



**Bid Number 50-00129661**

**TWO (2) YEAR CONTRACT TO PERFORM ANNUAL LOAD BANK TESTING  
AND PREVENTATIVE MAINTENANCE ON VARIOUS GENERATORS FOR  
THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES**

**BID DUE: March 17, 2020 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: Melissa Ovalle  
Buyer Email: [movalle@jeffparish.net](mailto:movalle@jeffparish.net)  
Buyer Phone: (504) 364-2687**

**TWO (2) YEAR CONTRACT TO PERFORM ANNUAL LOAD BANK TESTING AND PREVENTATIVE MAINTENANCE ON VARIOUS GENERATORS FOR THE DEPARTMENT OF GENERAL SERVICES**

**Section 1.0 – Pre-Bid Conference:**

A mandatory Pre-Bid Conference and inspection of the site shall be held:

**Location:** General Government Building  
Jefferson Parish Purchasing Department  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053

**Date:** March 3, 2020

**Time:** 10:00 AM

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.

**Section 2.0 – Scope:**

We extend this bid to provide labor, materials, supplies, chemicals, and all incidentals necessary to provide a two (2) year contract to provide the following on various existing generators for the Jefferson Parish Department of General Services:

- Annual load bank test
- Preventative maintenance
- Labor (Hourly Rate)

**Section 3.0 – License Requirements:**

The following Louisiana State Contractor's Licenses will be required for this bid in the following classifications:

- Commercial License and
- Electrical Work (Statewide) and
- Specialty: Installation of Equipment, Machinery, and Engines

*The above 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. 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.*

**Section 4.0 – Performance and Payment Bond:**

A performance and payment bond in the amount of 100% of the total contract amount will be required. Performance and payment bond shall be produced upon contract execution.

**Section 5.0 – Quantities/Inspections:**

Bidders must inspect the sites and perform their own measurements and surveys to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this contract.

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**Section 6.0 Generator Locations/Information:**

Make	kw	Model	Serial#/VIN	Location	Fuel Source	Fuel Tank Size
Detroit	250	250GS	782208	2nd Parish Court 100 Huey P. Long Avenue Gretna, LA 70053	Natural Gas	N/A
ONAN	250	Stam 250	25272806	District Attorney 100 Derbigny Street Gretna, LA 70053	Natural Gas	N/A
Caterpillar	1000	SR4B	G5D00237	Yenni Building 1221 Elmwood Park Blvd. Jefferson, LA 70123	Diesel	500 Gallon Day Tank 12,500 Gallon Fuel Tank
Caterpillar	1000	SR4B	G5D00238	Yenni Building 1221 Elmwood Park Blvd. Jefferson, LA 70123	Diesel	200 Gallon Day Tank 12,500 Gallon Fuel Tank
Baldor	1250	IDLC-1250-2M	P0910290001	J P Correction Center 100 Dolhonde Street Gretna, LA 70053	Diesel	1200 Gallon Fuel Tank
Magnum	155	MMG2015	1408225	Emergency Operation & Communication Center 910 3rd Street Gretna, LA 70053	Diesel	N/A
Magnum	174	MMG2015	1406685	Emergency Operation & Communication Center 910 3rd Street Gretna, LA 70053	Diesel	N/A
Cummins	1000	DQFAD- 1208187	J090038498	Emergency Operation & Communication Center 910 3rd Street Gretna, LA 70053	Diesel	200 Gallon Day Tank 12,500 Gallon Fuel Tank

