



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

April 30, 2020

ADDENDUM # 1

Bid Number: 50-00130141

Bid Opening Date: May 19, 2020, 2:00 PM

Description of Bid: TWO (2) YEAR CONTRACT FOR WATER LINE POINT REPAIRS, TO BE USED FOR EMERGENCY REPAIRS, FOR THE JEFFERSON PARISH DEPARTMENT OF WATER

Due to COVID-19 the public bid opening and pre-bid conference will be made available via phone conference.

Attached is the PURCHASING DEPARTMENT ANNOUNCEMENT for information regarding public bid openings.

Pre-bid conference will be held via phone conference:

Remove in its entirety:

All prospective bidders are invited to attend the non-mandatory pre-bid conference which will be held at 10:00 AM on May 5, 2020 in the Jefferson Parish Purchasing Department located at 200 Derbigny Street, Suite 4400, Gretna, LA 70053.

Replace with:

All prospective bidders are invited to attend the non-mandatory pre-bid conference which will be held at 10:00 AM on May 5, 2020 via teleconference (Dial in number: (504) 323-1800, Meeting ID: 181357).

Attached is the **IMPORTANT NOTICE TO ALL BIDDERS – BID REQUIREMENTS**. This form was not included in the original bid packet.

Attachments included with Addendum #1:

- Purchasing Department Announcement (1 page)
- Important Notice to All Bidders – Bid Requirements (4 pages)

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



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PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

Sincerely,

Melissa Ovalle

Melissa Ovalle
Buyer II

Jefferson Parish Purchasing Department

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

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

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PURCHASING DEPARTMENT ANNOUNCEMENT

Due to Covid-19 safety precautions, all public bid openings have been suspended. The bid opening will continue and be made available via phone conference. Advertised bids will be accepted through Central Bidding or manual submission.

Manually-submitted bids will only be accepted from 1:30 – 1:59 p.m. on the day of the bid opening or by appointment. If submitting on the day of the bid opening, bidders must submit at the General Government Building. The Purchasing Department will have a table set up to receive sealed bids at the entrance inside of the building.

The bid opening will be made available by calling the following:

Dial-in Number: (504) 323-1800

Meeting ID: 181357

The bid opening will begin at 2:30 p.m.

While the Purchasing Department is closed to the public, if you have any questions, please contact the department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

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IMPORTANT NOTICE TO ALL BIDDERS – BID REQUIREMENTS

A. LOUISIANA CONTRACTOR’S LICENSE FOR THIS PROJECT

Must be in the following category:

Heavy Construction and Highway, Street and Bridge Construction and Municipal and Public Works Construction
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B. Previous Contract Cap (Public Work Maintenance Contract):

RANGE OF THE PROBABLE CONSTRUCTION COST FOR BASE BID:

RANGE OF THE PROBABLE CONSTRUCTION COST FOR ALTERNATE NO. 1:

RANGE OF THE PROBABLE CONSTRUCTION COST FOR ALTERNATE NO. 2:

RANGE OF THE PROBABLE CONSTRUCTION COST FOR ALTERNATE NO. 3:

C. TIMELINES

Except as where provided by law, Bidder agrees that this bid shall be legally binding and may not be withdrawn for a period of forty-five (45) calendar days after the scheduled closing time for receiving bids. In the event the Owner issues the Letter of Award (copy of adopted resolution awarding bid by Jefferson Parish Council) during this period, the bid accepted shall continue to remain binding pending execution of the Contract.

Bidder agrees to execute the ensuing Contract and will deliver applicable Bonds to secure the faithful performance thereof.

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.)

Upon full execution of the Contract and receiving a written notice to proceed, the Bidder agrees that all work shall be completed as follows:

In accordance with the contract documents.
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D. LIQUIDATED DAMAGES

In accordance with Resolutions 113646 and 113647, Bidder agrees to pay, as liquidated damages, the sum of for: (1) each consecutive calendar day after the agreed date of

completion that the work remains substantially incomplete, or (2) each consecutive calendar day after substantial completion that the work has not been finally completed.

