Bid Number 50–00118484

PURCHASE OF ELECTRIC DIESEL PUMP UNITS AT PONTIFF PLAYGROUND FOR THE JEFFERSON PARISH DRAINAGE DEPARTMENT

BID DUE: JANUARY 24, 2017 AT 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: Misty A. Camardelle
Buyer Email: mcamardelle@jeffparish.net
Buyer Phone: 504-364-2683

JEFFERSON PARISH
Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

******POSTPONING OPENING OF EB LOCATION TO JANUARY 9th, 2017******

In an effort to enhance services to our vendor community, the Purchasing Department will begin maintaining an EB Office location in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Beginning January 9, 2017 bidders may submit bid responses to this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages.** Please note that all bid openings will continue at 200 Derbigny Street, Suite 4400, Gretna, LA 70053.

Other Changes Continued:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, ***affidavits are required with bid submission***. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged 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.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly. These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Pontiff Playground
Pump Specifications

I. General

A MANDATORY Pre-Bid Conference will be held at **10:00 am** on **January 10, 2017** at the **Wally Pontiff Jr. Playground, 1521 Palm Street, Metairie, LA 70001**. 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.

The bid will be awarded to the lowest responsible bidder complying with all provisions of this invitation, providing the bid is reasonable and that is in the best interest of Jefferson Parish to accept.

Jefferson Parish has the option to award all items, split the award or not award an item.

The pumps and drive equipment to be furnished under this bid shall be made by a manufacturer regularly engaged in such work, and who has furnished electric/diesel, variable speed hydraulic systems and specialties. References should be made available upon request.

Vendor provides a single source of responsibility for the entire pumping system and all related equipment.

The manufacturer shall be ISO9001-2008 certified.

The work under this bid shall consist of providing all pumping equipment including the hydraulic driven axial flow pumps, drive units, and all piping, appurtenances and mechanical system as specified herein. Vendor shall notify Drainage Department two (2) weeks prior to delivery. Pumping units along with all hoses, piping, controls, wiring and accessories are to be delivered to 4901 Jefferson Hwy, Jefferson Louisiana. Any and all freight charges are to be included in bid price. Total delivery time starting from the date the Purchase Order is issued shall not exceed one hundred eighty (180) calendar days.

II. Vendor Requirements

The pump units shall be an electric-diesel drive unit Model Number 2000 and 2400 series with single stage water pump models HAC320 and HAC324 by MWI

Pumps or **Approved equal**. The Vendor shall furnish with bid submission the following items for consideration:

- A complete specification and submittal of all major components for the proposed pumping unit with catalog pump performance curves based on tests of pumps in accordance with procedures as specified by Standards of Hydraulic Institute.
- A detailed pump unit proposal drawing complete with component location, sizes and dimensions specific to the installation and matching the specifications herein.
- Pumping units manufacture information and specifications for the electrical controls, pumps, and motors.
- One certified copy of installation and operation manuals for permanent pump systems.
- One copy of all pump "Bill of Materials" of the unit's construction, cutaway drawings, and dimensions as offered to confirm compliance with the specifications.
- One hydraulic circuit schematic for the entire pumping system.
- One descriptive brochure showing photographs and/or describing the pump unit.

Any bidder not able to supply information shall be considered non-responsive and shall not be accepted.

III. General Pump Package Design

1. Each pump package shall have an electric-diesel drive unit (specified herein). The electric motor shall be the prime mover with the diesel engine as the back-up. In the event of a power failure, the diesel engine will start automatically. When power resumes the diesel engine shall enter a shut-down routine and after the diesel engine stops, the electric motor will automatically start if the pump is being called for. In the event of electrical panel failure the controls for the diesel unit shall be arranged to start either automatically from an emergency high level ball float, a level sensing signal, or selected to manually operate.

2. A variable displacement hydraulic piston pump shall be used to control the water pump speed. This configuration shall allow the prime mover (either the diesel engine or electric motor) to operate at a fixed optimum speed to utilize horsepower available. Hydraulic pump displacement (stroke) shall be controlled automatically (or manually through operator controls) based on a 4-20mA input signal from a level transducer.

3. Utilizing variable displacement hydraulics on both the electric motor and diesel engine configuration allows component crossover.

4. The complete pump assembly and weather-proof housing shall be prepared inside and outside using standards SSPC-SP10 / (Near-White Blast cleaning) and painted with a high build epoxy primer/finish, International Intergard 345 or equal, to a dry film thickness of 8.0 mils.

