



**Bid Number 50 - 131370**

**TWO (2) YEAR CONTRACT FOR WATER METERS AND COMPONENTS FOR ALL WATER DISTRICTS FOR THE PARISH OF JEFFERSON.**

**JULY 23, 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  
Donna Reamey  
Dreamey@Jeffparish.net  
504-364-2684**

## **Commercial Water Meters and Assemblies**

### **Contract**

#### **Items Included in this Contract:**

1. Compound Meters (Floating Ball Technology) (Sizes 2", 3", 4", 6", 8" & 10")
2. Turbine Meters (Floating Ball Technology) (Sizes 2", 3", 4", 6", 8" & 10")
3. Fire Service Meter (Floating Ball Technology) (Size 4", 6", 8" & 10")
4. Residential Meter (Floating Ball Technology) (Size 2")
5. Replacement Measuring Chambers for all types and size meters in Groups 1, 2, 3 & 4 above.

#### **Contract Terms:**

These specifications are prepared for a two (2) year supply of 2 inch and larger sizes of Water Meters and Components for all Water Districts for the Parish of Jefferson.

#### **Warranty:**

Products shall be warranted that they are manufactured in accordance with the applicable material specifications and are free from defects in workmanship and materials. Any defective items sold under this contract shall be replaced at no cost to the purchaser.

#### **General Specifications:**

These specifications are prepared for a two (2) year supply of 2 inch and larger sizes of Water Meters and components for all Water Districts for the Parish of Jefferson.

Jefferson Parish reserves the right to purchase any quantity of units more or less than specified and/or as needed during the two (2) year period of the contract.

The bidder is not to pre-ship any quantity until authorized by purchase order.

The quantities shown on the proposal guide are approximate quantities to be acquired by Jefferson Parish over a two (2) year period. Actual usage will be on an "as needed" basis.

All pertinent technical specifications and literature may be required upon request. Should technical specifications and literature be requested, bidder(s) will be required to submit said technical specifications and literature within ten (10) days of the request.

Bid delivery shall include all freight and delivery costs to Jefferson Parish warehouse locations on the East and West Banks of Jefferson Parish.

**Technical Specifications:**

All meters shall be compatible to the **Itron ERT 100 W** automated meter reading system. All meter registers must be Itron ERT ready with the "Itron Inline Connector" included on the register. Meter registers must use an encoder technology with digital odometer. Pulse technology will not be accepted. Registers should be magnetic-driven, easily read with unobstructed number wheels. LCD displays are accepted unless otherwise specified. Itron Inline Connectors shall be 25 feet in length.

The encoder register shall send data in ASCII format (American Standard Code for Information Interchange) to the endpoint. The encoder register shall transmit the complete odometer reading, with a minimum of 8 digits and all 8 positions. An 8-digit register identification number that has been factory set and never duplicated shall also be sent to the reading device. A locating chip or other suitable device shall be affixed in such a way that when the 100W Endpoint interrogates the encoder register, the microprocessor shall determine the true position of each odometer digit, encode the reading and send it to the Endpoint.

Meter register resolution shall be 8 dial type.

Meter manufacturers must guarantee the complete sealed register for a period of not less than ten (10) years for satisfactory operating performance and against fogging. If the sealed register fogs and/or does not operate satisfactorily, as determined by the Department of Water, the meter manufacturer shall replace the unit at no cost to the Jefferson Parish Water Department during the warranty period.

Each meter shall meet new meter accuracy standards during the first year of operation. The meter manufacturer must further guarantee all internal working meter parts for a period of not less than ten (10) years. During this period, measuring chambers shall meet the repaired meter accuracy standards of AWWA Manual M-6. Chambers which do not meet the aforementioned accuracy warranty shall be replaced by the manufacturer at no cost to the Jefferson Parish Water Department.