Cummins	1000	DQFAD-1208189	J090038500	Emergency Operation & Communication Center 910 3rd Street Gretna, LA 70053	Diesel	500 Gallon Day Tank 12,500 Gallon Fuel Tank
Caterpillar	240	SR4	CBM00142	East Bank Health 111 North Causeway Blvd. Metairie, LA 70001	Natural Gas	N/A
Baldor	2000	BW200	1C9CK4031BA681091	Central Plant 960 1st Avenue Gretna, LA 70053	Diesel	1500 Gallon Fuel Tank
Cummins	500	500GFJC	DX101520670	1st Parish Court 924 David Drive Metairie, LA 70003	Natural Gas	N/A
Cummins	350	DFEG-5873212	H0700969889	Jefferson Performing Arts Center 6400 Airline Hwy. Metairie, LA 70003	Diesel	500 Gallon Fuel Tank
Generac	600	IDLC600-2MU	P1408110005	General Government/ Donelon Building 200 Derbigny Street Gretna, LA 70053	Diesel	1200 Gallon Fuel Tank

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**Section 7.0 Specifications:****Annual Three Hour Load Bank Test on Various Existing Generators:****A: Tasks Required Prior To the Start of the Three Hour Load Bank Test:**

- Twenty-One (21) days prior to the scheduled load bank test the successful bidder shall obtain a coolant sample from existing generators.
- Perform a full spectrum analysis to identify any contamination in the samples of coolant obtained.
- Prior to the start of the scheduled load bank test, owner shall be provided a full report listing all findings of the coolant analysis.

**B: Task Required During Each Three Hour Load Bank Test:**

- All manufacturers' recommended and procedures for the cool down period after the load test is complete shall be followed.
- Power shall not be disrupted to the building during the load bank test.
- Load test shall be performed without disruption
- Load bank test shall consist of the following:
  - Half load for the first hour
  - Full load for the remaining two hours.
- Readings are to be recorded at a minimum of every fifteen minutes. See Attachment A for Log Sheet.
- A hand written copy of the recorded data shall be presented to the owner at completion of the load bank test.
- A typed written copy of the recorded data shall be sent to the Department of General Services within five (5) working days of all test performed. No payments will be made until all reports are received.
- Prior to performing the inspection and preventative maintenance work, owner shall be provided a full report listing all findings during the load bank test.

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**7.1 Preventative Maintenance and Inspection on Various Existing Generators:****A: Tasks Required Prior To the Start of the Preventive Maintenance and Inspection.**

- Twenty-One (21) days prior to the scheduled preventative, maintenance the successful bidder shall obtain an oil sample and fuel sample from existing generators.
- Perform a full spectrum analysis to identify any contamination in the samples of fuel and oil obtained.
- Prior to inspection and/or maintenance work, owner shall be provided a full report listing all findings of the fuel and oil analysis.

**B: Tasks Required for the Preventive Maintenance and Inspection.**

- A ***“Level 3 Generator Maintenance Report”*** shall be completed on each generator. See Attachment B for ***“Level 3 Generator Maintenance Report.”***
- The completed ***“Level 3 Generator Maintenance Report” shall be sent to the Department of General Services five days after the completion of each preventative maintenance*** and provided to the owner at the completion of each inspection and preventative maintenance.
- Final payment will not be made until the completed ***“Level 3 Generator Maintenance Report”*** is sent to General Services.
- All replaced fluids, filters, belts, etc. shall meet or exceed manufacturer recommendations and guidelines.
- Properly dispose of all removed oil and filters from the Parish site as per local, state and federal guidelines including EPA and OSHA
- No factory setting or controls (operation and safety) shall be changed without the written approval of the owner.
- Successful bidder shall replace coolant if coolant analysis recommends replacement
- If coolant analysis is not recommended the successful bidder shall add coolant as needed.
- Provide and replace all oil filters, fuel filters, engine belts, and water filters
- Drain and inspect exhaust lines.
- Inspect all engine supports. Advise owner of any supports requiring adjustments or replacement.
- Inspect all hoses and clamps. Advise owner of any items needing replacement.
- Inspect coolant system for leaks. Advise owner of any leaks.
- Inspect fan shroud, fan guard, brackets, and blades. Advise owner of any items requiring adjustments or replacement.
- Inspect radiator supports. Advise owner of any discrepancies found.
- Inspect block heaters. Advise owner of any items requiring repair or replacement.
- Inspect batteries for proper water level, corrosion and condition. Advise owner of any items requiring repair or replacement.
- Perform load test on all batteries. Advise owner of any batteries requiring replacement.