IV. Skid Assembly and Wiring

Construction shall include a fabricated steel base with lifting eyes and skid assembly shall support all components during shipping and also serve as the installation mounting base. The dimensions of the base shall not exceed 7.5 feet in width and 12 feet in length.

V. Weather-Proofing Housing for Outdoor Exposure

Each drive unit shall come equipped with a sheet metal cover. The cover will attach at the skid base with bolted connections and at the top with hurricane clips for installation and removal purposes. The cover will be made from 20 gauge galvanized sheet metal. The cover shall have provisions to mount the exhaust pipe and muffler connected to the diesel engine. The cover will ship loose and be installed in the field.

VI. Design Data

The Pump design criteria is listed below in Table 1.

Table 1: Pump Design Data

Pump Location	HP	CFS	TDH	Pump
NW #13	150	40	13.68	HAC324 or approved equal
Northline #3	60	20	10.88	HAC320 or approved equal
Mag #7	125	32	15.81	HAC324 or approved equal
NE #4	60	20	12.59	HAC320 or approved equal
Gilmore #14	150	40	15.78	HAC324 or approved equal
Mag #3	125	32	15.81	HAC324 or approved equal
Nassau #6	50	26	6.87	HAC320 or approved equal
SW #1	100	20	16.77	HAC320 or approved equal
Earhart #8	100	32	11.32	HAC324 or approved equal
NW #2	150	32	17.55	HAC324 or approved equal

Minimum Pump Propeller sizes, 20" and 24" respectively

Recommended minimum submergence level for pump starting, measured from the surface of the intake bell inlet flange to water level datum, shall not exceed 47" for models HAC320 or approved equal and 56" for models HAC324 or approved equal.

VII. Water Pump Hydraulic Drive Unit Material and Design

The water pumps to be furnished under this specification shall be hydraulically driven, axial flow propeller, vane type motor, completely submersible with propeller bowl assembly, hydraulic motor assembly, suction bell assembly and discharge tube.

1. SUCTION BELL - The suction bell assemblies shall be manufactured from alloy steel, 3/16" and 1/4" (depending on the pump size) thick and conforming to ASTM A242, and shall have a maximum inlet diameter of 1.5 times the propeller diameter or compliant with Hydraulic Institute 1998. The inlet bell shall be constructed to minimize vortex formation by maintaining equal pressures and velocities across the entrance. Bars shall be placed across the bell mouth to prevent entrance of large sticks, logs or debris. Inlet bell face shall be parallel to the water surface regardless of the angle of installation.

2. PUMP BOWL - The propeller bowl assemblies section shall be a single stage, shop assembled unit consisting of a venturi housing, stainless steel liner, propeller shaft, bearings and stainless steel propeller blades. The venturi housing shall be manufactured from 3/8" and 1/2" (depending on the pump size) thick alloy steel conforming to ASTM A242 and shall be fitted with a machined, removable housing liner of 300 series stainless steel of not less than 3/16" thickness and a liner length of not less than the pitch length of the propeller.

3. PROPELLER and SHAFT - The pump propeller blades shall be manufactured using ASTM A304 stainless steel. The propeller shall be balanced and secured firmly to the taper shaft with alignment key and locknut. The propeller shaft shall be machined from solid stainless steel bar stock and shall conform to ASME Code for transmission shafting to transmit full load torque and shall have additional safety factor for shock loads.

4. BEARINGS - The propeller shaft shall be supported and contained in place by three multiple angular contact bearings. The shaft bearings shall be designed for an L10 life of 50,000 hours and lubricated by low pressure hydraulic oil. The propeller shaft and bearing assembly shall be contained in a machined bearing housing centrally supported by flow straightening vanes in the propeller bowl assembly and shall be protected against sand particle intrusion. The bearings shall be designed to accept thrust in either direction. A non-reverse rotation mechanism will be included.

5. HYDRAULIC MOTOR – The hydraulic motor assembly section shall consist of the assembly housing, hydraulic motor, and propeller shaft coupling and inlet and outlet port pipe connections. The assembly housing shall be manufactured from 1/4" thick alloy steel conforming to ASTM A242. The housing assembly shall have the water pump shaft and hydraulic motor connected with a spline connection. The hydraulic motor, bearings, shaft and coupling shall be enclosed and sealed to permit totally submerged operation in any position. The hydraulic motor shall be provided with inlet and outlet pipes extending from hydraulic motor through the assembly housing and terminate with quick coupling connections. The hydraulic motor shall be mounted on the discharge side of the propeller as to minimize NPSH requirements, avoid clogging of the intake and induce more efficient oil cooling. Suction side installations shall not be permitted.

