



**Bid Number 50 - 00116251**

Two (2) year contract for a supply of Concrete Storm Drain Culverts for the Jefferson Parish Department of Public Works – Drainage and all Jefferson Parish Agencies

**BID DUE DATE: May 3, 2016 at 2:00 P.M.**

**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: Ms. Sidney Duffy, Buyer II  
Buyer Email: [sduffy@jeffparish.net](mailto:sduffy@jeffparish.net)  
Buyer Phone: 504-364-2682**

# BID #50-00116251 SPECIFICATIONS

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Two year contract for a supply of Concrete Storm Drain Culverts for the Jefferson Parish Department of Public Works – Drainage & All Jefferson Parish Agencies.

These specifications are prepared for a two (2) year supply of concrete storm drain culverts and related items used by the Department of Public Works for all drainage districts, east and west banks.

Vendor is requested to quote a written lump sum price for furnishing all quantities as hereon listed.

The delivery time for each purchase order shall not exceed thirty (30) calendar days. In the case that the vendor needs additional time for delivery, a written request to the Jefferson Parish Department of Public Works shall be required.

Vendor is to include all matter of his cost from inception of order to the site delivered and shall include and reflect same as part of his unit cost per foot bid quote.

## **SPECIFICATIONS:**

Reinforced Concrete Pipe:

Reinforced Concrete Pipe for use as sewers shall conform to the latest current specifications of the A.S.T.M for reinforced concrete culvert, storm drain, and sewer pipe, designation C-76.

Reinforced Concrete Arch Pipe:

Reinforced Concrete Arch Pipe shall conform to the latest current specifications of the ASTM for reinforced concrete arch culvert, storm drain, and sewer pipe designation C-76.

Rubber Gasket Joints:

Rubber Gasket Joints shall conform to the latest specifications of the ASTM C-443 for joints for circular concrete sewer and culvert pipe using flexible watertight, rubber-type gaskets.

Specifications for precast concrete channel sections

Precast concrete channel sections shall be 10ft. wide with 4ft. high side walls and shall be designed to withstand side loads and moments in the side walls generated by equivalent HS-20 loading conditions. Each section shall have two 2in. diameter weep holes.

The joints shall be tongue and groove with a minimum 6in. depth, a maximum annular space of ½ inch and a maximum taper of 10 degrees. Ram-Nek joint material shall be included in the price bid per foot.

All sections shall be manufactured with four banding holes, one on each side at both ends of the section. These holes shall be approximately 15in. from the base of the section.

Material Properties:

WWF (Min. yield) – 65,000 PSI  
(ASTM A-82-76 & A185-73)

Conc. (Min.F'C) – 5,000 PSI

Soil Data

## BID #50-00116251 SPECIFICATIONS

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Unit Wt. – 120 lbs./ft.<sup>3</sup>

Active Coeff (KA) – 0.33

External water – at top of soil

Eff. Weight Coeff. -1.0

Capacity reduc. Factors

(From ACI 318-83)

Shear – 8.85

Compression – 0.70

Bending – 0.90

Loading Data

Load factor – LL-2.2 (Traffic HS-20)

Truck Axle Load – 32,000 lbs.

(HS.20, See AASHTO)

Maximum Backfill:

Height above Box – 10 Ft. (Paving Inclusive)

These pre-cast concrete channel sections are to be designed and used for the following applications.

1. As a ditch liner with earthen side slopes and HS-20 live loads parallel to the section. The maximum allowable depth from top of ground to top of channel wall is 10 feet.
2. As a ditch liner with a flat slab (pre-cast or poured in place) spanning the section keyed into each wall and HS-20 live loads parallel to the section. The maximum allowable cover on the slab is 10 feet.
3. As a 10FTx9FT box section made by inverting a second section over the first with a maximum cover of 10 feet and HS-20 live loads parallel to the sections. Paving is included in the maximum depth.

### Specifications for Precast Concrete Box Culverts

Box culverts shall conform to the latest current revision of the ASTM specification C789 for precast reinforced concrete box sections for culverts, storm drains and sewers. The manufacturer must furnish a certificate that the box culverts do conform thereto and that it has been tested according to the ASTM specifications by a testing laboratory. The cost of all inspection and testing must be included in the prices bid for box culverts.

The joints shall be tongue and groove. Ram-Nek joint material shall be included in the price bid per foot for box culverts.

## BID #50-00116251 SPECIFICATIONS

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The following table illustrates relevant weights per foot for various size culverts.