**Group 1. Commercial Compound Meters (Floating Ball Technology) (Sizes 2", 3", 4", 6", 8" & 10"):**

**CONFORMANCE TO STANDARDS**

The meter package shall meet or exceed all requirements of ANSI/AWWA Standard C701 and C702 for Class II compound and turbine meter assemblies. Each meter assembly shall be performance tested to ensure compliance. The meter package shall meet or exceed all requirements of NSF/ANSI Standard 61, Annex F and G.

**MAINCASES**

The meter main case shall be of epoxy coated ductile iron composition. The epoxy coating shall be provided as standard fusion-bonded and adhere to NSF for non-lead regulation compliance.

**PERFORMANCE**

The meter assembly shall have performance capability of continuous operation up to the rated maximum flows as listed below without affecting long-term accuracy or causing any undue component wear. The meter assembly shall also provide a 25% flow capacity in excess of the maximum flows listed for intermittent flow demands. Maximum head loss through the meter / strainer assembly shall not exceed those listed in the following table per meter size.

**OPERATING CHARACTERISTICS**

<b>Meter Size</b>	<b>Low Flow {95% Min}</b>	<b>Typical Operating Range</b>	<b>Intermittent Flow {98.s<sup>3</sup>/<sub>4</sub> - 101.s<sup>3</sup>/<sub>4</sub>}</b>	<b>Pressure Loss {Not to Exceed}</b>
2"	0.25 GPM	0.50 to 160 GPM	200 GPM	4.3 PSI @ 160 GPM
3"	0.50 GPM	1.0 to 400 GPM	500 GPM	3.2 PSI @ 400 GPM
4"	0.75 GPM	1.5 to 800 GPM	1000 GPM	6.4 PSI @ 800 GPM
6"	1.5 GPM	3.0 to 1600 GPM	2000 GPM	5.5 PSI @ 1600 GPM
8"	2.5 GPM	4.0 to 2700 GPM	3400 GPM	4.0 PSI @ 2700 GPM
10"	3.5 GPM	5.0 to 4000 GPM	5000 GPM	4.5 PSI @ 4000 GPM

Flow ratings shall be 160 GPM for 2" meters, 400 GPM for 3" meters, 800 GPM for 4" meters, 1600 GPM for 6" meters, 2700 GPM for 8" meters and 4000 GPM for 10" meters.

**MEASURING CHAMBER**

The measuring chamber shall consist of a measuring element, removable housing, and all-electronic register. The measuring element shall be mounted on a horizontal, stationary stainless steel shaft with sleeve bearings and be essentially weightless in water. The measuring element comes integrated with the advanced Floating Ball Technology design. The measuring chamber shall be capable of operating within the above listed accuracy limits without calibration when transferred from one main case to another of the same size. The measuring shall be so configured to capture all flows as specified above, without the requirement of an automatic valve.

**DIRECT MAGNETIC DRIVE SYSTEM**

The direct magnetic drive shall occur between the motion of the measuring element blade position and the electronic register. Any and all additional intermediate, magnetic or mechanical, drive couplings are not acceptable.

**ELECTRONIC REGISTER**

The meter's register is all-electronic and does not contain any mechanical gearing to display flow and accurate totalization. The electronic register includes the following partial list of features:

- AMR resolution units fully programmable
- Pulse output frequency fully programmable
- Integral da a logging capability
- Integral resettable accuracy testing feature
- Large, easy-to-read LCD display
- 10-year battery life guarantee

**MAXIMUM OPERATING PRESSURE**

The meter assembly shall operate properly without leakage, damage, or malfunction up to a maximum working pressure of 200 pounds per square inch (psig).