**7.1 Preventative Maintenance and Inspection on Various Existing Generators: Continued****B: Tasks Required for the Preventive Maintenance and Inspection.**

- Inspect battery chargers adjust as needed. Advise owner of any items requiring repair or replacement.
- Inspect external radiators if applicable. Advise owner of any items requiring repair or replacement.
- Inspect exhaust system for leaks. Advise owner of any items requiring repair or replacement.
- Should any cutting of insulation be required, successful bidder shall replace all damaged insulation.
- Inspect silencer and plumbing lines. Advise owner of any items requiring repair or replacement.
- Inspect manifolds, fuel tanks, day tanks, and diesel lines for leaks. Advise owner of any items requiring repair or replacement.
- Inspect all fuel transfer pumps. Advise owner of any items requiring repair or replacement.
- Inspect fuel fill sites for proper operation and leaks. Advise owner of any items requiring repair or replacement.
- Inspect and adjust engine timing.
- Inspect all gauges. Advise owner of any gauges requiring replacement.
- Inspect and lubricate governor actuator to rack and ball joints. Advise owner of any items requiring repair or replacement.
- Inspect louvers for proper operation. Advise owner of any items requiring repair or replacement.
- Inspect exhaust fans for proper operation. Advise owner of any items requiring repair or replacement.
- Inspect turbo outlet hoses and pipes. Advise owner of any items requiring repair or replacement.
- Inspect air dampers and lubricate same. Advise owner of any items requiring repair or replacement.
- Inspect blower by-pass actuators Advise owner of any items requiring repair or replacement.
- Inspect and service crankcase breathers and air box drain as required. Advise owner of any items requiring repair or replacement.
- Calibrate fuel level sensors (if applicable).

**Section 8.0 Maintenance, Cleaning, and Polishing of Diesel Fuel:****Task Required for Fuel Cleaning and Polishing:**

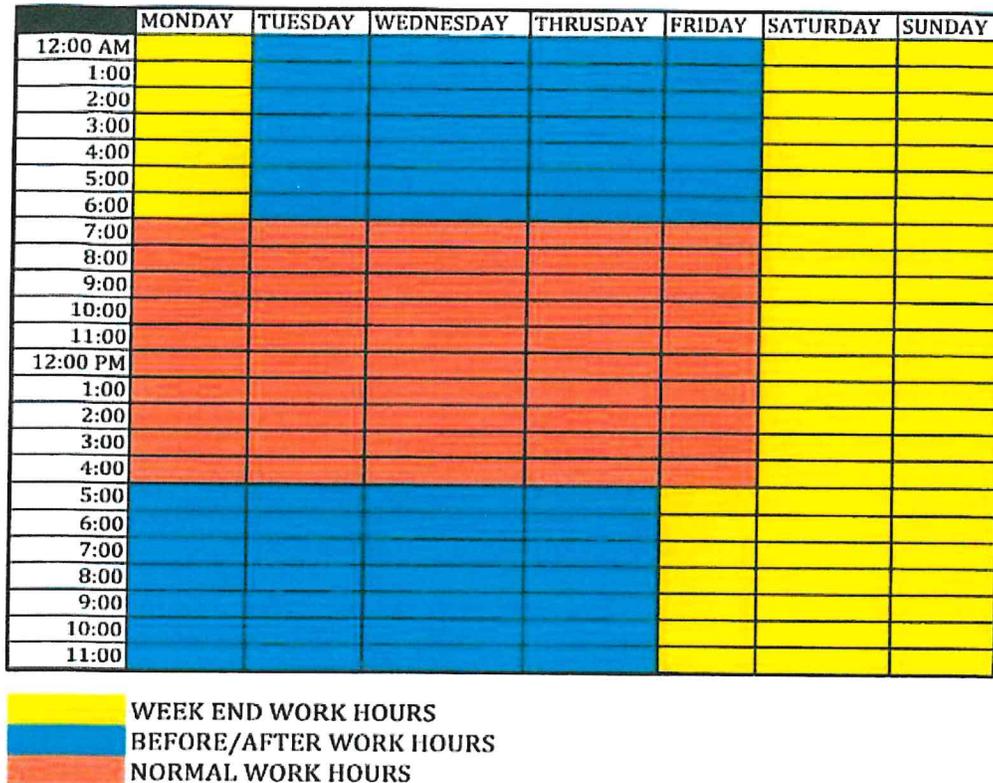
- After completion of the load bank test and preventative maintenance work on diesel generators only the successful bidder shall perform fuel maintenance, cleaning, and polishing of diesel fuel.

