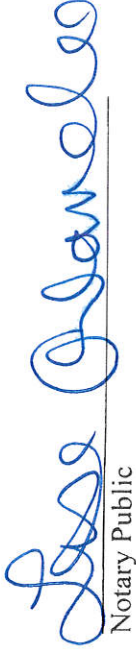


Signature of Affiant

Jeff DeMura

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 29TH DAY OF August, 2018.



Notary Public

LISA ORLANDO

Printed Name of Notary

146644

Notary/Bar Roll Number

My commission expires upon death



OFFICIAL SEAL
LISA ORLANDO
NOTARY PUBLIC
ORLEANS PARISH NOTARY NO. 146644
COMMISSION ISSUED FOR LIFE

HANCOR POTABLE WATER SERVICE TUBING (CTS)

Hancor Potable water service tubing (CTS) is a leader in today's potable water service market. Its flexibility and durability distinguish it from the competition and make it ideal for a variety of applications.

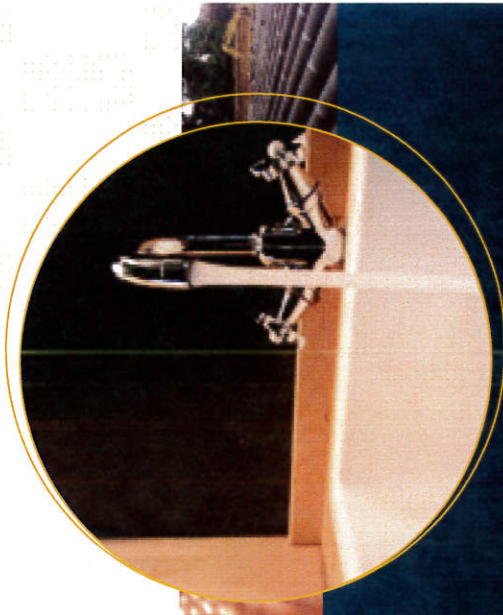
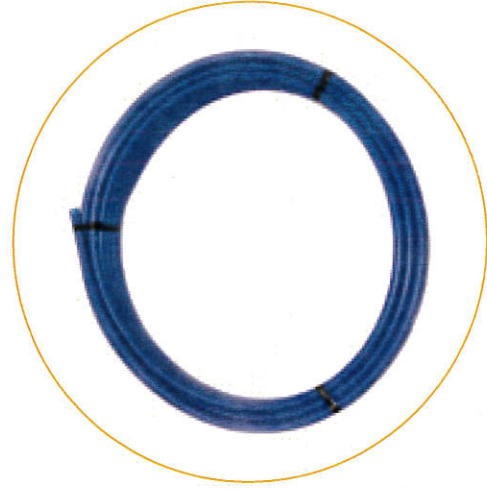
Hancor CTS tubing is strong and resistant to many common causes of damage such as vibrations, surface loads and pressure surges.

APPLICATIONS:

Residential & Commercial Water Service
Well/Pump Water Systems
Municipal Service Lines
Farm & Ranch Water Systems

FEATURES & BENEFITS

- Material conforms to ASTM D3350 requirements
- Certified to meet NSF 14/61 standard
- Durable plastic material stands the test of time
- Flexibility makes it ideal for a variety of projects
- Strength withstands weather and the human element
- Light weight
- Chemically resistant
- Consistent outside diameter regardless of wall thickness or pressure rating
- Resistant to rot or corrosion
- Fast and easy to install
- Easy installation provides cost-efficiency
- Flexible lengths can be installed in uneven terrain
- Available in many lengths



Hancor Service: Hancor representatives and engineers are committed to providing you with the answers to all your questions, including specifications, installation, backfill recommendations and more.

HANCOR POTABLE WATER SERVICE TUBING (CTS) PIPE SPECIFICATIONS

SCOPE

This specification describes Hancor Potable Water Service Tubing (CTS) pipe SDR 9 for use in potable water service applications.

PIPE REQUIREMENTS

Hancor potable water service tubing shall meet the requirements of ASTM D2737, AWWA C901 and NSF Standards 14 and 61. Pipe dimensions shall meet Copper Tubing Size (CTS) standards.