**STRAINERS**

The meter strainer shall be integral and cast as part of the meter's main case. The strainer's screen shall have a minimum net open area of at least two (2) times the pipe opening and be a V-shaped configuration for the purpose of maintaining a full unobstructed flow pattern. The strainer body shall be a coated ductile iron fusion-bonded epoxy identical to that of the meter's main case. All fasteners shall be stainless steel capable of maintaining the following static pressure ratings and physical dimensions:

<b>Meter Size</b>	<b>Maximum Working Pressure</b>	<b>Centerline to Strainer Base</b>	<b>Overall Length (Not to Exceed)</b>
2"	200 PSIG	2-1/16 INCHES	15-1/4 INCHES
3"	200 PSIG	4-1/8 INCHES	17 INCHES
4"	200 PSIG	4-3/4 INCHES	20 INCHES
6"	200 PSIG	5-3/4 INCHES	24 INCHES
8"	200 PSIG	6-3/4 INCHES	30-1/8 INCHES
10"	200 PSIG	8-1/2 INCHES	41-1/8 INCHES

**Note: there can be no change in these measurements as new meters must fit in the same space as the existing installations.**

**STRAIGHTENING VANES**

A straightening vane assembly is mandatory and shall be positioned directly upstream of the measuring element. The straightening vane assembly shall be an integral component of the measuring chamber.

**CONNECTIONS**

The meter assembly shall have flanges of the Class 125 round type, flat faced and shall conform to ANSI B16.1 for specified diameter, drilling and thickness.

**CERTIFICATIONS AND MARKINGS**

All sizes of meter packages shall display the sizes, model, manufacturer name, and direction of flow. Such display shall be cast on the side of the meter main case.

**Group 2. Commercial Turbine Meters (Floating Ball Technology) (Sizes 2", 3", 4", 6", 8" & 10"):**

**CONFORMANCE TO STANDARDS**

The meter package shall meet or exceed all requirements of ANSI/AWWA Standard C701 for Class II turbine meter assemblies. Each meter assembly shall be performance tested to ensure compliance. The meter package shall meet or exceed all requirements of NSF/ANSI Standard 61, Annex F and G.

**MAINCASES**

The meter main case shall be of epoxy coated ductile iron composition. The epoxy coating shall be provided as standard fusion-bonded and adhere to NSF for non-lead regulation compliance.

**PERFORMANCE**

The meter assembly shall have performance capability of continuous operation up to the rated maximum flows as listed below without affecting long-term accuracy or causing any undue component wear. The meter assembly shall also provide a 25% flow capacity in excess of the maximum flows listed for intermittent flow demands. Maximum head loss through the meter/strainer assembly shall not exceed those listed in the following table per meter size.

**OPERATING CHARACTERISTICS**

<b>Meter Size</b>	<b>Low Flow (95% Min.)</b>	<b>Typical Operating Range</b>	<b>Intermittent Flow</b>	<b>Pressure Loss (Not to Exceed)</b>
2"	1.0 GPM	1.5 to 250 GPM	250 GPM	7.0 PSI @ 200 GPM
3"	1.5 GPM	2.5 to 650 GPM	650 GPM	5.1 PSI @ 500 GPM
4"	2.0 GPM	3.0 to 1250 GPM	1250 GPM	8.7 PSI @ 1000 GPM
6"	2.5 GPM	4.0 to 2500 GPM	2500 GPM	8.2 PSI @ 2000 GPM
8"	4.0 GPM	5.0 to 3500 GPM	4700 GPM	5.1 PSI @ 3500 GPM
10"	5.0 GPM	6.0 to 5500 GPM	7000 GPM	7.2 PSI @ 5500 GPM

Flow ratings shall be 250 GPM 2" meters, 650 GPM for 3" meters, 1250 GPM for 4" meters, 2500 GPM for 6" meters, 3500 GPM for 8" meters, and 5500 GPM for 10" meters.

**MEASURING CHAMBER**

The measuring chamber shall consist of a measuring element, removable housing, and all-electronic register. The measuring element shall be mounted on a horizontal, stationary stainless steel shaft with sleeve bearings and be essentially weightless in water. The measuring element shall be integrated with the advanced Floating Ball Technology design. The measuring chamber shall be capable of operating within the above listed accuracy limits without calibration when transferred from one main case to another of the same size. The measuring shall be so configured to capture all flows as specified above.

**DIRECT MAGNETIC DRIVE SYSTEM**

The direct magnetic drive shall occur between the motion of the measuring element blade position and the electronic register. Any and all additional intermediate, magnetic or mechanical drive couplings are not acceptable.