**Section 9.0 Labor only for the troubleshooting, repairing, and replacement of generators and generator equipment:**

- Labor, materials, transportation, supervisions, and equipment necessary for a two (2) year labor only contract to troubleshoot, repair, and replace existing generators and generator equipment.
- Troubleshooting, replacement and repairing of equipment shall only be performed by a lead technician. The use of a "helper" will only be allowed upon approval from a General Services representative.
- All work shall be provided on an "as-needed" basis. There is no guarantee as to the amount of work given throughout this contract.
- There shall be no minimum call-out, work, service, etc. time in terms of hours charged under the terms of this contract.
- Time charged to contract shall be from the time personnel arrives on site to time personnel leaves the site.
- Hourly pricing for a technician and for a helper shall include the following:
  - Labor for troubleshooting
  - Labor for repair work
  - Labor for installation
  - Incidental equipment needed to perform troubleshooting and repairs
  - Tools needed to perform troubleshooting and repairs
  - Transportation/Travel time to and from work site and for picking up parts, tools, equipment, etc.
  - License(s) required to perform this type of work
- Technicians arriving to the work site to perform services shall verify start time by meeting with an owner's representative and sign in on an owner provided log book.  
*NOTE- Failure to sign in with a parish representative may be cause for non-payment of invoice for services.*
- Upon completion of work for the day started, technicians shall verify end time by meeting with an owner's representative and sign out on an owner provided log book.  
*NOTE- Failure to sign out with a parish representative may be cause for non-payment of invoice for services.*

- Bidder must receive a reference number from the requesting department prior to any work being performed. If the successful bidder proceeds without a reference number issued by the department the bidder might not be compensated for his labor and parts.
- In case of excessive downtime Jefferson Parish may provide an additional purchase order, not to exceed \$5,000.00, to the successful bidder to obtain necessary part(s) to complete the repair work. Jefferson Parish will not allow any mark-up of wholesale or dealers invoice cost.

The below chart indicates normal, weekend and before/after hours. These times are to be used for pricing according to the times identified.



**Section 10.0 – Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris caused by this work daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Storage of flammable materials will not be permitted on the premises. All flammable materials must be removed from the job site daily. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

**Section 11.0 - Hours of Work:**

Maintenance and Inspection work shall be performed during normal working hours Monday thru Friday 7:00 a.m. – 4:00 p.m.

**Section 12.0 – Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written “Notice to Order Materials” from the Department of General Services.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work, from the Department of General Services.

