

**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  11/16/18

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  22 - 24 Weeks

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

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

FIRM NAME:  FLUID PROCESS & PUMPS, LLC

ADDRESS:  P.O. BOX 10608

CITY, STATE:  NEW ORLEANS, LA  ZIP:  70181

TELEPHONE: (  504  )  733-1330  FAX: (  504  )  736-9348

EMAIL ADDRESS:  cd@fluidprocess.net

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.

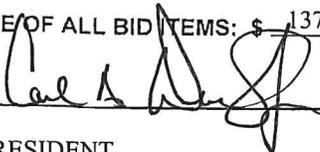
Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$  137,820.00

AUTHORIZED SIGNATURE:  

CARL A. DEROCHE, JR.   
Printed Name

TITLE:  PRESIDENT

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.: 50-00123758

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>A ONE-TIME PURCHASE OF A SUBMERSIBLE EXPLOSION PROOF SEWAGE PUMP FOR THE JEFFERSON PARISH SAUVE DRAINAGE PUMP STATION</p> <p>0010 - Purchase of one (1) 16", 250 horsepower submersible explosion proof sewage pump in accordance with attached specifications.</p> <p>This is a one-time purchase only. No installation required.</p> <p>Location: Sauve Drainage Pump Station 9940 Jefferson Highway Jefferson, LA 70123</p>	\$137,820.00	\$137,820.00

**CONSENT AND CERTIFICATE OF AUTHORITY OF  
FLUID PROCESS & PUMPS, L.L.C.**

The undersigned constitutes the sole member and manager of **FLUID PROCESS & PUMPS, L.L.C.** (the “Company”).

In such capacity, the undersigned are authorized to and do hereby certify to the following matters pertaining to the Company:

**A.** The Company is existing and operating pursuant to Articles of Organization of the Company which were filed with the Secretary of State of Louisiana on April 5, 2010, and they have not been amended (the “Articles of Organization”). The Company has no written operating agreement.

**B.** **Carl A. Deroche, Jr.** is the sole member and manager of the Company, and he does hereby appoint and designate himself, Carl A. Deroche, Jr. (“Manager”) to have the full power and authority to act in the name of and on behalf of the Company to cause the Company to take the following actions:

- (1) to enter into a contract with **Jefferson Parish Department of Drainage for a one time purchase of one (1) 16” 250 HP Submersible Explosion Proof Sewage Pump for Sauve Pumping Station**, on such terms and conditions contained therein, and execute any and all other documents that may be required or that Manager deems in his sole discretion necessary, advisable or appropriate to effectuate the matter(s) described herein;
- (2) to acquire, whether by sale, donation, exchange, lease or any other manner, any property whether movable or immovable, whether corporeal or incorporeal, or any interests therein, including leasehold or subleasehold interests, servitudes, or rights of use, as Manager may in his sole discretion consider appropriate, all for such price and upon such terms and conditions as the Manager may in his sole discretion consider appropriate;
- (3) to enter into any and all manner of agreements and contracts in connection with the above matter(s), all upon such terms and conditions as the Manager may in his sole discretion consider appropriate; and
- (4) generally to do any and all other acts that the said Manager may, in his sole discretion, consider appropriate in order to effectuate any of the matter(s) described herein, all upon such terms and conditions as the said Manager may in his sole discretion consider appropriate, and all pursuant to such documents and instruments, containing such clauses and provisions, as the said Manager may in his sole discretion consider appropriate.

Carl A. Deroche, Jr., in his capacity as the sole member and manager and certifying official of the Company, pursuant to La.-R.S. 1305(c)(5), executes this Certificate for the purpose of certifying the authority of the Manager/Agent as above described.

This Certificate is effective as of the date of execution hereof.

By:   
\_\_\_\_\_  
**Carl A. Deroche, Jr.**  
**Sole Member and Manager**

Date: 8/14/18

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

---

INCORPORATED.