In addition to, but not in lieu of the per diem liquidated damages, Owner shall also be entitled to recover from Contractor or Contractor’s Surety additional liquidated damages as detailed in Resolutions 113646 and 113647. These additional liquidated damages may include, but are not limited to the following, in the amounts and for each of the items identified in the Supplementary Conditions:

- (1) Extended architectural and/or engineering fees \$;
- (2) Extended Resident Project Representative fees \$;
- (3) Extended construction management fees \$;

- (4) Extended Owner's overhead and personnel expenses \$; and
- (5) Owner's other costs directly related to the delay in completion beyond the Contract Times.

Also, in accordance with Section 6.02, "Labor; Working Hours," whenever Contractor's work requires inspections in excess of the budgeted amount for inspection, Contractor shall reimburse Owner for the additional costs incurred by the Owner attributable to inspection of the contracted project in excess of the budgeted amount for inspections.

In accordance with the terms of the Engineer's agreement with the Owner, the average hourly rate to be charged for resident inspection for this construction project is \$ and the reasonable budget for such inspections is \$ (the overtime rates shall be \$ per hour).

The cost of inspection in excess of this budgeted amount shall be assessed against Contractor's progress payments, all in accordance with LSA R.S. 38:2216(L)(2).

E. METHODS OF BID SUBMISSION

- 1) Online at no charge via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net Registration and use of this site is free to Jefferson Parish vendors.
- 2) West Bank Purchasing Department, Suite 4400, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.
Office Hours: Monday-Friday, 8:30AM-4:30PM
- 3) 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 submitted for this project will be publicly opened at the West Bank location on the date and time advertised for bid opening.
Office Hours: Monday-Friday, 8:30AM-4:30PM

F. ETHICAL STANDARDS AND COOPERATION WITH THE OFFICE OF THE INSPECTOR GENERAL, INCLUDING CONFLICTS OF INTEREST

Vendor agrees by bid submission to comply with all provisions of Louisiana Law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, as published on <http://ethics.la.gov> and applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

Inspector General: 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 JPCO 2-155.10(19). Every parish contract and every bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program shall contain a statement that the corporation, partnership, or person understands and will abide by all provisions of JPCO 2-155.10.

Conflicts of Interest: 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.

G. REQUIRED AFFIDAVITS

For convenience, all legally mandated affidavits have been combined into one form, entitled THE PUBLIC WORKS BID AFFIDAVIT. All bidders must submit with their bid submission, a completed, signed and properly notarized affidavit in its original format and without 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 prior to, or at 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.

H. BID REQUIREMENTS (BID DOCUMENTS, SPECIFICATIONS, BONDS, W-9 AND PAYMENT INFO)

Bidders must review the bid specifications and include any required documentation including but not limited to the LA Public Works Uniform Bid Form, Bid Security, Corporate Resolution or written evidence of signature authority, and the Public Works Affidavit. Pursuant to LA R.S. 38:2212(B)(3)(b), bidders shall also be responsible for providing any other documentation as required, i.e. federal grant documentation, etc. Please note that the payment and performance bonds must be supplied by the successful bidder at contract signing.

All vendors submitting bids should register as a Jefferson Parish vendor, if not already registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and click 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.

Bidders must comply with all provisions of the General Terms and Conditions as approved by Resolution No. 113646 and/or 113647. A copy of these terms and resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, Louisiana 70053. Bidders may also obtain a copy by visiting the Purchasing Department's webpage at www.purchasing.jeffparish.net and clicking on online forms.

Bid Security: Bidders shall provide bid security in the form of a bid bond, cashier's check or certified check (as per R.S. 38:2218) in the amount of five percent (5%) of the total bid price (Base Bid and any Alternates). Such security will become the property of the Owner in the event the successful bidder fails or refuses to execute the Contract or fails to produce performance and payment bonds upon contract signing.

If submitting online, bidders 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.

Performance Bond: A performance bond is required in 50% of the contract amount and is due at the signing of the formal contract.

Payment Bond: A payment bond is required in 50% of the contract amount and is due at the signing of the formal contract.

I. INSURANCE REQUIREMENTS

All Bidders must submit with bid submission a current (valid) insurance certificate evidencing required coverages. Failure to comply will cause the 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 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.

Owner's Protective Liability and Builder's Risk Insurance are not required.

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.

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.

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.

INSURANCE 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.