**ELECTRONIC REGISTER**

Meter register resolution shall be 8 digit type or higher (if available). All digits on the register will be repolled when the meter is read through the communications interface. Digits shall read in gallons.

The meter's register is all-electronic and does not contain any mechanical gearing to display flow and accurate totalization. The electronic register includes the following partial list of features:

- AMR resolution units fully programmable
- Pulse output frequency fully programmable
- Integral data logging capability
- Integral resettable accuracy testing feature
- Large, easy-to-read LCD display
- 10-year battery life guarantee

**MAXIMUM OPERATING PRESSURE**

The meter assembly shall operate properly without leakage, damage, or malfunction up to a maximum working pressure of 200 pounds per square inch (psig).

**STRAINERS**

The meter strainer shall be integral and cast as part of the meter's main case. The strainer's screen shall have a minimum net open area of at least two (2) times the pipe opening and be a V-shaped configuration for the purpose of maintaining a full unobstructed flow pattern. The strainer body shall be a coated ductile iron fusion-bonded epoxy identical to that of the meter's main case. All fasteners shall be stainless steel capable of maintaining the following static pressure ratings and physical dimensions:

<b>Meter Size</b>	<b>Maximum Working Pressure</b>	<b>Centerline to Strainer Base</b>	<b>Overall Length (Not to Exceed)</b>
2"	200 PSIG	2-5/16 INCHES	17 INCHES
3"	200 PSIG	4-1/8 INCHES	19 INCHES
4"	200 PSIG	4-3/4 INCHES	23 INCHES
6"	200 PSIG	5-3/4 INCHES	27 INCHES
8"	200 PSIG	6-3/4 INCHES	30-1/8 INCHES
10"	200 PSIG	8-1/2 INCHES	41-1/8 INCHES

**Note: there can be no change in these measurements as new meters must fit in the same space as the existing installations.**

**STRAIGHTENING VANES**

A straightening vane assembly is mandatory and shall be positioned directly upstream of the measuring element. The straightening vane assembly shall be an integral component of the measuring chamber.

**CONNECTIONS**

The meter assemblies shall have flanges of the Class 125 round type, flat faced and shall conform to ANSI B16.1 for specified diameter, drilling and thickness.

**CERTIFICATIONS AND MARKINGS**

All sizes of meter packages shall display the sizes, model, manufacturer name, and direction of flow. Such display shall be cast on the side of the meter main case.

**Group 3. Fire Service Meter (Floating Ball Technology) (Sizes 4", 6", 8" & 10"):**

**SCOPE**

These specifications set forth the minimum acceptable design criteria and performance requirements for cold water meters - Fire Service type consisting of Class II turbine type meter and ductile iron strainer assembly. This meter assembly is intended where an extremely wide flow range is required and where measurement of both domestic and fire service water usage is desired.

**CONFORMANCE TO STANDARDS**

The meter package shall meet or exceed all requirements of AWWA Standard C703 for Class II. The measuring shall be so configured to capture all flows as specified without the requirement of an automatic valve. Each meter assembly shall be performance tested to ensure compliance.

Each meter package shall meet or exceed all requirements of NSF/ANSI Standard 61, Annex F and G. The meter shall be UL (Underwriters Laboratories) Listed and FM (Factory Mutual) approved for use on fire protection and domestic water applications.

**MAINCASES**

The meter main case shall be of epoxy coated ductile iron composition. The epoxy coating shall be provided as standard fusion-bonded and adhere to NSF for non-lead regulation compliance.

**PERFORMANCE**

The meter assembly shall have performance capability of continuous operation up to the rated maximum flows as listed below without affecting long-term accuracy or causing any undue component wear. The meter assembly shall also provide a 25% flow capacity in excess of the maximum flows listed for intermittent flow demands. Maximum head loss through the meter/strainer assembly shall not exceed those listed in the following table per meter size.