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

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

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

---

**SECRETARY-TREASURER**

---

**DATE**

## **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*

**Non-Public Works Bid**

**AFFIDAVIT**

**STATE OF** LOUISIANA

**PARISH/COUNTY OF** JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: Carl A. Deroche, Jr.  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized President of Fluid Process & Pumps, LLC (Entity),  
the party who submitted a bid in response to Bid Number 50-00123758, 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**  X  Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** \_\_\_\_\_ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

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

Carl A. Deroche, Jr.

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 14th DAY OF August, 2018.



Notary Public

Alan Emerman

Printed Name of Notary

36648

Notary/Bar Roll Number

My commission expires For Life.

**ATTACHMENT:**

Campaign Contribution Disclosures:

Payee: Elton Lagasse - Campaign Fund  
Check #: 11656  
Date: 4/28/15  
Amount: \$1,000.00

Payee: Elton Lagasse - Campaign Fund  
Check #: 12194  
Date: 7/7/15  
Amount: \$1,500.00

Payee: Paul Johnston - Campaign Fund  
Check #: 12355  
Date: 8/3/15  
Amount: \$1,000.00

Payee: Michael S. Yenni - Campaign Fund  
Check #: 12393  
Date: 8/7/15  
Amount: \$2,500.00

Payee: Michael S. Yenni - Campaign Fund  
Check #: 13804  
Date: 4/19/16  
Amount: \$1,500.00

Payee: Michael S. Yenni - Campaign Fund  
Check #: 15607  
Date: 3/24/17  
Amount: \$1,000.00

Payee: Danny Martiny Campaign Fund  
Check #: 15823  
Date: 5/8/17  
Amount: \$1,000.00

Payee: Dominick Impastato Campaign Fund  
Check #: 16498  
Date: 9/12/17  
Amount: \$2,500.00

Payee: Committee to Elect Joseph Lopinto Sheriff  
Check #: 17659  
Date: 2/6/18  
Amount: \$5,000.00

Payee: Michael S. Yenni - Campaign Fund  
Check #: 18153  
Date: 5/9/18  
Amount: \$1,500.00

Print

Notary Search - Detail

**Name:** MR. ALAN R. EMERMAN  
**Address:** 1812 CLEARVIEW PKWY.  
METAIRIE, LA 70001  
**Phone:** (504) 455-1643  
**Notary ID Number:** 36648  
**Parish:** JEFFERSON with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Attorney  
**Bar Roll #:** 5344  
**Status:** Active  
**Commission Date:** 11/14/1983  
**Oath Date:** 11/10/1983  
**Surety Expiration Date:** Not Required  
**Annual Report Current:** Not Applicable

[Back to Search Results](#) [New Search](#)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/14/2018

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

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

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 111 Veterans Boulevard, Suite 1130 Metairie LA 70005	<b>CONTACT NAME:</b> Edward J. Murphy	
	<b>PHONE (A/C, No, Ext):</b> 504-888-1100	<b>FAX (A/C, No):</b> 504-888-1299
<b>E-MAIL ADDRESS:</b> Edward_Murphy@ajg.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> American Casualty Company of Reading, PA		20427
<b>INSURER B :</b> Continental Insurance Company		35289
<b>INSURER C :</b> Bridgefield Casualty Insurance Company		10335
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**INSURED** FLUIPRO-01  
 Fluid Process & Pumps, LLC  
 405 Commerce Pt.  
 New Orleans LA 70123

**COVERAGES**

CERTIFICATE NUMBER: 720614850

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			6072074969	6/1/2018	6/1/2019	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6072032219	6/1/2018	6/1/2019	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A			19631579	6/1/2018	6/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 General Liability Policy includes the following endorsements, pursuant to and subject to the policy terms, definitions, conditions and exclusions:  
 Blanket Additional Insured - Owners, Lessees or Contractors - with Products-Completed Operations Coverage-Limited Liability  
 Endorsement Form # CNA75081XX (1-15)  
 Blanket Waiver of Subrogation Form # CNA74879XX (1-15)

Worker's Compensation includes Blanket Waiver of Subrogation Form # WC 00 03 13 (4-84)