VIII. Electric/Diesel Drive Unit Requirements

1. Diesel engines shall be Tier 3 John Deere or Deutz diesel engines unit or equal, of 50, 60, 100, 125, and 150 HP at 1800 rpm continuous duty rating. The units shall be fully equipped with radiator (if required), batteries and cable, safety shutdown switches (to include but not limited to: low oil pressure, high temperature, low oil level, high amps, etc.) and exhaust system with residential type muffler or sound attenuating system.

2. Power unit shall be factory assembled and skid mounted. Hydraulic equipment shall include but not be limited to: a full flow oil filter, adjustable pressure relief valves at each pump outlet, pressure and temperature gauges, quick connect couplings and safety shutdown controls for low oil pressure and high oil temperature. All systems shall be assembled, piped and tested prior to delivery to the site.

3. A fuel storage day tank shall be included as an integral part of the mounting skid. Fuel tank shall be capable of supplying engine for 10 hours at full pumping capacity.

4. All required fittings, gauges and piping shall be supplied and installed as necessary to provide proper tie-in of fuel supply and return lines.

5. Electric motors shall be installed on the power unit and shall be the same BHP as the diesel listed above. The electric motors shall be a horizontal, foot-mounted, TEFC, 460 volt, 3-phase, 60 Hertz and shall be wound for reduced voltage starting and have a 1.15 SF. Each electric motor will come with a reduced voltage starter mounted on the skid.

IX. Hydraulic System

1. The hydraulic pump shall be variable displacement hydraulic piston pump capable of continuous operation.

2. A hydraulic system monitoring device to allow diagnosing hydraulic system behavior even while pump is still submerged shall also be included.

3. The drive system shall include a "clutch" starting system which allows the prime mover to start under a no load condition and gradually engage the load over a 3 to 5 second time period. The "clutch" system shall be used to gradually disengage the load prior to shut off of the prime mover. An automatic system option is included.

4. Sufficient hydraulic oil cooling capacity shall be provided to sustain direct sunlight radiation as well as ambient temperatures up to 122°F (50°C).

5. Pumping units shall be open loop hydraulic circuit with system with a pilot operated relief valve to protect the system from over pressure.

6. Each hydraulic system shall be fitted with a suction strainer and a return filter to insure a supply of clean oil.

X. Alarms and shutdowns

The following alarms shall shut down the prime mover.

1. Low oil level in hydraulic reservoir
2. High hydraulic system temperature
3. High hydraulic pump suction vacuum
4. Diesel engine high coolant temp
5. Diesel engine low oil shutdown

XI. Variable Speed Controller

I. Each drive unit shall be outfitted with "Electronic Proportional Displacement Control" which will use a 4-20mA signal to control the stroke of the hydraulic piston pump. The servo line maximum pressure and maximum stroke shall be factory set and may not be altered.

II. The pump ramp controller enclosure shall be made of heavy duty polycarbonate with a NEMA 4X rating and lockable door. The control center shall be mounted allowing easy access.

III. The control shall be a 100% solid-state, plug-in module which is housed in the card housing previously specified. Each card shall receive a 2.5- 12.5 volt DC signal as supplied from the control system. The ramp controller shall provide adjustable gain, offset, minimum and maximum speed limit adjustments, differential set points and test points as described below.

IV. The control panel shall have a separate control panel battery back-up.

V. Adjustable Gain - The controller shall allow the 4-20 mA signal output to be continuously positioned over the full output range. The low output limit shall be adjustable from 10% to 100% of the output range. The high output limit shall be adjustable from 100% down to 10% of the output range. The gain therefore is used to continuously adjust the slope of the output line based on the height of the suction pit.

VI. Offset - The control card shall have provision to allow adjustment of the 4-20 mA output over any portion of the input range.

VII. Minimum and Maximum Speed Limits - The control card shall have provisions to allow adjustment of the output signal so that a minimum and maximum speed can be selected and set by the Engineer. The minimum/maximum speed adjustments shall adjust the lowest and highest allowable current supplied by the 4-20 mA (max. range) output signal.

VIII. Differential Set Points- Each ramp control shall be provided with a differential set point that senses the 2.5 - 12.5 volt D.C. input signal and provides an adjustable differential output. The differential control shall be used to tum the pump ON and OFF.