**Operating Characteristics**

<b>Meter Size</b>	<b>Low Flow (95% Min.)</b>	<b>Typical Operating Range</b>	<b>Intermittent Flow</b>	<b>Pressure Loss (Not to Exceed)</b>
4"	.75 GPM	1.0 to 1000 GPM	1250 GPM	6.4 PSI @ 1000 GPM
6"	1.5 GPM	3.0 to 2000 GPM	2500 GPM	6.7 PSI @ 2000 GPM
8"	2.5 GPM	4.0 to 3500 GPM	4700 GPM	5.0 PSI @ 3500 GPM
10"	3.5 GPM	5.0 to 5500 GPM	7000 GPM	7.0 PSI @ 5500 GPM

Flow ratings shall be 1250 GPM for 4" meters, 2500 GPM for 6" meters, 3500 GPM for 8" meters, and 5500 GPM for 10" meters.

**MEASURING CHAMBER**

The measuring chamber shall consist of a measuring element, removable housing, and all-electronic register. The measuring element shall be mounted on a horizontal, stationary stainless steel shaft with sleeve bearings and be essentially weightless in water. The measuring element shall be integrated with the advanced Floating Ball Technology design. The measuring chamber shall be capable of operating within the above listed accuracy limits without calibration when transferred from one main case to another of the same size. The measuring shall be so configured to capture all flows as specified above without requirement of an automatic valve.

**DIRECT MAGNETIC DRIVE SYSTEM**

The direct magnetic drive shall occur between the motion of the measuring element blade position and the electronic register. Any and all additional intermediate, magnetic or mechanical drive couplings are not acceptable.

**ELECTRONIC REGISTER**

The meter register is all-electronic and does not contain any mechanical gearing to display flow and accurate totalization. The electronic register includes the following:

- AMR resolution units fully programmable
- Pulse output frequency fully programmable
- Integral data logging capability
- Integral resettable accuracy testing feature
- Large, easy-to-read LCD display
- 10-year battery life

The resolution shall be 8 digit type or higher (if available). All digits on the register will be reported when the meter is read through the communications interface. Digits shall read in gallons.

**MAXIMUM OPERATING PRESSURE**

The meter assembly shall operate properly without leakage, damage, or malfunction up to a maximum working pressure of 175 pounds per square inch (psig).

**STRAINERS**

Each meter assembly shall have a separate UL (Underwriters Laboratories) Listed and FM (Factory Mutual) approved external fire service strainer as part of the meter package. The strainers screen shall have a minimum net open area of at least four (4) times the pipe opening and be V-shaped stainless steel screen for the purpose of obtaining a full unobstructed flow pattern. The strainer body shall be coated iron with stainless steel fasteners capable of maintaining the following static pressure ratings and physical dimensions:

<b>Meter Size</b>	<b>Maximum Working Pressure</b>	<b>Centerline to Strainer Base</b>	<b>Compact Overall Length <i>(Not to Exceed)</i></b>	<b>Standard Overall Length <i>(Not to Exceed)</i></b>
4"	175 PSIG	4-3/4 INCHES	33 INCHES	51-7/8 INCHES
6"	175 PSIG	5-3/4 INCHES	45 INCHES	67-5/8 INCHES
8 "	175 PSIG	6-3/4 INCHES	53 INCHES	77 INCHES
10"	175 PSIG	8-1/2 INCHES	68 INCHES	90 INCHES

**STRAIGHTENING VANES**

A straightening vane assembly is mandatory and shall be positioned directly upstream of the measuring element. The straightening vane assembly shall be an integral component of the measuring chamber.

**CONNECTIONS**

The meter assemblies shall have flanges of the Class 125 round type, flat faced and shall conform to ANSI B16.1 for specified diameter, drilling and thickness.

**CERTIFICATIONS AND MARKINGS**

All sizes of meter packages shall be UL (Underwriters Laboratory) Listed and FM (Factory Mutual) approved as being accepted for use on fire service lines and domestic water use. For such applications, the meter shall have a UL/FM listed and approved strainer immediately upstream of the inlet flange. The meter shall have an identification tag affixed indicating such acceptance and the strainer shall also bear such acceptance symbols and markings on the casting.