See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

JEFFERSON PARISH PURCHASING DEPT.  
 200 DERBIGNY ST.  
 GENERAL GOV'T BLDG, SUITE 4400  
 BID NO. 50-00123758  
 GRETN LA 70053

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

AUTHORIZED REPRESENTATIVE

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**ADDITIONAL REMARKS SCHEDULE**

AGENCY Arthur J. Gallagher Risk Management Services, Inc.		NAMED INSURED Fluid Process & Pumps, LLC 405 Commerce Pt. New Orleans LA 70123	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Additional Insured: THE PARISH OF JEFFERSON, IT'S DISTRICTS, DEPARTMENTS & AGENCIES  
 UNDER THE DIRECTION OF THE PARISH PRESIDENT AND THE PARISH COUNCIL







**Bid Number 50 - 00123758**

**A ONE-TIME PURCHASE OF A SUBMERSIBLE EXPLOSION PROOF  
SEWAGE PUMP FOR THE JEFFERSON PARISH SAUVE DRAINAGE PUMP  
STATION**

**BID DUE: August 16, 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: [movalle@jeffparish.net](mailto:movalle@jeffparish.net)  
Buyer Phone: (504) 364-2687**



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Renny Simno**  
Director

July 2018

### CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

#### **Other Changes Continued:**

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- **Proof of insurance in the form of a current certificate evidencing coverages is required with bid submission.** Bidders must read the insurance requirements attachment included in each bid package for specific instructions. Upon contract execution, successful bidder must produce final insurance certificates in accordance with Jefferson Parish insurance requirements.

**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.

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

## **SAUVE DRAINAGE PUMP STATION ADDITION**

A one-time purchase of one (1) 16", 250 horsepower submersible explosion proof sewage pump for the Jefferson Parish Department of Drainage for the following location:

Sauve Pumping Station  
9940 Jefferson Highway  
Jefferson, LA 70123

### **PART 1: GENERAL**

#### **1.01 SCOPE OF WORK**

- A. Furnish one (1) 16", 250 horsepower submersible explosion proof sewage pump, with integral non-sparking guide rail bracket, SS guide rilas and 16" pump discharge elbow as specified herein. The pump shall be a direct replacement for any of the existing two (2) 16", 250HP, Fairbanks Morse pumps and discharge elbows. The new pump and new discharge elbow shall be identical in every way to the existing pumps and elbows including dimensions, weights, hydraulic performance, parts interchangeability and materials of construction. **Potential bidders shall include with their bid sufficient information to evaluate the proposed equipment along with all notations of any deviations from the standards and requirements of this specifications. The owner reserves the right to reject any and all bids for any reason including incomplete data or non-conformance.**
- B. All equipment and auxiliaries shall be new and furnished as required for an installation incorporating the highest standards for this type of service. Also included shall be supervisory services during installation and field testing of each unit and instructing the regular operating personnel in the proper care, operation and maintenance of the equipment.

#### **1.02 QUALITY ASSURANCE**

- A. The manufacturer shall supervise the installation and operation of the pumping system including the pumps as specified.
- B. The equipment covered by these specifications is intended to be standard pumping equipment of proven ability as manufactured by concerns having extensive experience in the production of such equipment. Units specified herein shall be furnished by a single manufacturer. The equipment furnished shall be designed and constructed to operate satisfactorily when installed onto the new or existing pump base elbows.
- C. Pumps shall be manufactured in accordance with the Hydraulic Institute Standards, except where otherwise specified herein.
- D. Pumps of the same type to be furnished under this Section shall be the products

of a single manufacture. All pumps shall be designed for 24-hour continuous operation. The pumps shall be assembled in the USA and manufactured by:

**1. Fairbanks Morse Pump Co. Kansas City, KS. or equal.**

- E. The rated horsepower of the drive unit shall be such that the unit will not be overloaded or the service factor reduced when the pump is operated at any point on the pump's recommended capacity curve.
- F. The pump and motor shall be designed and built for 24 hour continuous service at any And all points within the required range of operation, without overheating, without cavitation, and without excessive vibration or strain. All parts shall be so designed and proportioned as to have liberal strength, stability and stiffness and to be especially constructed to meet the specified requirements. Ample room and facilities shall be provided for inspection, repairs and adjustments.