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Attachment "B"

Level 3 Generator Maintenance Report										
Building:			Address:			Generator Number:				
SERVICE PERFORMED										
Engine Make and Model:		GENERATOR MAKE:		GENERATOR MODEL #:		GENERATOR S/N:				
HR METER:		TRANSFER SWITCH MAKE:		TRANSFER SWITCH MODEL #:		TRANSFER SWITCH S/N:				
KW:			VOLTAGE:			# PHASES:				
IMMEDIATE ATTENTION REQUIRED										
OK										
1. TRANSFER SWITCH										
A.	CONTACTS / WIRING									
B.	CONNECTIONS CONDITIONS & TORQUE									
C.	NEUTRAL TO GROUND RESISTANCE								ohms	
D.	MANUAL TRANSFER INTERLOCKS									
E.	CORROSION YES ( ) NO ( )				MOISTURE YES ( ) NO ( )					
F.	INFRARED TEMPERATURE SF									
	NORMAL	A		B		C				
	EMERGENCY	A		B		C				
	LOAD	A		B		C				
2. TRANSFER TEST										
A.	TRANSFER TEST PERFORMED YES ( ) NO ( )									
B.	VOLTAGE, NO LOAD		VAC		A		B		C	
C.	VOLTAGE, LOAD		VAC		A		B		C	
D.	FREQUENCY, NO LOAD				Hz					
E.	FREQUENCY, LOAD				Hz					
F.	AMPERAGE, LOAD				amps					
G.	TIMER OPERATIONS									
3. ENGINE ELECTRICAL / MECHANICAL										
A.	BATTERIES		B1		B2		B3		B4	
B.	WATER LEVEL									
C.	AGE									
D.	SIZE									
E.	LOAD TEST		GOOD		GOOD		GOOD		GOOD	
			FAIR		FAIR		FAIR		FAIR	
			WEAK		WEAK		WEAK		WEAK	
F.	CLEANLINESS									
G.	CABLES AND POSTS / RETIGHTEN									
H.	GROUNDING									
I.	OPERATION OF GLOW PLUGS									
J.	ALTERNATOR OUTPUT				VDC					
K.	TEST ENGINE SHUT-DOWN DEVICES									
L.	BAT. CHARGER OUTPUT									
M.	STARTING MOTOR(S)				VDC					
N.	ENGINE NOISE									
O.	LOAD BANK OPERATION									
QT.	DESCRIPTION					PART NO.				
	Fuel Filter									
	Fuel Filter									
	Oil Filter									
	Oil									
FOLLOW UP NEEDED (see comments)						YES		NO		
CONTRACTOR SIGNATURE:										
CONTRACTOR PRINTED NAME:										
POC - NAME:										
ALARMS CLEARED						YES		NO		
GENERATOR LEFT IN AUTO						YES		NO		
WORK COMPLETE						YES		NO		
COMMENTS:										

Attachment "B" Continued

Level 3 Generator Maintenance Report									
Building:			Address:				Generator Number:		
SERVICE PERFORMED									
ENGINE MAKE/MODEL:		GENERATOR MAKE:		GENERATOR MODEL #:		GENERATOR S/N:			
HR METER:		TRANSFER SWITCH MAKE:		TRANSFER SWITCH MODEL #:		TRANSFER SWITCH S/N:			
KW:			VOLTAGE:			# PHASES:			
IMMEDIATE ATTENTION REQUIRED									
OK									
4. GENERATOR									
A.	WINDINGS								
B.	MEGGER TEST								
SERVICE VOLTAGE:				A		B		C	
				208 - 240 VOLT		480 VOLT			
TEST VOLTAGE:				250 VOLT		500 VOLT			
C.	LEADS / CONNECTIONS / CONDUITS								
D.	CIRCUIT BREAKER ON			YES	◇	NO	◇		
E.	MOUNTS/BOLTS								
F.	BEARINGS / NOISE								
G.	RODENT PROTECTION								
5. INSTRUMENTATION									
A.	OIL PRESSURE							PSI	
B.	WATER TEMP							°F	
C.	AMMETER							AMPS	
6. AIR INDUCTION & EXHAUST									
A.	CONDITION OF PRECLEANER								
B.	AIR FILTER CONDITION								
C.	AIR FILTER CHANGED			YES	◇	NO	◇		
D.	INLET PIPING, GASKETS, ETC.								
E.	BREATHER AND BLOW-BY TUBE								
F.	CONDITION/SOUND OF TURBO								
G.	TURBO OIL LEAKS								
H.	EXHAUST TEMP					LEFT	RT		
I.	EXHAUST PIPES								
J.	SILENCER DRAIN COND. TRAP								
K.	INLET PIPING, GASKETS, ETC.								
L.	RAIN CAP								
M.	EXHAUST MANIFOLD								
N.	EXHAUST SMOKE / WET STACKING								
7. IGNITION SYSTEM (IF EQUIPPED)									
A.	SPARK PLUG WIRES								
B.	SPARK PLUGS								
C.	COIL								
D.	OTHER IGNITION COMPONENTS								
FOLLOW UP NEEDED (see comments)				YES	◇	NO	◇		
CONTRACTOR SIGNATURE:									
CONTRACTOR PRINTED NAME:									
POD - NAME:									
ALARMS CLEARED				YES	◇	NO	◇		
GENERATOR LEFT IN AUTO				YES	◇	NO	◇		
WORK COMPLETE				YES	◇	NO	◇		
COMMENTS:									