MATERIAL PROPERTIES

Tubing material shall be high-density polyethylene conforming with the minimum requirements of cell classification 345464E as defined and described in ASTM D3350. The resin shall have a material designation code of PE3608 (formerly PE3408) by the Plastic Pipe Institute.

DISINFECTION/MAINTENANCE

The active chlorine content of disinfecting solutions shall not exceed 12%. All disinfecting solution must be flushed from all lines within the system. Industry accepted procedures, like ANSI/AWWA C651 Disinfecting Water Mains, should be followed for both new and repaired potable water lines.

INSTALLATION

Installation is similar to other flexible tubing/pipe products. Methods including direct bury, plowing or pulling are applicable per local, state or federal guidelines for the application.

SDR 9 (200 psi) 3608 CTS					
	¾"	1"	1 ½"	2"	
Outside Diameter (mm)	0.875 (22.2)	1.125 (28.6)	1.625 (41.3)	2.125 (54.0)	±0.006 ±0.51)
Wall Thickness (mm)	0.097 (2.5)	0.125 (3.2)	0.181 (4.6)	0.236 (6.0)	±0.024 ±0.61)
Pressure Rating @ 73 ° F, psi (kPa)	200 (1379)	200 (1379)	200 (1379)	200 (1379)	
Weight gm/ft (gm/m)	46 (151)	78 (256)	162 (531)	275 (902)	±5 ±16)

DIRECT CONTACT

Customer Service

888-FOR PIPE (367-7473)

Fax 888-FAX PIPE (329-7473) 24 hours a day

ELECTRONIC MEDIA

Web Site

Find market- and application-specific information and the latest industry news at our On-Line Pipeline—www.hancor.com



Bid Number 50 - 00123808

**ONE (1) YEAR CONTRACT FOR THE SUPPLY OF POLYETHYLENE WATER
SERVICE TUBING FOR THE JEFFERSON PARISH DEPARTMENT OF WATER**

BID DUE: August 30, 2018, 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: movealle@jeffparish.net
Buyer Phone: (504) 364-2687**

Polyethylene Water Service Tubing Contract Specifications for Bid 50-00123808

Items Included In This Contract:

- ¾" Polyethylene Water Service Tubing
- 1" Polyethylene Water Service Tubing
- 2" Polyethylene Water Service Tubing

Contract Terms:

One (1) year contract for a supply of polyethylene water service tubing for the Jefferson Parish Department of Public Works-Water (all divisions)

Warranty:

Products shall be warranted that they are manufactured in accordance with the applicable material specifications and are free from defects in workmanship and materials for one year after delivery. Any defective items sold under this contract shall be replaced at no cost to the purchaser.

General Specifications:

These specifications are prepared for the purpose of furnishing and delivering new coils of ¾", 1", and 2" polyethylene PE3408/PE3608, DR9, conforming to ASTM D2737, AWWA C901, cell class 345464C, SDR 9 plastic water service tubing for the Department of Public Works, all Water Districts.

The quantities shown on the proposal guide are approximate quantities to be acquired by Jefferson Parish over a one (1) year period. Actual usage will be on an "as needed" basis.

All technical specifications must be submitted with the bid. Failure to comply will result in bid being considered non-responsive and rejected.

For bidding purposes, vendors are to quote prices for a one (1) roll (single roll) delivery only. Quantity discount will not be accepted.

Successful bidder will be allowed 7 calendar days, from the date of contract execution, to stock and maintain sufficient quantities on hand to meet the needs of Jefferson Parish. Vendor will ship requested quantities (as indicated on purchase order) after seven (7) calendar days. Note that no order shall be placed until after the 7th day.

Bid delivery shall include all freight and delivery costs to Jefferson Parish warehouse locations on the East Bank and West Banks of Jefferson Parish.

Technical Specifications:

Approval for portable water tubing shall meet the specifications of the national sanitation foundation testing laboratories, Inc. These specifications require that the tubing shall be manufactured of virgin PE plastic, that no regrind material shall be used and that it is satisfactory of transportation of potable water.