**1.03 SYSTEM DESCRIPTION**

- A. All of the equipment included herein is intended to be standard for submersible, 24-hour continuous operation use in wastewater treatment.

**1. Sauve Road Pump Station**

Number of new pumps: 1

Configuration: Submersible

Design Capacity and Head: 9,000 gpm at 65 feet TDH

Min. Efficiency at Design capacity: 85%

Min. Secondary Capacity and Head: 5,100 at 79 feet TDH

Min. Efficiency at Secondary Conditions: 68%

Min Run out Capacity: 11,900 gpm at 43 feet TDH

Min. efficiency at run out capacity: 71%

Max. NPSHR at Run out: 38 feet

Drive: RVSS

Pump Speed at Design Capacity: 885 rpm Max.

Minimum Solid Size: 3.00 inches

Impeller Type: Solids Handling, 3-Vane

Minimum Shut-Off Head: 93 feet  
Minimum Motor Hp: 250 HP

Motor Type: Submersible

Pump Discharge Elbow Size: 16 inch

Number of elbows: 1

Power Cable Length: 120 feet

**1.04 MAINTENANCE**

- A. Furnish all special tools required for the proper servicing of all equipment. All such tools shall be furnished in a suitable steel tool chest complete with lock and duplicate keys.

**1.05 DELIVERY, STORAGE AND HANDLING**

- A. All parts shall be properly protected so that no damage or deterioration will occur during a prolonged delay from the time of shipment until installation is completed and the unit and equipment are ready for operation.
- B. All equipment and parts must be properly protected against any damage during shipment. Store equipment in accordance with the manufacturer's instruction.
- C. Factory assembled parts and components shall not be dismantled for shipment unless permission is received in writing from the Engineer.
- D. The finished surfaces of all exposed flanges shall be protected by wooden or equivalent blank flanges, strongly built and securely bolted thereto.
- E. Finished iron or steel surfaces not painted shall be properly protected to prevent rust and corrosion.
- F. All costs associated with delivery to any Jefferson Parish pump station shall be included in the bid estimate.

**1.06 PATENTS AND LICENSES**

- A. The manufacturer shall be responsible for all patents or licenses that exist on the equipment that to be provided.
- B. The manufacturer shall assume all cost of patent fees or licenses for the equipment or process; and shall safeguard and save harmless the Parish/Engineer from all damages, judgements, claims and expenses arising from license fees, or claimed infringement of any letter, patents, or patent rights, or fees for the use of equipment or process, structural feature or arrangement of any component parts of the installation; and the bid price shall

be deemed to include payment of such patent fees, licenses or other cost pertaining thereto.

### **1.07 EQUIPMENT FIELD TESTING**

- A. After all the equipment has been installed and the submersible pump is ready to be placed into operation, the factory representative shall test the pump for proper operating limits. All tested values shall be recorded and provided to the owner for their future reference and use.

### **1.08 WARRANTY**

- A. The equipment shall be warranted for a period 18 months from shipment or 12 months from start-up whichever occurs first.

## **PART 2: PRODUCTS**

### **2.01 GENERAL**

- A. The pumping unit shall all be supplied by one manufacturer and shall be complete including pump, motor, discharge elbow, 3" x 20' 304 SS pump guide rails and appurtenances. The pump and motor shall be assembled in the USA and shall be noted as such on the SS pump manufacturers tag.
- B. The pump and motor shall be designed and built for 24-hour continuous service at any and all points within the required range of operation, without overheating, without cavitation, and without excessive vibration or strain. All parts shall be so designed and proportioned as to have liberal strength, stability and stiffness and to be especially constructed to meet the specifications.
- C. Each major piece of equipment shall be furnished with a stainless steel nameplate (with embossed data) securely mounted to the body of the equipment. As a minimum, the nameplate for the pump shall include the manufacturer's name and model number, serial number, rated flow capacity, head, speed and all other pertinent data. As a minimum, nameplates for motors shall include the manufacturer's name and model number, serial number, horsepower, speed, input voltage, amps, number of cycles, power and service factors and point of assembly.
- D. All electrical materials and equipment shall be Underwriters Laboratories Inc. listed, and NEMA rated.