IX. Test points – Each control card shall be provided with edge mounted color coded test points that will allow the engineer to check the operation of the boards without removing the modules from the card housing.

XII. Operator Interface

In manual operation the operator's hydraulic panel shall include the following

- System Failure Annunciator 1 - Low Hydraulic Oil Level
- System Failure Annunciator 2 - High Hydraulic Vacuum Diesel
- System Failure Annunciator 3 - High Hydraulic Vacuum Motor
- System Failure Annunciator 4 - High Hydraulic Oil Temperature
- Hydraulic System Pressure Gauge
- Hydraulic Vacuum 1 Variable Diesel Gauge
- Hydraulic Vacuum 2 Fixed Diesel Gauge
- Hydraulic Vacuum 1 Variable Motor Gauge
- Hydraulic Vacuum 2 Fixed Motor Gauge

- Hydraulic Oil Temperature Gauge
- Manual Hydraulic System Loading Valve

XIII. Hydraulic Pipe and Hose

Hydraulic lines connecting the power unit to the pumping unit shall be a combination of black steel pipe and reinforced hose and shall be installed in accordance with specifications. Supply pipe shall be ASTM A106, Schedule 80 seamless black steel pipe, and return pipes shall be ASTM A106, Schedule 40 seamless black steel pipe. All hydraulic pipe shall be pickled, oiled and plugged (P.O.P.). All reinforced supply hose shall be double wire braid reinforcement and shall have minimum safe working pressure of four times the working pressure or 2500 psi, whichever is higher. All pipe fittings shall be socket weld type (with socket weld to thread fittings at conversion point of pipe to reinforced hose). Quick connect couplings shall be provided at connection points of drive unit and water pump. Both supply and return piping shall be of adequate size to supply hydraulic fluid so that pump meets required flow. Hydraulic oil internal velocities shall not exceed 15 fps. Hose lengths shall be determined in the field prior to delivery. Hose shall not be coiled in excess or have tension between drive unit and pump.

XIV. Pump Testing

1. Each pump and hydraulic power transmission system shall be factory pressure tested to maximum design psi for a minimum of 10 minutes at design operating temperatures with every plumbing connection checked for possible leaks. In the event a leak is observed or detected, it shall be repaired and the test be repeated until all leaks are eliminated.

2. Pumps shall be full size factory tested at the manufacturer's facility in an open sump in a vertical configuration with sufficient capacity for accurate pump testing. Testing shall include but not be limited to design head vs. design capacity and mechanical integrity. All tests shall be in accordance with the Hydraulic Institute Standards 14.6 and performed by a Registered Professional Engineer. The certified field test may be witnessed by a Parish representative. Vendor shall give a two weeks' notice prior conducting certified test. Model test are not acceptable as the actual pumps are not utilized.

3. After Jefferson Parish installs each pump according to pump manufacturer's recommendation, an on-site test shall be conducted by vendor and witnessed by the Parish Drainage personnel to ensure installation, setup, and operations meet vendor's requirements. All plumbing fittings and hydraulic equipment shall be inspected again for leakage. Should leakage be detected or observed, repairs

shall be made by Jefferson Parish as directed by vendor and tests performed again until all leaks or losses are detected and repaired.

4. Certification by Chief Engineer that manufacturer's pump testing facilities meet all requirements of the Hydraulic Institute Standards.

5. Specific acknowledgment that all testing shall be conducted in accordance with procedures described in the "Hydraulic Institute Standards" USA

XV. Installation and Supervision

1. Jefferson Parish will be installing the pumps but the vendor shall be present during installation with the pump manufacturer to assure installation shall be in conformance with the specifications and the pump manufacturer's recommendations.

2. The vendor, pump manufacturer, and parish shall be present for final inspection and testing of the system and shall make necessary adjustments to the control system prior to actual start up tests. Startup tests and demonstration shall be performed by the pump manufacturer's representative and the Parish representative.

XVI. Warranty

The entire pump system and controls shall be warranted for 3 years by the manufacturer against defects in material and workmanship, under normal use and service from the date of shipment from the factory as described in the warranty certificate. The vendor shall have a certified shop which must maintain units of equal size and must be able to provide emergency units (within 3 hours from notification of pump failure) if any of the pump should fail during the warranty period and it is estimated down time for repairs is longer than 12 hours. This replacement loaner pump shall be provided at no cost to the Parish. This facility must have a supply of parts on the shelf, which include but not limited to: pump propeller, pump hydraulic motor, quick connection couplings, bearing, hydraulic hose and pipe, programed controller/governor, and hydraulic pump for each size pump.