Attachment "B" Continued

Level 3 Generator Maintenance Report									
Building:			Address:			Generator Number:			
<b>SERVICE PERFORMED</b>									
ENGINE MAKE/MODEL:		GENERATOR MAKE:		GENERATOR MODEL #:		GENERATOR S/N:			
HR METER:		TRANSFER SWITCH MAKE:		TRANSFER SWITCH MODEL #:		TRANSFER SWITCH S/N:			
KW:			VOLTAGE:			# PHASES:			
Fuel Source::									
<b>IMMEDIATE ATTENTION REQUIRED</b>									
<b>8. ENGINE LUBRICATION SYSTEM</b>									
A.	OIL CHANGED		YES	<input checked="" type="checkbox"/>					
B.	OIL FILTER CHANGED		YES	<input checked="" type="checkbox"/>					
C.	OIL SAMPLE TAKEN		YES	<input checked="" type="checkbox"/>					
D.	TUBES, LINES, SEALS, AND LEAKS								
E.	GASKETS								
<b>9. ENGINE COOLANT SYSTEM</b>									
A.	RADIATOR CORE CONDITION								
B.	RADIATOR CAP								
C.	COOLANT LEVEL								
D.	ANTIFREEZE-FREEZE PT.							BF	
E.	PH LEVEL								
F.	COOLANT CHANGED		YES	<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>		
G.	HOSES/CLAMPS AND LEAKS								
H.	GASKETS AND CONNECTIONS								
I.	PRESSURIZED (FOR 10 MIN.)							LBS	
J.	BELTS / PULLEYS / TENSION								
K.	COOLANT SAMPLE		YES	<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>		
L.	FAN BEARINGS/BLADES								
M.	WATER PUMP								
N.	WATER FILTER CHANGED	YES		<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>		
O.	BLOCK COOLANT HEATER								
P.	BLOCK HEATER THERMOSTAT								
Coolant Type added:									
<b>10. FUEL SYSTEM</b>									
A.	PRIMARY FILTER(S) CHANGED		YES	<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>		
B.	SECONDARY FILTER CHANGED		YES	<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>		
C.	LINES / CONNECTIONS / LEAKS								
D.	CLEAN & CHECK REMOTE PUMP OPERATION								
E.	FUEL SOLENOID/REGULATORS								
F.	OPERATION OF GOVERNOR / CONTROLS								
G.	FUEL TANK LEVEL				FULL	3/4	1/2	1/4	
H.	LEAKS / OPERATION / ALARMS/SIGNS								
I.	FUEL SAMPLE		YES	<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>		
J.	WATER IN TANK		YES	<input checked="" type="checkbox"/>		NO	<input checked="" type="checkbox"/>		
K.	Inspect Dry Tanks								
L.	Fuel Injection Pump								
M.	Inspect for fuel leaks								
FOLLOW UP NEEDED (see comments)				YES	<input checked="" type="checkbox"/>	NO	<input checked="" type="checkbox"/>		
CONTRACTOR SIGNATURE:									
CONTRACTOR PRINTED NAME:									
POC - NAME:									
ALARMS CLEARED				YES	<input checked="" type="checkbox"/>	NO	<input checked="" type="checkbox"/>		
GENERATOR LEFT IN AUTO				YES	<input checked="" type="checkbox"/>	NO	<input checked="" type="checkbox"/>		
WORK COMPLETE				YES	<input checked="" type="checkbox"/>	NO	<input checked="" type="checkbox"/>		
COMMENTS:									