Size in span	Feet rise	Length in. ft.	Wt. Per Ft. Lbs.
4	4	6	1500
8	4	4	2880
6	5	4	2650
8	5	4	3090
6	6	4	2930
8	6	4	3350
10	6	4	4700
8	8	6	3760
10	8	4	5200

### Specifications for Precast Concrete Catch Basins and Drop Inlets

The reinforcing steel shall meet ASTM A-615 (Grade 60). The concrete shall have a compressive strength of 4500-5000 PSI in 28 days. The reinforcing shall be designed for AASHTO HS-20 loading conditions. The cost of cast iron castings shall be included in the bid price.

#### Group 1

Item 0020 thru 0130

Reinforced Concrete Pipe – ASTM C-76

Class III

C-443 with O-Rings

#### Group 2

Items 0140 thru 0190

Precast Concrete Channel Sections

#### Group 3

Items 0200 thru 0290

Precast Concrete Box Culverts

#### Group 4

0300 thru 0450

Precast Concrete Catchbasins

#### Group 5

Items 0460 thru 0690

Reinforced Concrete Arch Pipe Tongue and Groove, Ram-Nek Joint, ASTM C506

#### Group 6

Item 0700

Pipe Lubricant

#### Group 7

Items 0710 thru 0760

Safety End Treatments

## BID #50-00116251 SPECIFICATIONS

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Group 8

Items 0770 thru 0800

Pipe, Concrete Elliptical 3 sided concrete arch spans (ASTM C-1504)