I. Materials:

The material used in the production of the tubing shall be fabricated from high density, very high molecular weight polyethylene. **A statement to the effect that the tubing to be furnished meets this requirement must be furnished with the bid either on the technical specifications submitted with the bid or written on the bid form. Failure to provide this statement with bid submission will result in bid rejection.**

Material specification for high-density polyethylene resin used in water service pipe and tubing physical properties.

<u>Property</u>	<u>ASTM Method</u>	<u>Value</u>
Density	D-1505	App.0957 GMS/CC
Melt Index	D-1238 (Condition F)	1.5 GMS/10 Min
Test Method For Tensile Properties Of Plastics	D-638	3500 PSI
Material Cell Classification	D-3350	34546C

II. Hydrostatic Design Stress Requirements:

The hydrostatic design stress of the polyethylene tubing made from this material shall be 800 PSI long term design strength for water 73.4 °F, as recommended by the plastic pipe institute, a division of the society of plastic industry.

III. Workmanship:

The tubing shall be homogenous throughout, and free from visible cracks, holes, foreign inclusions or other defects. The tubing shall be as uniform as commercially practicable in color, capacity, density, and other physical properties.

IV. Markings:

The tubing shall be permanently imprinted and shall include the following, spaced at intervals of not more than three (3) feet:

- The nominal tubing size $\frac{3}{4}$ ", 1", or 2" .
- The type of PE plastic tubing material in accordance with the designation code of PE3408/PE3608.
- Standard dimension ratio, SDR 9-OD.
- The pressure rating for water at 23°C (73°F), 200 psi
- The ASTM specification designation with which the tubing complies
- The manufacturer's names (or trademark) and code. It also shall include the seal of approval (or "NSF" mark) or the national sanitation foundation.

V. Packaging:

Tubing shall be coiled and package for protection against dirt and damage during shipment, handling, and storage. Tubing package shall be fully labeled with brand name and manufacturer, the NSF seal, and the size and coil length. The $\frac{3}{4}$ " inch size tubing shall be package in 500' lengths, the 1" size in 300' lengths, the 2" size in 100' lengths and 2" size in 300' lengths.

VI. Dimensions Of Polyethylene Water Tubing:

Nominal O.D. shall conform to the dimensions of copper tubing for use with standard fittings or compression type fittings. This wall thickness for 200 psi working pressure for $\frac{3}{4}$ " and 1" tubing shall be dictated by the 800 psi hydrostatic design stress and a dimensional ratio of 9 O.D.

DATE: 8/15/2018

BID NO.: 50-00123808

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 8/30/2018 AND PUBLICLY OPENED THEREAFTER. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

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

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

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

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

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

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

DATE: 8/15/2018

BID NO.: 50-00123808

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Page: 3

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

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

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10, 12, 13, 15

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise 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. 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.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

August 24, 2018

ADDENDUM # 1

Bid No.: 50-00123808

Bid Opening Date: August 30, 2018, 2:00 pm

For: ONE (1) YEAR CONTRACT FOR THE SUPPLY OF POLYETHYLENE WATER SERVICE TUBING FOR THE JEFFERSON PARISH DEPARTMENT OF WATER

❖ Clarification of Specifications

Question # 1:

Would it be possible for you to confirm what the wall thickness and OD dimensions should be, for the sizes you have requested?
It states, in the last paragraph of page 2, "This wall thickness for 200 psi working pressure for ¾" and 1.00" tubing shall be dictated by the 800 psi hydrostatic design stress and a dimensional ration of 9 OD." There are tables associated with the above nomenclature, however, we need specific numbers.

Answer # 1:

The PC is equal to 200 psi and the pipe is DR 9.

Nominal Size (IN)	Outside Diameter (IN)	Wall Thickness (IN)
¾	0.875	0.097
1	1.125	0.125
2	2.125	0.236

Question # 2:

Is this Pex or a Pex type product?

Answer # 2:

The product in question is not a Pex type product.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123
Office 504.364.2678
General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053
Office 504.364.2678
Email: Purchasing@jeffparish.net Website: www.jeffparish.net



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

Addendum # 1 – Page 2

Sincerely,

Melissa Ovalle

Melissa Ovalle, Buyer II
Jefferson Parish Purchasing Department

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

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