### **2.02 CONDITIONS OF OPERATION**

- A. The pump shall be a totally submersible pump as listed in the table and manufactured by Fairbanks Morse Pump Company or equal. The supplied pump must be able to fit into the existing opening and seat onto the existing base elbows with no modifications. The

supplied pump shall be identical in hydraulic and electrical performance to the two (2) existing Fairbanks Morse Pumps.

- B. Each pump shall be designed for the conditions of service listed in these specifications.

Where total head (TH) is referred to in conjunction with the specified discharge requirements, it shall be understood to consist of the sum of the pressure head plus the velocity head, in feet, at the discharge nozzle of the pump minus the pressure head and the velocity head at the suction nozzle of the pump. The efficiency of the pump shall be understood to be based upon total head as just defined.

### 2.03 PUMP CONSTRUCTION

- A. The impeller shall be balanced non-clogging type made of close-grained cast iron conforming to ASTM A48 Class 30. The impeller shall be of one piece; single suction, enclosed, two blade radial flow design with well-rounded leading vanes and then tapered toward the trailing edge for a circular flow pattern. The waterways through the impeller will have extremely smooth contours, devoid of sharp corners so as to prevent rags or stringy, fibrous material from catching or clogging. The clearance between the full diameter impeller outside diameter and cutwater shall be capable of passing a solid sphere as listed in these specifications. The impeller is to be balanced and secured to the shaft by means of a bolt, washer, and key. The arrangement shall be such that the impeller cannot be loosened from torque in either forward or reverse rotation. Wiper vanes on the back impeller shroud are not allowed.
- B. The volute shall be matched to the impeller and made of close-grained cast iron conforming to ASTM A48 Class 30. The volute is to be of one-piece circular constant flow, equalizing pressure design with smooth fluid passages large enough to pass any size solid that can pass through the impeller. The volute shall be centerline discharge. The pump discharge elbow interface shall be integral to the volute and not a bolt on sealing flange.
- C. A separately cast close-grained cast iron back head conforming to ASTM A48 Class 30 shall be provided.
- D. The pump shaft shall be 416 Stainless Steel of sufficient diameter to carry the maximum loads imposed and to prevent vibration and fatigue. The shaft shall be accurately machined along its entire length and precision ground at bearing locations. Radial bearings and thrust bearing shall be grease lubricated designed to carry the hydraulic radial loads encountered in the service conditions. Bearing shall be designed for a nominal L10 life of 100,000 hrs. per AFBMA at best efficiency point.
- E. The pump shall be supplied with a non-sparking slide bracket designed to lower the pump along (2) 3" 304 SS guide rails and fit directly onto the new or existing 16" discharge elbows.
- F. The volute casing, back head, and frame shall be manufactured with concentric shoulder fits to assure accurate alignment. All machine bolts, nuts, and cap screws shall be stainless steel.

- G. Pump shall be provided with impeller and volute axial type wear rings. Impeller wear ring shall be 300-350 BHN 400 series stainless; the volute shall have wear rings of 410-484 BHN.