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	2.00	LF	<p>TWO (2) YEAR CONTRACT FOR A SUPPLY OF CONCRETE STORM DRAIN CULVERTS FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS - DRAINAGE AND ALL JEFFERSON PARISH AGENCIES.</p> <p>0010 12 in. Diameter, class III Reinforced Concrete Pipe-ASTM C-76</p> <p>C-443 with O-ring with o rings</p> <p>Group 1</p>		
2	60.00	LF	<p>0020 15 in. Diameter Class III Reinforced Concrete Pipe-ASTM C-76</p> <p>C-443 with 0-rings</p> <p>Group 1</p>		
3	53.00	LF	<p>0030 18 in. Diameter, Class III Reinforced Concrete Pipe-ASTM C-76</p> <p>C443 with O-rings</p> <p>Group 1</p>		
4	2.00	LF	<p>0040 18 in. Diameter, Class III Reinforced Concrete Pipe-ASTM C-76</p> <p>C-443 with O-rings</p> <p>Group 1</p>		
5	2.00	LF	<p>0050 24 in. Diameter, Class III Reinforced Concrete Pipe-ASTM C-76</p> <p>C-443 with O-rings</p> <p>Group 1</p>		
6	2.00	LF	<p>0060 27 in. Diameter, Class III Reinforced Concrete Pipe-ASTM C-76</p> <p>C-443 with O-rings</p> <p>Group 1</p>		
7	2.00	LF	<p>0070 30 in. Diameter, class III Reinforced Concrete Pipe-ASTM C-76</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	2.00	LF	C-443 with O-rings Group 1  0080 36 in. Diameter, Class III Reinforced Concrete Pipe-ASTM C-76		
9	2.00	LF	C-443 with O-rings Group 1  0090 42 in. Diameter, Class III Reinforced Concrete Pipe-ASTM C-76		
10	2.00	LF	C-443 with O-rings Group 1  0100 48 in. Diameter, Class III Reinforced Concrete Pipe-ASTM C-76		
11	2.00	LF	C-443 with O-rings Group 1  0110 54 in. Diameter Class III Reinforced Concrete Pipe-ASTM C-76		
12	2.00	LF	C-443 with O-rings Group 1  0120 60 in. Diameter, Class III Reinforced Concrete Pie-ASTM C76		
13	2.00	LF	C-443 with O-rings Group 1  0130 72 in. Diameter, CClass III Reinforced Concrete Pipe-ASTM C-76		
14	2.00	LF	C-443 with O-rings Group 1  0140 Precast Concrete Channel Section 4 ft. x 4 ft. x 6 ft.		
15	2.00	LF	Group 2  0150 Precast Concrete Channel Section 6 ft. x 4 ft. x 6 ft.		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	2.00	LF	Group 2 0160 Precast Concrete Channel Section 10 ft. x 4 ft. x 6 ft.		
17	2.00	LF	Group 2 0170 Precast Concrete Channel Section 8 ft. x 4 ft. x 6 ft.		
18	2.00	LF	Group 2 0180 Precast Concrete Channel Section 10 ft. x 5 ft. x 6 ft.		
19	2.00	LF	Group 2 0190 Precast Concrete Channel Section 8 ft. x 5 ft. x 6 ft.		
20	2.00	LF	Group 2 0200 Precast Concrete Box Culverts Span 4 ft. Rise ft. Length 6 ft.		
21	2.00	LF	Group 3 0210 Precast Concrete Box Culverts Span 7 ft. Rise 4 ft. Length 6 ft.		
22	2.00	LF	Group 3 0220 Precast Concrete Box Culverts Span 8 ft. Rise 4 ft. Length ft.		
23	2.00	LF	Group 3 0230 Precast Concrete Box Culverts Span 6 ft. Rise 5 ft. Length 6 ft.		
24	2.00	LF	Group 3 0240 Precast Concrete Box Culverts Span 8 ft. Rise 5 ft. Length 6 ft.		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
25	2.00	LF	Group 3 0250 Precast Concrete Box Culverts Span 6 ft. Rise 6 ft. Length 6 ft.		
26	2.00	LF	Group 3 0260 Precast Concrete Box Culverts Span 8 ft. Rise 6 ft. Length 6 ft.		
27	2.00	LF	Group 3 0265 Precast Concrete Box Culverts Span 8 ft. Rise 7 ft. Length 6 ft.		
28	2.00	LF	Group 3 0270 Precast Concrete Box Culverts Span 10 ft. rise 6 ft. Length 6 ft.		
29	2.00	LF	Group 3 0280 Precast Concrete Box Culverts Span 8 ft. Rise 8 ft. Length 6 ft.		
30	2.00	LF	Group 3 0285 Precast Concrete Box Culverts Span 10 ft. Rise 7 ft. Length 6 ft.		
31	245.00	LF	Group 3 0290 Precast Concrete Box Culverts Span 10 ft. Rise 8 ft. Length 6 ft.		
32	2.00	EA	Group 3 0300 Precast Concrete Catchbasins, Frames and Grates 2 ft. Deep, Type I Catchbasin		
33	2.00	EA	Group 4 0310 Precast Concrete Catchbasins, Frames and Grates		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
34	2.00	EA	3 ft. Deep, Type I Catchbasin Group 4 0320 Precast Concrete Catchbasin, Frames and Grates		
35	2.00	EA	4 ft. Deep, Type I Catchbasins Group 4 0330 Precast Concrete Catchbasins, Frames and Grates		
36	2.00	EA	2 ft. Deep, Type 2 Catchbasins Group 4 0340 Precast Concrete Catchbasins, Frames and Grates		
37	2.00	EA	3 ft. Deep, Type 2 Catchbasin Group 4 0350 Precast Concrete Catchbasins, Frames and Grates		
38	2.00	EA	4 ft. Deep, Type 2 catchbasins Group 4 0360 Precast Concrete Catchbasins, Frames and Grates		
39	2.00	EA	2 ft. Deep, Type 3 Catchbasin Group 4 0370 Precast Concrete Catchbasins, Frames and Grates		
40	2.00	EA	3 ft. Deep, Type 3 Catchbasin Group 4 0380 Precast Concrete Catchbasins, Frames and Grates		
			4 ft. Deep, Type 3 Catchbasins		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
41	2.00	EA	Group 4 0390 Precast Concrete Catchbasins, Frames and Grate  2 ft. Deep, Type 4 Catchbasins		
42	2.00	EA	Group 4 0400 Precast Concrete catchbasins. Frames and Grates  3 ft. Deep, Type 4 Catchbasins		
43	2.00	EA	Group 4 0410 Precast Concrete Catchbasins, Frames and Grates  4 ft. Deep, Type 4 Catchbasins		
44	2.00	EA	Group 4 0420 Precast Concrete Catchbasins, Frames and Grates  18 in. x 18 in. Frames and Grates		
45	2.00	EA	Group 4 0430 Precast Concrete Catchbasins, Frames and Grates  24 in. x 24 in. Frames and Graes		
46	2.00	EA	Group 4 0440 Precast Concrete Catchbasins, Frames and Grates  24 in. x 36 in. Frames and Grates		