**Group 4. Residential Turbine Meters (Floating Ball Technology) (Sizes 2"):**

**CONFORMANCE TO STANDARDS**

The meter package shall meet or exceed all requirements of AWWA Standard C701 for Class II turbine meter assemblies and exceeds AWWA C700 Residential Standard. Each meter assembly shall be performance tested to ensure compliance. The meter package shall meet or exceed all requirements of NSF/ANSI Standard 61, Annex F and G.

**MAINCASES**

The meter main case shall be of epoxy coated ductile iron composition. The epoxy coating shall be provided as standard fusion-bonded and adhere to NSF for non-lead regulation compliance.

**PERFORMANCE**

The meter assembly shall have performance capability of continuous operation up to the rated maximum flows as listed below without affecting long-term accuracy or causing any undue component wear. Maximum head loss through the meter/strainer assembly shall not exceed those listed in the following table per meter size.

**Operating Characteristics**

<b>Meter Size</b>	<b>Low Flow (95% Min.)</b>	<b>Operating Range (98.5% - 101.5%)</b>	<b>Pressure Loss (Not to Exceed)</b>
2" w/	1.0 GPM	2.5 to 200 GPM	7.0 PSI @ 200 GPM
2" w/o strainer	1.0 GPM	2.5 to 200 GPM	4.4 PSI @ 200 GPM

Flow ratings shall be 200 GPM for 2" meters.

**MEASURING CHAMBER**

The measuring chamber shall consist of a measuring element, removable housing, and all-electronic register. The measuring element shall be mounted on a horizontal, stationary stainless steel shaft with sleeve bearings and be essentially weightless in water. The measuring element shall be integrated with the advanced Floating Ball Technology design. The measuring chamber shall be capable of operating within the above listed accuracy limits without calibration when transferred from one main case to another of the same size. The measuring shall be so configured to capture all flows as specified above.

**DIRECT MAGNETIC DRIVE SYSTEM**

The direct magnetic drive shall occur between the motion of the measuring element blade position and the electronic register. Any and all additional intermediate, magnetic or mechanical drive couplings are not acceptable.

**ELECTRONIC REGISTER**

Meter register resolution shall be 8 digit type or higher (if available). All digits on the register will be reported when the meter is read through the communications interface. Digits shall read in gallons.

The meter's register is all-electronic and does not contain any mechanical gearing to display flow and accurate totalization. The electronic register includes the following partial list of features:

- AMR resolution units fully programmable
- Large, easy-to-read LCD display
- 10-year battery life guarantee

**MAXIMUM OPERATING PRESSURE**

The meter assembly shall operate properly without leakage, damage, or malfunction up to a maximum working pressure of 200 pounds per square inch (psig).

**STRAINERS**

The meter strainer shall be integral and cast as part of the meter's main case. The strainer's screen shall have a minimum net open area of at least two (2) times the pipe opening and be a V-shaped configuration for the purpose of maintaining a full unobstructed flow pattern. The strainer body shall be a coated ductile iron fusion-bonded epoxy identical to that of the meter's main case. All fasteners shall be stainless steel capable of maintaining the following static pressure ratings and physical dimensions:

<b>Meter Size</b>	<b>Maximum Working Pressure</b>	<b>Centerline to Strainer Base</b>	<b>Overall Length (Not to Exceed)</b>
2" w/ strainer	200 PSIG	2-5/16 INCHES	17 INCHES
2" w/o strainer	200 PSIG	2-5/16 INCHES	10 INCHES

**Note: there can be no change in these measurements as new meters must fit in the same space as the existing installations.**

**STRAIGHTENING VANES**

A straightening vane assembly is mandatory and shall be positioned directly upstream of the measuring element. The straightening vane assembly shall be an integral component of the measuring chamber.

**CONNECTIONS**

The 2" meter assemblies shall be of the 2 bolt oval flange configuration.

**CERTIFICATIONS AND MARKINGS**

All sizes of meter packages shall display the sizes, model, manufacturer name, and direction of flow. Such display shall be cast on the side of the meter main case.