DATE: 2/12/2020  
BID NO.: 50-00129661

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: [MOVALLE@jeffparish.net](mailto:MOVALLE@jeffparish.net)

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 3/17/2020 AND PUBLICLY OPENED THEREAFTER.**

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

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

**LATE BIDS WILL NOT BE ACCEPTED**

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

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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

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

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

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

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

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.

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

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

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**1,3,4,5,6,8,9,10,11,12,13,15**

**MANDATORY**

**PRE-BID CONFERENCE TO BE HELD AT: GENERAL GOVERNMENT BLDG 200 DERBIGNY ST.  
SUITE 4400 GRETN, LA 70053 AT 10:00 AM  
ON 3/03/2020**

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
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.**

**See Page 1 for Conflicts of Interest Statement**

**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.: 50-00129661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>TWO (2) YEAR CONTRACT TO PERFORM ANNUAL LOAD BANK TESTING AND PREVENTATIVE MAINTENANCE ON VARIOUS GENERATORS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES</p> <p>WE EXTEND THIS BID TO PROVIDE LABOR, MATERIALS, SUPPLIES, CHEMICALS, AND ALL OTHER INCIDENTALS NECESSARY TO PROVIDE A TWO (2) YEAR CONTRACT TO PROVIDE THE FOLLOWING ON VARIOUS EXISTING GENERATORS PER THE ATTACHED SPECIFICATIONS:</p> <ul style="list-style-type: none"> <li>- ANNUAL LOAD BANK TEST</li> <li>- PREVENTATIVE MAINTENANCE</li> <li>- LABOR (HOURLY RATE)</li> </ul> <p>*****</p> <p>**** BELOW IS THE FIRST ITEM TO BID ****</p>		
1	2.00	EA	<p>0010 - 500 KW GENERATOR CUMMINS - NATURAL GAS SERIAL #DX101520670</p> <p>1ST PARISH COURT 924 DAVID DRIVE METAIRIE, LA</p>		
2	2.00	EA	<p>0020 - 250 KW GENERATOR DETROIT - NATURAL GAS</p> <p>SERIAL #782208</p> <p>2ND PARISH COURT 100 HUEY P. LONG AVENUE GRETNA, LA</p>		
3	2.00	EA	<p>0030 - 2000 KW GENERATOR BALDOR - DIESEL</p> <p>SERIAL #1C9CK4031BA681091</p> <p>CENTRAL PLANT 960 1ST STREET GRETNA, LA</p>		
4	2.00	EA	<p>0040 - 250 KW GENERATOR ONAN - NATURAL GAS</p> <p>SERIAL #25272806</p> <p>DISTRICT ATTORNEY'S OFFICE 100 DERBIGNY STREET GRETNA, LA</p>		
5	2.00	EA	<p>0050 - 240 KW GENERATOR CATERPILLAR - NATURAL GAS</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	2.00	EA	SERIAL #CBM00142  EASTBANK HEALTH UNIT 111 N. CAUSEWAY BLVD. METAIRIE, LA  0060 - 1250 KW GENERATOR BALDOR - DIESEL		
7	2.00	EA	SERIAL #P0910290001  J.P. CORRECTION CENTER 100 DOLHONDE STREET GRETNA, LA  0070 - 1000 KW GENERATOR CUMMINS - DIESEL		