47	2.00	EA	Group 4 0450 Precast Concrete Catchbasins, Frames and Grates  36 in. x 36 in. Frames and Grates		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
48	2.00	LF	<p>Group 4</p> <p>0460 Reinforced Concrete Arch Pipe, Tongue and Groove Ram-Nek Joint, ASTM</p>		
49	2.00	LF	<p>C506 A equals Pipe per foot with one (1) Gasket Ram-Nek Only Unit Price/Ft.                      B equals Pipe per foot with two (2) Gasket. Ran-Nek only unit Price/Ft.                      13-1/3 in. x 22 in. Class III 1 in.                      Ram-Nek (A)</p> <p>Group 5</p> <p>0470 Reinforced Concrete Arch Pipe, Tongue and Groove, Ram-Nek Joint, ASTM</p>		
50	2.00	LF	<p>C506 A equals Pipe per Foot with one (1) Gasket. Ram-Nek Only Unit Price/ft.                      B equals Pipe per Foot with tow (2) Gasket. Ram-Nek Only Unit Price/ft.                      13 1/3 in. x 22 in. Class III 1 in.                      Ram-Nek (B)</p> <p>Group 5</p> <p>0480 Reinforced Concrete Arch Pipe, Tongue and Groove, Rsm-Nek Joint ASTM</p>		
51	2.00	LF	<p>C506 A equals Pipe Per Foot with one (1) Gasket. Ram-Nek Only Unit Price/ft.                      B equals Pipe Pr Foot with two (2) Gasket. Ram-Nek Only Unit Price/ft.                      15 1/2 x 26 in. Class III 1 in.                      Ram-Nek (A)</p> <p>Group 5</p> <p>0490 Reinforced Concrete Arch Pipe, Tongue and Groove Ram-Nek Joint, ASTM</p>		
52	2.00	LF	<p>Group 5</p> <p>0500 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint, ASTM</p> <p>C506, (A=Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price /ft</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
53	2.00	LF	B=Pipe per Foot with Two (2)Gasket Ram Nek Only Unit Price/ft 18 in. x 28 1/2 in. Class III 1 in. Ram Nek (A)  Group 5  0510 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint, ASTM		
54	2.00	LF	C506 (A-Pipe per Foot with One (1) Gasket Ran Nek Only Unit Price/ft B=Pipe per foot with Two (2) Gasket Ram Nek Only with Unit Price/ft 18 in. x 28 1/2 in. Class III,1 in. Ram Nek (B)  Group 5  0520 Reinforced Concrete Arch Pipe, Tongue and Groove, Ram Nek Joint, ASTM		
55	2.00	LF	C506, (A- Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B= Pipe per Foot with Two (2) Gasket Ram Nek Only Uni Price/ft 22 9/16 x 36 1/4 in. Class III 1 in. Ram Nek A  Group 5  0530 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint ASTM		
56	2.00	LF	C506, (A=Pipe per Foot with One (1) Gasket RAm Nek Onlu Unit Price/ft B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft 26 5/8 in. x 43 3/4 in. Class III 1.5 in. Ram Nek (A)  Group 5  0540 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint ASM		
57	2.00	LF	C506, (A=Pipe per Foot with One (1) Gasket RAM Nek Onlu Unit Price/ft B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft 26 5/8 in. x 43 3/4 in. Class III 1.5 in. Ram Nek (A)  Group 5  0550 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint ASTM		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
58	2.00	LF	<p>C506 (A=Pipe Foot with One (1) Gasket Ram Nek Only Unit Price/ft B=Price Pr Foot wih Two (2) Gasket Ram Nek Only Unit Price/ft 26 5/8 in. x 43 3/4 in. Class III 1.5 in. Ram Nek (B)</p> <p>Group 5</p> <p>0560 Reinforced Concrete Arch Pipe Tongue an Groove Ram Nek Joint, ASTM</p>		
59	2.00	LF	<p>C506. (a=Pipe Per Foot with One (1) Gasket RAM Nek Only Unit Price/ft B=Price Per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 31 5/16 in. x 36 1/4 in. Class III 1.5 in. Ram Nek (A)</p> <p>Group 5</p> <p>0570 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint, ASTM</p>		
60	2.00	LF	<p>C506,(SA=Price Per Foot With One (1) Gasket Ram Nek Only Unit Price/ft. B=Price per Foot with Two (2) Gasket Ram Nek Only unit Price/ft. 31 5/16 bin. x 36 1/4 in. Class III 1.5 in. Ram Nek (B)</p> <p>Group 5</p> <p>0580 Reinforced Concrete Arch Pipe Tongue and Grove , Ram Nek Joint, ASTM</p>		
61	2.00	LF	<p>C506, Price per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 36 in. x 58 1/2 in. Class III 1.75 in. Ram Nek (A)</p> <p>Group 5</p> <p>0590 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint ASTM</p>		
62	2.00	LF	<p>C506, (A=Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B=pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 36 in. x 58 1/2 in. Class III 1.75 in. Ram Nek (B)</p> <p>Group 5</p> <p>0600 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek ASTM</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
63	2.00	LF	C506, (A=Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 40 1/2 in. x 65 in. Class III 1.75 in. Ram Nek (A)  Group 5  0610 Reinforced Concrete Arch Pipe Tongue and Groove RAM Nek Joint, ASTM		
64	2.00	LF	C506, (A=Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 40 1/4 in. x 65 in. Class III 1.75 in. Ram Nek (B)  Group 5  0620 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint, ASTM		
65	2.00	LF	C506 (A=Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 45 in. x 73 1/2 in. Class III 2 in. Ram Nek (A)  Group 5  0630 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint, ASTM		