#### **2.04 PUMP DRIVE SYSTEM**

- A. Each submersible solids handling pump shall be driven by a completely sealed, electric submersible squirrel cage induction motor, inverter duty rated per NEMA MG 1, revision 3 part 31, section 31.40.4, rated for use with VFD's. The motor nameplate horsepower rating shall not be exceeded by the brake horsepower requirements of the specified head and capacity requirements. Motor shall be suitable for operation in an environment.
- B. The submersible motor shall be U.L. Listed for Class 1, Division 1, Group C & D explosion proof location as defined by the National Electric Code. All electrical components shall be housed in an air-filled, cast iron, watertight enclosure that is sealed by the use of O-rings and shall have rabbet joints with an extra overlap. The pump shall be supplied with 120' of flexible UL approved electrical motor and sensor cables.
- C. The stator winding and lead shall be insulated for continuous duty in 40 C rise liquids. The motor shall be designed for continuous duty capable of minimum of ten (10) starts per hour. The motor shaft shall be 416 stainless steel; the rotor to be dynamically balanced to meet NEMA vibration limits; all hardware to be stainless steel. Cable leads are to allow the connection of a cable to the motor, to be accomplished in the field without soldering cable. All leads are to be sealed and designed to prevent cable wicking to conduit box located on top of the motor. Individual wires shall have the insulation removed and epoxy potted to prevent wicking into the motor area. Grommets or similar compression only systems are not allowed.
- D. Each pump shall be provided with a tandem mechanical rotation shaft seal system. The upper seal shall be hydraulically balanced incorporating a non-clogging polymeric body acting as a spring mechanism with high grade carbon vs. 99.5 % ceramic faces lapped to within 3 helium light bands. The seal shall be installed using a snap ring on the polymeric body and a positive locator machined in the ID of the polymeric body. All O-rings shall be high temperature FKM O-rings. The lower seal shall be of similar construction with the faces materials being silicon carbide vs. tungsten carbide lapped to within 3 helium light bands. Seals using a conventional metal spring will not be allowed.

#### **2.05 SHOP TESTS**

- A. Each pump, at the discretion of the owner, shall undergo a factory hydraulic performance test prior to shipment. This test shall be conducted in the same facility as the pump's point of manufacture. This hydraulic test may be witnessed at the discretion of the owner or the owner's representative. A ten (10) day notice shall be given before the date of hydraulic testing.
  - 1. A complete test report for each pump, including certified characteristic curves of the pump, consisting of at least all information required in Paragraph 1.05. These certified copies of the hydraulic test report, shall be submitted and approved by the owner before the pumps are permitted to be shipped.

- B. Each pump being furnished under these specifications shall be factory tested in accordance with the latest edition of the Hydraulic Institute Standards. Certified copies of the Hydraulic Test Report shall be supplied prior. Notification of such test and a list of test equipment and procedures shall be furnished to the Owner at least ten working days before the schedule test date.
  - 1. Each pump shall be tested and data recorded at its operating conditions of service as listed in Paragraph 1.05 and the pump shall be tested and data recorded for five (5) different operating points including shut-off head. Sufficient test point readings shall be made to establish complete head flow capacity, efficiency and brake horsepower curves for each pump.
  - 2. All gauges and other test instruments shall be calibrated within 30 days of the scheduled test and certified calibration data shall be provided. All Venturi flow meters shall be calibrated within two years of the scheduled test and certified calibration data shall be provided.

## **2.06 SURFACE PREPARATION AND SHOP PRIME PAINTING**

- A. Each piece of equipment in the pumping system including pump, motor and elbow shall be prepared and shop-primed. The shop primer shall be compatible with the finished paint.

## **PART 3: PREPARATION**

### **3.01 GENERAL**

- A. Coordinate with other trades, equipment and systems to the fullest extent possible.
- B. Take all necessary measurements in the field to determine the exact dimensions for all work and the required sizes of all equipment under this contract. All pertinent data and dimensions shall be verified.

### **3.02 FIELD TESTS**

- A. In the presence of the owner, the supplier shall conduct such tests as necessary to indicate that the pumps and motors generally conform to the efficiencies and operating conditions specified herein. A ten-day operating period of the pumps will be required before acceptance. If the pump performance does not meet these specifications, corrective measures shall be taken within ten (10) days or the pump shall be removed and replaced with the specified pump which satisfies the conditions of these specifications at no expense to the owner.

DATE: 8/01/2018  
BID NO.: 50-00123758

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, 8/16/2018 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](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 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)**

DATE: 8/01/2018

BID NO.: 50-00123758

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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. 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-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.