8	2.00	EA	SERIAL #J090038498  EOCC 910 3RD STREET GRETNA, LA  0080 - 100 KW GENERATOR CUMMINS - DIESEL		
9	2.00	EA	SERIAL #J090038500  EOCC 910 3RD STREET GRETNA, LA  0090 - 155 KW GENERATOR MAGNUM - DIESEL		
10	2.00	EA	SERIAL #1408225  EOCC 910 3RD STREET GRETNA, LA  0100 - 174 KW GENERATOR MAGNUM - DIESEL		
11	2.00	EA	SERIAL #1406685  EOCC 910 3RD STREET GRETNA, LA  0110 - 1000 KW GENERATOR CATERPILLAR - DIESEL		
			SERIAL #G5D00237		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	2.00	EA	JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BLVD. JEFFERSON, LA  0120 - 1000 KW GENERATOR CATERPILLAR - DIESEL  SERIAL #G5D00238		
13	2.00	EA	JOSEPH S. YENNI BUIDLING 1221 ELMWOOD PARK BLVD JEFFERSON, LA  0130 - 350 KW GENERATOR CUMMINS - DIESEL  SERIAL #H0700969889		
14	2.00	EA	JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE METAIRIE, LA  0140 - 600 KW GENERATOR GENERAC - DIESEL  SERIAL #P1408110005		
15	163.00	HR	GG/DONELON BUILDINGS 200 DERBIGNY STREET GRETNA, LA  0150 - NORMAL HOURLY RATE 7:00 AM - 5:00 PM, MONDAY THRU FRIDAY  PER TECHNICIAN PER HOUR		
16	132.00	HR	0160 - NORMAL HOURLY RATE 7:00 AM - 5:00 PM, MONDAY THRU FRIDAY  PER HELPER PER HOUR		
17	2.00	HR	0170 - BEFORE/AFTER HOURS WEEKDAY RATE (5:00 PM - 12:00 AM, MONDAY THRU  THURSDAY AND 12:00 AM - 7:00 AM, TUESDAY THRU FRIDAY) PER TECHNICIAN PER HOUR		
18	1.00	HR	0180 - BEFORE/AFTER HOURS WEEKDAY RATE (5:00 PM - 12:00 AM, MONDAY THRU  THURSDAY AND 12:00 AM - 7:00 AM, TUESDAY THRU FRIDAY) PER HELPER PER HOUR		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
19	1.00	HR	0190 - AFTER HOURS WEEKEND RATE 5:00 PM - 12:00 AM, SATURDAY AND SUNDAY		
			ALL DAY AND MONDAY 12:00 AM - 7:00 AM AUTHORIZATION REQUIRED PER TECHNICIAN PER HOUR		
20	1.00	HR	0200 - AFTER HOURS WEEKEND RATE 5:00 PM - 12:00 AM, SATURDAY AND SUNDAY		
			ALL DAY AND MONDAY 12:00 AM - 7:00 AM AUTHORIZATION REQUIRED PER HELPER PER HOUR		
21	1.00	HR	0210 - HOLIDAY RATE 12:00 AM - 11:59 PM		
			PER TECHNICIAN PER HOUR ***** UPON REQUEST PROVIDE A LIST OF YOUR COMPANY HOLIDAYS PER CALENDAR YEAR *****		
22	1.00	HR	0220 - HOLIDAY RATE 12:00 AM - 11:59 PM		
			PER HELPER PER HOUR ***** UPON REQUEST PROVIDE A LIST OF YOUR COMPANY HOLIDAYS PER CALENDAR YEAR *****		
23	1.00	EA	0230 - PARTS  THIS IS A NON-BIDABLE ITEM. THIS ITEM IS FOR PARTS NEEDED TO COMPLETE A REPAIR JOB UP TO \$5,000.00 PER JOB, WITH THE APPROVAL FROM THE REQUESTING 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 \_\_\_\_\_.

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

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 **Invitation to 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.

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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.

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### **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** - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

**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.