66	2.00	LF	C506, (A=Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 45 in. x 73 1/2 in. Class III 2 in. Ram Nek (B)  Group 5  0640 Reinforced Concrete Arch Pipe Tongue and Groove, RAM Nek Joint, ASTM		
67	2.00	LF	C506 (A=Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two(2) Gasket Ram Nek Only Unit Price/ft. 54 in. x 88 in. Class III, 2 in. Ram Nek (A)  Group 5  0650 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint, ASTM		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
68	2.00	LF	C-506, (A=Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 54 in. x 88 in. Class III 2 in. Ram Nek (B)  Group 5  0660 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint, ASTM		
69	2.00	LF	C506 (A=Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 62 5/8 in. x 102 in. Class III, 2 in. Ram Nek (A)  Group 5  0670 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint, ASTM		
70	2.00	LF	C506 A=Pipe per Foot With One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 62 5/8 in. x 102 in. Class III, 2 in. Ram Nek (B)  Group 5  0680 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint, ASTM		
71	2.00	LF	C506, (A= Pipe per Foot with One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 78 3/8 in. x 122 Class III, 2 in. Ram Nek (A)  Group 5  0690 Reinforced Concrete Arch Pipe Tongue and Groove, Ram Nek Joint, ASTM		
72	2.00	GL	C506 (A=Pipe per Foot wwith One (1) Gasket Ram Nek Only Unit Price/ft. B=Pipe per Foot with Two (2) Gasket Ram Nek Only Unit Price/ft. 78 3/8 in. x 122 in. Class III 2 in. Ram Nek (B)  Group 5  0700 Pipe Lubricant		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
73	2.00	FT	Group 6 0710 Safety End Treatments 12 ft. 6 to 1 Slope		
74	2.00	FT	Group 7 0720 Safety End Treatments 15 ft. 6 to 1 Slope		
75	2.00	FT	Group 7 0730 Safety End Treatments 18 ft. 6 to 1 Slope		
76	2.00	FT	Group 7 0740 Safety End Treatments 24 ft. 6 to 1 Slope		
77	2.00	FT	Group 7 0750 Safety End Treatments 30 ft. 6 to 1 Slope		
78	2.00	FT	Group 7 0760 Safety End Treatments 36 ft. 6 to 1 Slope		
79	2.00	FT	Group 7 0770 Pipe, Concrete Elliptical 3 Sided Concrete Arch Spans(ASTM-C-1504) 12 ft. span 8 ft. rise		
80	2.00	FT	Group 8 0780 Pipe, Concrete Elliptical 3 Sided Concrete Arch Spans(ASTM C-1504) 14 ft. span 8 ft. rise		
81	2.00	FT	Group 8 0790 Pipe, Concrete Elliptical 3 Sided Concrete Arch Spans(C-1504)		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116251

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
82	2.00	FT	16 ft. span 8 ft. rise Group 8  0800 Pipe, Concrete Ellipitical 3 Sided Concrete Arch Spans(ASTM c-1504) 20 ft. span 8 ft. rise Group 8		

DATE: 4/13/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116251

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

BUYER: SDuffy@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 4/28/2016 AND PUBLICLY OPENED THEREAFTER.

**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 must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on Vendor Information.

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

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

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

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

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

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

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

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

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

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.

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).

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. Please note requirements contained in this bid package for electronic bid submission.**

**Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.**

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(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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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 (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.

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.

**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 \_\_\_\_\_

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

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

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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: \$ \_\_\_\_\_

AUTHORIZED  
SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

TITLE: \_\_\_\_\_

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.**

## 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** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
the party who submitted a bid in response to Bid Number \_\_\_\_\_, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

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

Debt Disclosures

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

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

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

Affiant further said:

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

*[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

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.