**Group 5. Replacement Measuring Chambers for all types and size meters in Groups 1, 2, 3 & 4 above.**

**MEASURING CHAMBER**

The measuring chamber shall consist of a measuring element, removable housing, and all-electronic register. The measuring element shall be mounted on a horizontal, stationary stainless steel shaft with sleeve bearings and be essentially weightless in water. The measuring element comes integrated with the advanced Floating Ball Technology design. The measuring chamber shall be capable of operating within the above listed accuracy limits without calibration when transferred from one main case to another of the same size. The measuring shall be so configured to capture all flows as specified above, without the requirement of an automatic valve.

**DIRECT MAGNETIC DRIVE SYSTEM**

The direct magnetic drive shall occur between the motion of the measuring element blade position and the electronic register. Any and all additional intermediate, magnetic or mechanical, drive couplings are not acceptable.

**ELECTRONIC REGISTER**

The meter's register is all-electronic and does not contain any mechanical gearing to display flow and accurate totalization. The electronic register includes the following phial list of features:

- AMR resolution units fully programmable
- Pulse output frequency fully programmable
- Integral data logging capability
- Integral resettable accuracy testing feature
- Large, easy-to-read LCD display
- 10-year battery life guarantee

DATE: 7/07/2020

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00131370

**JEFFERSON PARISH**

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

BUYER: DREAMEY@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 7/23/2020 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.

**10,12,13,15**

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise 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-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

**It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.**

**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.: 50-00131370

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	10.00	EA	TWO YEAR CONTRACT FOR WATER METERS AND COMPONENTS FOR ALL WATER DISTRICTS FOR THE PARISH OF JEFFERSON.		
2	5.00	EA	0080 COMPOUND METER (FLOATING BALL TECHNOLOGY) 2 INCH		
3	35.00	EA	0090 COMPOUND METER (FLOATING BALL TECHNOLOGY) 3 INCH		
4	10.00	EA	0100 COMPOUND METER (FLOATING BALL TECHNOLOGY) 4 INCH		
5	10.00	EA	0110 COMPOUND METER (FLOATING BALL TECHNOLOGY) 6 INCH		
6	10.00	EA	0120 COMPOUND METER (FLOATING BALL TECHNOLOGY) 8 INCH		
7	10.00	EA	0130 COMPOUND METER (FLOATING BALL TECHNOLOGY)10 INCH		
8	10.00	EA	0210 TURBINE METER (FLOATING BALL TECHNOLOGY) 2 INCH		
9	5.00	EA	0220 TURBINE METER (FLOATING BALL TECHNOLOGY) 3 INCH		
10	10.00	EA	0230 TURBINE METER (FLOATING BALL TECHNOLOGY) 4 INCH		
11	10.00	EA	0240 TURBINE METER (FLOATING BALL TECHNOLOGY) 6 INCH		
12	10.00	EA	0250 TURBINE METER (FLOATING BALL TECHNOLOGY) 8 INCH		
	1.00	EA	0280 - FIRE SERVICE METER (FLOATING BALL TECHNOLOGY) 6 INCH		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131370

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	1.00	EA	0290 - FIRE SERVICE METER (FLOATING BALL TECHLOLOGY) 8 INCH		
14	1.00	EA	0310 - FIRE SERVICE METER (FLOATING BALL TECHLOLOGY) 10 INCH		
15	1.00	EA	0320 - RESIDENTIAL TURBINE METER (FLOATING BALL TECHLOLOGY) 2 INCH		
16	1.00	EA	0330 - REPLACEMENT MEASURING CHAMBER FOR COMPOUND METER (FLOATING BALL TECHLOLOGY) 2 INCH		
17	1.00	EA	0340 - REPLACEMENT MEASURING CHAMBER FOR COMPOUND METER (FLOATING BALL TECHLOLOGY) 3 INCH		
18	1.00	EA	0350 - REPLACEMENT MEASURING CHAMBER FOR COMPOUND METER (FLOATING BALL TECHLOLOGY) 4 INCH		
19	1.00	EA	0360 - REPLACEMENT MEASURING CHAMBER FOR COMPOUND METER (FLOATING BALL TECHLOLOGY) 6 INCH		
20	1.00	EA	0370 - REPLACEMENT MEASURING CHAMBER FOR COMPOUND METER (FLOATING BALL TECHLOLOGY) 8 INCH		
21	1.00	EA	0380 - REPLACEMENT MEASURING CHAMBER FOR COMPOUND METER(FLOATING BALL TECHLOLOGY)10 INCH		
22	1.00	EA	0390 - REPLACEMENT MEASURING CHAMBER FOR TURBINE METER(FLOATING BALL TECHLOLOGY)2 INCH		
23	1.00	EA	0410 - REPLACEMENT MEASURING CHAMBER FOR TURBINE METER(FLOATING BALL		