XVII. Operation and Maintenance Manual / Pump Curves

All items shall be furnished at the time of pump delivery:

1. Three (3) sets of operating and maintenance manuals and start up procedures shall be provided to the owner as a hard copy and in pdf format

on a CD. Vendor along with pump manufacturer shall train and instruct owner's operator on all equipment.

2. Three (3) copies of certified pump performance curves of each unit will be furnished by manufacturer. The curve shall be stamped as certified (correct) by a Registered Professional Engineer in the state in which the pumps are tested and manufactured. The curve shall show the pump capacity, discharge head, speed, NPSH, and Brake horsepower requirements.

3. Vendor shall supply a complete set of electrical diagrams, and control panel schematics.

4. Vendor shall provide one electronic copy of the electronic control module program for each unit.

DATE: 12/21/2016

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00118484

JEFFERSON PARISH

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

BUYER: MCamardelle@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, 1/24/2017 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 should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from http://purchasing.jeffparish.net and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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

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

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

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

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

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

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. 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.

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. 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 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.

1, 5, 10, 13, 15

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: PONTIFF PLAYGROUND, 1521 PALM STREET, METAIRIE, LA 70001 AT 10:00 AM ON 1/10/2017

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.

3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.

5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.

9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.

10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.

11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.

13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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.

BID FORM

Non Public Works

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

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

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

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.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118484

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PURCHASE OF ELECTRIC DIESEL PUMP UNITS AT PONTIFF PLAYGROUND FOR THE JEFFERSON PARISH DRAINAGE DEPARTMENT		
1	1.00	EA	0010 Electric Diesel Drive Pump Unit 40 cfs@13.68TDH HAC324 or pre-approved equal 150 HP 40 cfs TDH 13.68 freight ioncluded Name of station: Northwest no.13		
2	1.00	EA	0020 Electric Diesel Drive Pump Unit 20cfs@10.88TDH HAC320 or pre-approved equal 60 HP 20 cfs DH 10.88 Name of Station: Northline no.3 freight included		
3	1.00	EA	0030 Electric Diesel Pump Unit 32cfs@15.81TDH HAC324 or pre approved equal HP 125 32cfsa TDH 15.81 freight included Name of station: Magnolia no.7		
4	1.00	EA	0040 Electric Diesel Drive Pump Unit 20cfs@12,59TDH HAC320 or pre-approved equal 60 HP 20 cfs TDH 12.59 freight included Name of station: North East no.4 Alternate no. 1		
5	1.00	EA	0050 Electric Diesel Drive Pump Unit 40cfs@15.78TDH HAC324 or pre-approved equal 150 HP 40cfs TDH 15.78 freight included Name of Station Gilmore no. 14 Alternate no. 2		
6	1.00	EA	0060 Electric Diesel Drive Pump Unit 32cfs@15,81TDH HAC324 or pre-approved equal 125 HP 32 cfs TDH 15.81 freight included Name of Station: Magnolia no.3 Alternate no. 3		
7	1.00	EA	0070 Electric Diesel Drive Pump Unit 26cfs@6.87TDH		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118484

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			50 HP 26 cfs TDH 6.87 freight included HAC320 or pre-approved equal Name of Station:,Nassau no. 6 Altetrnate no.4		
8	1.00	EA	0080 Electrid Diesel Drive Pump Unit 20cfs@16.77TDH HAC320 100 HP 20 cfs TDH 16.77 freight included Name of Station: Southwest no. 1 Alternate no.5		
9	1.00	EA	0090 Electric Diesel Drive Pump Unit 32cfs@11.32TDH HAC324 or pre-approved HP 100 32 CFS TDH 11.32 freight included Name of Station: Earhart no.8 Alternate no. 6		
10	1.00	EA	0100 Electric Diesel Drive Pump Unit 32cfs@17.55TDH HAC324 or pre-approved equal HP 150 CFS 32 TDH 17.55 freight included Name of Station: Northwest no. 2 Alternate no. 7 THIS IS A RE-BID OLD BID NUMBER WAS 50-117190		

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 _____.

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☑ **WORKER'S COMPENSATION INSURANCE**

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

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

☑ **COMMERCIAL GENERAL LIABILITY**

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

☑ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES

No insurance required shall include a deductible not greater than $10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.