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
24	1.00	EA	TECHNOLOGY)3 INCH 0420 - REPLACEMENT MEASURING CHAMBER FOR TURBINE METER(FLOATING BALL		
25	1.00	EA	TECHNOLOGY)4 INCH 0430 - REPLACEMENT MEASURING CHAMBER FOR TURBINE METER(FLOATING BALL		
26	1.00	EA	TECHNOLOGY)6 INCH 0440 - REPLACEMENT MEASURING CHAMBER FOR TURBINE METER(FLOATING BALL		
27	1.00	EA	TECHNOLOGY)8 INCH 0450 - REPLACEMENT MEASURING CHAMBER FOR TURBINE METER(FLOATING BALL		
28	1.00	EA	TECHNOLOGY)10 INCH 0460 - REPLACEMENT MEASURING CHAMBER FOR FIRE SERVICE METER (FLOATING BALL		
29	1.00	EA	TECHNOLOGY)4 INCH 0460 - REPLACEMENT MEASURING CHAMBER FOR FIRE SERVICE METER (FLOATING BALL		
30	1.00	EA	TECHNOLOGY)8 INCH 0470 - REPLACEMENT MEASURING CHAMBER FOR FIRE SERVICE METER (FLOATING BALL		
31	1.00	EA	TECHNOLOGY)6 INCH 0490 - REPLACEMENT MEASURING CHAMBER FOR FIRE SERVICE METER (FLOATING BALL		
32	1.00	EA	TECHNOLOGY)10 INCH 0510 - REPLACEMENT MEASURING CHAMBER FOR RESIDENTIAL TURBINE METER (FLOATING		
33	1.00	EA	BALL TECHNOLOGY) 2 INCH 0520 - FREIGHT		

**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.

---

**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 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** - 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.



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 2020

### **Changes to Jefferson Parish Bidding Information**

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

**Probable Construction Cost:** Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

**Insurance Requirement:** **All bidders** must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

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](mailto:PURCHASING@JEFFPARISH.NET) WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

May 2020

### PURCHASING DEPARTMENT ANNOUNCEMENT

#### **Public Access to the General Government Building and Joseph S. Yenni Building:**

Effective **Monday, May 18, 2020**, Jefferson Parish Government buildings will be open to the public. All visitors will be required to wear a mask or face covering and undergo a temperature screening prior to entry.

#### **Bid Openings:**

Due to COVID-19 safety precautions, all public bid openings have been suspended. Bid openings will continue and be made available via phone conference by calling the following:

**Dial-in Number:** (504) 323-1800

**Meeting ID:** 181357

Bids will be accepted through Central Bidding or manual submission. Manually-submitted bids can be delivered to either Purchasing office location; however, if submitting bids on the day of the bid opening, bidders must submit at the West Bank location. Advertised bids will be received until 2 p.m. The bid opening teleconference will begin at 2:30 p.m. on each bid opening date.

If you have any questions, please contact the Purchasing Department at (504) 364-2678 or e-mail [purchasing@jeffparish.net](mailto:purchasing@jeffparish.net) for assistance.

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](mailto:PURCHASING@JEFFPARISH.NET) WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)